



# APPLICATION FOR A WATERWAY WORK LICENCE

This application for a waterway work licence is made under section 43 of the *Water Resources Act 2007*.

A waterway work licence is required for any of the following:

- (a) The construction or alteration of a water retention structure with a capacity of 2 megalitres or more (regardless of whether it is located in or on a waterway);
- (b) The construction or alteration of a water retention structure located in or on a waterway (regardless of capacity); or
- (c) Other work located in or on a waterway.

A waterway can include permanent or intermittent rivers, streams, ponds, dams, lakes, wetlands and stormwater systems.

All licences granted under the *Water Resources Act 2007* are included on the Water Resources Register and hence are public documents.

## A. DETAILS OF APPLICANT

**Note: The applicant(s) must be the individual or business/company who will be conducting the work, as a waterway work licence cannot be transferred to another individual or business/company.**

1. Is the Licence to be held in the name of:  An individual(s)  A business/company

2. Title:  Mr  Mrs  Ms  Miss  Other \_\_\_\_\_

Full name(s):

**OR**

Business/company name:	
	ABN:
Contact person:	ACN:

3.

Home/business address:		
	State:	Postcode:
Postal address:		
	State:	Postcode:
Email address:		Facsimile:
Home phone:	Business phone:	Mobile:

## B. BASIS OF LEGAL ACCESS TO THE SITE

You must be able to demonstrate that you have legal access to the site. Please tick which of the following applies and **attach relevant documentation to the completed application form.**

- I am the leaseholder or land manager
- Evidence of legal access from the leaseholder or land manager
- Possession of Site Certificate
- Documentation showing Award of Contract
- Other (please specify): \_\_\_\_\_

## C. LOCATION OF PROPOSED WATERWAY WORK

Block: \_\_\_\_\_ Section: \_\_\_\_\_ Division: \_\_\_\_\_ District: \_\_\_\_\_

Block: \_\_\_\_\_ Section: \_\_\_\_\_ Division: \_\_\_\_\_ District: \_\_\_\_\_

Block: \_\_\_\_\_ Section: \_\_\_\_\_ Division: \_\_\_\_\_ District: \_\_\_\_\_

Eastings/northings: \_\_\_\_\_  Map attached

**Please attach additional pages if you require more space.**

## D. DETAILS OF THE ACTIVITY

1. Select the activity you intend to undertake in a waterway:

- Construction or alteration of a water retention structure with a capacity of 2 megalitres or more (regardless of whether it is located in or on a waterway)
- Construction or alteration of a water retention structure located in or on a waterway (regardless of capacity)
- Other work located in or on a waterway (including work on the banks)

2. Proposed commencement date of work: \_\_\_\_\_

3. Proposed completion date of work: \_\_\_\_\_

4. Expected volume of water structure: \_\_\_\_\_

5. Brief description of the proposed activity:

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## E. ENVIRONMENTAL CONSIDERATIONS

To assess your application you will need to provide details of work, including (but not limited to), what work will be undertaken, how the work will be undertaken, what environmental safeguards are proposed, and what site rehabilitation will be undertaken.

Attach the following documents:

- A locality plan to show the general location of work
- Engineering drawings or construction plans (if these drawings/plans are not available you may include a sketch diagram of the proposed work)
- A work method statement
- A pollution control plan (see note below)

**Note:**

The pollution control plan needs to:

- a) Comply with the 'Environment Protection Guidelines for Construction and Land Development in the ACT'; and
- b) Meet the 'Minimum Standards for Submission of Pollution Control Plans'.

The documents can be found here <https://www.accesscanberra.act.gov.au/s/article/environment-protection-guidelines-tab-overview>

You may be required to provide further information about the proposed waterway work.

## F. PROPOSED WATER USAGE

1. Do you intend to take non-potable from the structure or elsewhere?  Yes  No  
If yes, you may be required to apply for a licence to take water or an exemption before you can take water.

2. What are the intended uses of the water?

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3. Where will the water be sourced?

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4. Where will the water be applied?

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5. What is the estimated volume of water required?

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**G. REMOVAL/IMPORTATION OF MATERIAL FROM THE WATERWAY**

- 1. Do you intend to remove material, other than water, from the waterway?  Yes  No  
(Note: removal does not mean disturbance and reshaping of materials in or along a waterway.)
- 2. What material will be removed? \_\_\_\_\_
- 3. What volume of material will be removed? (in m<sup>3</sup>) \_\_\_\_\_  
(Note: under the *Environment Protection Act 1997* the extraction of more than 100m<sup>3</sup> of material (other than water) from a waterway requires an Environmental Authorisation. For more information contact Environment and Dangerous Substances Licensing via Access Canberra on 13 22 81.)
- 4. Where will the material be disposed of?  
\_\_\_\_\_  
\_\_\_\_\_
- 5. Is it proposed to import material to the site?  Yes  No
- 6. What materials will be imported?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7. Where will the imported materials be sourced?  
\_\_\_\_\_  
\_\_\_\_\_

**H. SIGNATURE OF APPLICANT IF AN INDIVIDUAL**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I. SIGNATURE OF APPLICANT IF A BUSINESS/COMPANY**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For further information or assistance, please contact the Environment Protection Authority by calling Access Canberra on 13 22 81, email [environment.protection@act.gov.au](mailto:environment.protection@act.gov.au), or visit Dame Pattie Menzies House, 16 Challis Street, Dickson ACT 2602.

## J. PAYMENT OF APPLICATION FEE \$199.55

To allow for faster processing of your application, the form should be accompanied by payment of the application fee \$199.55. Payment may be made by cheque, or credit card. Alternatively, if you wish to be sent an invoice please tick the appropriate box below.

Cheque attached

Make cheques payable to: Chief Minister, Treasury and Economic Development Directorate

Credit card details

Please Invoice (payable by cheque or electronic funds transfer)

Return application form with payment (where applicable) to:

By post: Environment Protection Authority  
GPO Box 158  
Canberra ACT 2601

In person: Access Canberra Shopfronts or  
Dame Pattie Menzies House  
16 Challis Street  
Dickson ACT 2602

Email: [environment.protection@act.gov.au](mailto:environment.protection@act.gov.au)

Fax: (02) 6207 6084

Phone: Access Canberra 13 22 81

Access Canberra ABN: 68 367 113 536

The personal details collected on this form are required to process the waterway work licence. Your personal information will be held by the ACT Government to the extent necessary to achieve this purpose. Details of your payment information may be released to you or your financial institution if this transaction is queried. Disclosure to third-parties will not be made except in accordance with the *Privacy Act 1988* (Cth).