



CHECKLIST

Please refer to the accompanying **Guideline for completing an application for a Controlled Activity Approval**

- ❖ If development was assessed under the 'Integrated Development Assessment System' or under Part 4 of the *Environmental Planning and Assessment Act 1979*, or General Terms of Approval (GTA) were issued by DPI Water (formerly the NSW Office of Water), then please submit the following information.

All plans requested and submitted must comply with DPI Water's guidelines and GTA conditions.

Please ensure that:

- Application form is signed.
 - Details – name, address, email address, contact number – have been provided for **all applicants**.
 - Details – name, address, email address, contact number – of **land owner(s)** have been provided.
 - Land owner's signature or consent (if applicable) has been obtained.
 - A clear description of all proposed work(s) is included.
 - A topographic map and/or aerial photo(s) showing where the work or controlled activity is to occur is attached.
 - A plan or diagram clearly showing the location of the proposed work or controlled activity (to scale and with scale bar included), is attached, stamped, and dated by Council.
 - Assessment or report detailing the environmental impacts of the work or controlled activity on waterfront land is attached.
 - A copy of Development Consent or confirmation from local council that no consent is required is attached.
 - A copy of your *rates notice*, or Certificate of Title(s) has been provided.
 - The real property description being Lot and DP has been provided.
 - A map that **clearly** shows the boundary of all tenures (properties) relating to the proposed development is attached.
 - Any extra information as required in Section H (Extractive Industry) is attached.
 - Two (2) copies of any plans requested in the General Terms of Approval (GTA), including construction plans for any work or controlled activities in, on or under waterfront land are attached.
 - The required fee (as advised by DPI Water) is attached.
 - The required Security (Bond or Bank Guarantee) – if security has been requested – is attached.
- ❖ If the proposed development did not require development consent (from Council) or was assessed under Part 5 of the *Environmental Planning and Assessment Act 1979* then, in addition to providing the information listed above, the following information may also be required.
If relevant, please ensure that:
 - An impact assessment regarding threatened aquatic species - in accordance with the *Threatened Species Conservation Act 1995* is attached.
 - Evidence (such as a copy of the licence or approval) that you have conferred with NSW Fisheries (now NSW Industry & Investment) or any other relevant government agency is attached.

Your application may be rejected or delayed if the required information or application fee is not provided.



APPLICATION

Please refer to the accompanying **Guideline for completing an application for a Controlled Activity Approval**

Reference No. (use EA/ERM number, if known)	Office Use Only	File No.
---	-----------------	----------

SECTION A: Applicant's details

Please use **BLOCK LETTERS** if filling out by hand. Photocopy or print multiple copies of this page if more than two applicants.

A1	Applicant 1				
A2	Title (Mr, Mrs, Ms)	A3 Surname	A4 Given name(s)		
A5	Company name (if applicable)		A14 ACN		
A6	Postal address				
A7	Town		A8 State	A9 Postcode	
A10	Phone		A11 Alternate phone/mobile		
A12	Fax	A13 Email			
A15	Applicant 2				
	Title (Mr, Mrs, Ms)	Surname	Given name(s)		
	Company name (if applicable)		ACN		
	Postal address				
	Town		State	Postcode	
	Phone		Alternate phone/mobile		
	Fax	Email			
A16	Is the applicant also the owner (not lessee or trustee) of the property on which the proposed controlled activity will occur?				<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION B: Property owner's details (if different from Applicant)

B1	Owner 1				
B2	Title (Mr, Mrs, Ms)	B3 Surname	B4 Given name(s)		
B5	Postal address				
B6	Town		B7 State	B8 Postcode	
B9	Phone		B10 Alternate phone		
B11	Owner 2				
	Title (Mr, Mrs, Ms)	Surname	Given name(s)		
	Postal address				
	Town		State	Postcode	
	Phone		Alternate phone/mobile		
<p>OWNER'S CONSENT: As owner(s) of the property described above, I/We have no objections to the 'controlled activity' occurring on my/our property as described in this application and as shown on the attached plans. I/We understand that I/We will be responsible for all 'controlled activities' on my/our land and for any measures required to protect a water source under Part 1 of Chapter 7 of the <i>Water Management Act 2000</i>.</p>					
B12	Signature	Date	B13	Signature	Date
<p>IF OWNER IS A CORPORATION: Executed for and on behalf of the corporation in accordance with section 127 of the Commonwealth <i>Corporations Act 2001</i> (if a company) or by a duly authorised officer for other types of corporation:</p>					
B14	Name of Corporation:		B15	ACN	
B16	Registered business Address:				

B17	Name of Signatory (1):	Signatory:	Date
B18	Position of Signatory: <input type="checkbox"/> company director <input type="checkbox"/> company secretary		
	Name of Signatory: (2)	Signatory:	Date
	Position of Signatory : <input type="checkbox"/> company director <input type="checkbox"/> company secretary		

IMPORTANT: Ownership and cadastral details of all properties and the consent(s) of all property owners on which the proposed work or controlled activity will occur must be provided. If space provided is insufficient please photocopy or print multiple copies of this page.

SECTION C: Approval contact person (optional)

Only complete this section if a person other than the applicant or owner will be dealing with this application.

C1	Title (<i>Mr, Mrs, Ms</i>)	C2 Surname	C3 Given name(s)
C4	Postal address		
C5	Town	C6 State	C7 Postcode
C8	Phone	C9 Email address	

SECTION D: Details of property on which proposed controlled activity will occur

D1 Property name (if applicable)			
D2 Property address			
D3 Town		D4 State	D5 Postcode
D6	Lot	DP	Parish/Portion
	Lot	DP	Parish
	Lot	DP	Parish
	Lot	DP	Parish
D7 Local Council		D8 DA No. (if applicable)	
D9 Land Status	<input type="checkbox"/> Freehold <input type="checkbox"/> Leasehold <input type="checkbox"/> Crown reserve <input type="checkbox"/> Other (describe)		
D10 Is the property – or any part thereof - subject to any Native Title claim(s) IF YES, provide or attach details.			<input type="checkbox"/> Yes <input type="checkbox"/> No

IMPORTANT: Applicants must attach a copy or portion of an up-to-date, large-scale (for example 1:25,000) topographic map with location of the proposed work or controlled activity clearly marked. **Failure to provide this information may result in the application being returned without processing.**

SECTION E: Planning controls and other approvals

NOTE: If development consent is required but not yet granted, DPI Water recommends the development proposal be submitted to Council as an integrated development application before applying for a Controlled Activity Approval from this agency.

E1	Does the proposal require development consent from your local council? →	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E2	If YES, has development consent already been granted? <i>Please provide a full copy of the determination.</i> →	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E3	Does the proposal require any other permits, licences or approvals? → If YES, please provide details or copies of approvals (if issued).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E4	Development consent is not required but the following planning instruments apply to the proposed development. For example a State Environmental Planning Policy (SEPP) or Local Environment Plan (LEP). <i>Please attach copy of relevant section.</i>		
E5	PROVIDE details of any special considerations required by these planning instruments. <i>Please attach copy of relevant section.</i>		
E6	PROVIDE zoning details (number and name for example 2A; Residential)		
E7	Is the proposed work or controlled activity prohibited development in this zone? →	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E8	Is the development exempt or complying development? → If YES, please attach a copy of the <i>Complying Development Certificate</i> issued by the consent authority.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E9	Is the development occurring within an area covered by a Floodplain Management Plan? → If YES, please provide details.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION F: Description of site and environs (tick all relevant boxes)

IMPORTANT: Please attach several **original colour photographs** of the site (not photocopies). Please position the photographs (location and direction for example looking east) on a sketch plan and ensure the top of bank is clearly identified. Ideally, photo points should be surveyed or identified by GPS coordinates. **Failure to provide photographs may result in the application being returned without processing.**

F1 **DESCRIBE** the site generally (area, slope, previous land use etc. and ensure photographs are attached):

F2 **DESCRIBE** the waterfront land or riparian area at **THIS SITE**. (Tick all relevant boxes). *The waterfront land at this site -*

<input type="checkbox"/> is mostly undisturbed	<input type="checkbox"/> has good quality native vegetation	<input type="checkbox"/> has buildings on or near bank
<input type="checkbox"/> is extensively cleared	<input type="checkbox"/> is used for grazing	<input type="checkbox"/> the banks are stable or not eroding
<input type="checkbox"/> contains no native vegetation	<input type="checkbox"/> contains weeds or exotic vegetation	<input type="checkbox"/> the banks are eroded or unstable
<input type="checkbox"/> is subject to flooding, or is flood-prone	<input type="checkbox"/> is adjacent to sea grass beds	<input type="checkbox"/> is surrounded by other development
<input type="checkbox"/> other (describe)		

F3 **DESCRIBE** the waterfront land or riparian area **UPSTREAM** of this site. (Tick all relevant boxes).

<input type="checkbox"/> is mostly undisturbed	<input type="checkbox"/> has good quality native vegetation	<input type="checkbox"/> has buildings on or near bank
<input type="checkbox"/> is extensively cleared	<input type="checkbox"/> is used for grazing	<input type="checkbox"/> the banks are stable or not eroding
<input type="checkbox"/> contains no native vegetation	<input type="checkbox"/> contains weeds or exotic vegetation	<input type="checkbox"/> the banks are eroded or unstable
<input type="checkbox"/> is subject to flooding, or is flood-prone	<input type="checkbox"/> is adjacent to sea grass beds	<input type="checkbox"/> is surrounded by other development
<input type="checkbox"/> other (describe)		

F4 **DESCRIBE** the waterfront land or riparian area **DOWNSTREAM** of the site. (Tick all relevant boxes).

<input type="checkbox"/> is mostly undisturbed	<input type="checkbox"/> has good quality native vegetation	<input type="checkbox"/> has buildings on or near bank
<input type="checkbox"/> is extensively cleared	<input type="checkbox"/> is used for grazing	<input type="checkbox"/> the banks are stable or not eroding
<input type="checkbox"/> contains no native vegetation	<input type="checkbox"/> contains weeds or exotic vegetation	<input type="checkbox"/> the banks are eroded or unstable
<input type="checkbox"/> is subject to flooding, or is flood-prone	<input type="checkbox"/> is adjacent to sea grass beds	<input type="checkbox"/> is surrounded by other development
<input type="checkbox"/> other (describe)		

F5 **DESCRIBE** the waterfront land or riparian area **ADJOINING OR OPPOSITE** the site. (Tick all relevant boxes).

<input type="checkbox"/> is mostly undisturbed	<input type="checkbox"/> has good quality native vegetation	<input type="checkbox"/> has buildings on or near bank
<input type="checkbox"/> is extensively cleared	<input type="checkbox"/> is used for grazing	<input type="checkbox"/> the banks are stable or not eroding
<input type="checkbox"/> contains no native vegetation	<input type="checkbox"/> contains weeds or exotic vegetation	<input type="checkbox"/> the banks are eroded or unstable
<input type="checkbox"/> is subject to flooding, or is flood-prone	<input type="checkbox"/> is adjacent to sea grass beds	<input type="checkbox"/> is surrounded by other development
<input type="checkbox"/> other (describe)		

F6 **DESCRIBE** the adjoining or neighbouring land uses. (Tick all relevant boxes).

<input type="checkbox"/> residential	<input type="checkbox"/> commercial, warehouses	<input type="checkbox"/> rural residential
<input type="checkbox"/> multi density, town houses or high rise	<input type="checkbox"/> industrial – light or heavy	<input type="checkbox"/> grazing, dairying
<input type="checkbox"/> school, church or community hall	<input type="checkbox"/> recreation area, park, reserve	<input type="checkbox"/> cropping, turf, horticulture
<input type="checkbox"/> shopping or mixed development	<input type="checkbox"/> tourism, caravan park	<input type="checkbox"/> intensive livestock, feedlots, etc.
<input type="checkbox"/> other (describe)		

F7 **PROVIDE** details of any **threatened species** or ecological communities (flora or fauna) located on or near this site.

SECTION G: Details of water source – surface and groundwater

G1 SURFACE WATER (Tick all relevant boxes.) The watercourse at this site:		
<input type="checkbox"/> is described as intermittent	<input type="checkbox"/> is described as an anabranch	<input type="checkbox"/> has been realigned or modified
<input type="checkbox"/> is described as permanently flowing	<input type="checkbox"/> is described as a chain of ponds	<input type="checkbox"/> has been artificially improved
<input type="checkbox"/> is described as a lake	<input type="checkbox"/> is described as tidal	<input type="checkbox"/> has modified banks
<input type="checkbox"/> is described as a wetland	<input type="checkbox"/> is described as a tidal delta	<input type="checkbox"/> has a modified bed
<input type="checkbox"/> is described as an estuary	<input type="checkbox"/> is described as an abandoned stream channel	<input type="checkbox"/> has banks that are stable or not eroding
<input type="checkbox"/> is described as a weir pool	<input type="checkbox"/> is described as a floodplain	<input type="checkbox"/> has banks that are eroding or unstable
<input type="checkbox"/> is described as a sump hole	<input type="checkbox"/> has a confluence with a wetland	<input type="checkbox"/> has sediment accumulating at site
<input type="checkbox"/> is described as a drainage line	<input type="checkbox"/> contains pools & riffles	<input type="checkbox"/> has banks that are incised
<input type="checkbox"/> is described as a headwater	<input type="checkbox"/> is described as a concrete channel	<input type="checkbox"/> has buildings on or near bank
<input type="checkbox"/> other (describe)		
G2 Name of watercourse (if known)		
G3 Name of catchment		
G4 WILL the proposed activity intersect an aquifer or GROUNDWATER source? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If YES, please provide the following information:		
1. Depth of intersection with groundwater	metres OR <input type="checkbox"/> clearly shown on architectural sections attached – see plan/drawing no:	
2. Details of water levels on site	<input type="checkbox"/> water level measurements are attached – see page/section	
3. Nature of ground or sub surface area	<input type="checkbox"/> described in geotechnical report attached – see page/section	
4. Direction of flow	<input type="checkbox"/> shown on attached map or assessment	
5. Details of contamination if present	<input type="checkbox"/> described in environmental site assessment attached – see page/section	
G5 DOES the proposed controlled activity involve water access, water harvesting or water storage (excluding rainwater tanks)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If YES, does the proposed dam or water storage exceed the maximum harvestable right? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Proposed storage capacity ML		
G6 DOES the proposed controlled activity involve extraction for the purpose of removing sand or gravel etc from a watercourse or waterfront land? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If YES, please also complete Section H.		

SECTION H: Details of controlled activity

IMPORTANT: Please attach copies of engineering drawings or construction plans. If not available, include a sketch diagram of the proposed work or controlled activity - include any temporary structures such as coffer dams. **Failure to provide plans or drawings may result in the application being returned without processing.**

H1 **DESCRIBE** the controlled activity proposed to be undertaken on waterfront land **ONLY**. (This is the work or controlled activity occurring on the bank, in the bed, under/over or within 40 metres of a watercourse.) Detail (i) **what** work or controlled activity will be undertaken, (ii) **how** the work or controlled activity will be undertaken, (iii) what **environmental safeguards** (erosion and sediment control) are proposed and (iv) what **site rehabilitation** will be undertaken. Please attach additional pages or a report if necessary. A guide to the information required for assessment should be obtained from DPI Water.

H2 DESCRIBE the purpose or objectives of the proposed controlled activity and explain why the controlled activity is being carried out.			
H3 OUTLINE your justification for the proposed controlled activity in terms of environmental, economic, social and intergenerational equity considerations. Describe any feasible alternatives, the reasons for your preferred approach, and the consequences of not carrying out the proposed controlled activity. Please attach additional pages or a report if necessary.			
H4 WILL the proposed controlled activity result in no more than minimal harm to waterfront land?			<input type="checkbox"/> Yes <input type="checkbox"/> No
H5 WHAT IS THE ESTIMATED area of waterfront land that will be affected by the proposed controlled activity? Ensure a plan showing the location and extent of the affected area is attached to this application.			sq. metres
H6 WHAT IS THE ESTIMATED TOTAL COST to complete the proposed controlled activity on waterfront land, including any costs associated with rehabilitation?			\$
H7 PROPOSED commencement date	/ / 20		
H8 PROPOSED completion date	/ / 20		
H9 DESCRIBE (list) the measures being used to protect the watercourse while the controlled activity is undertaken. Attach the 'environmental report' or appropriate plans/drawings and the Vegetation Management Plan (VMP) and ensure the following items are addressed.			
1. Site delineation and marking of 'no go' areas - to minimise the area that will be disturbed.	<input type="checkbox"/> clearly shown on attached – see plan/drawing		
2. Erosion and sediment control - to prevent runoff from disturbed areas entering the watercourse (address any rainfall event up to a 1 in 2 year ARI event).	<input type="checkbox"/> clearly shown on attached – see page no/plan/drawing		
3. Material storage and stockpiling - to prevent stockpiled material entering the watercourse (if applicable)	<input type="checkbox"/> clearly shown on attached – see plan/drawing		
4. Site restoration and clean up – to minimise land degradation.	<input type="checkbox"/> described in rehabilitation report or VMP attached – see page/section		
5. Site rehabilitation and revegetation on completion of the controlled activity - to prevent or minimise long - term impacts.	<input type="checkbox"/> described in rehabilitation report or VMP attached – see page/section		
H10 HOW will the relevant objects and principles of the <i>Water Management Act 2000</i> (WM Act) be achieved?			
1. Under the WM Act, <i>the carrying out of a controlled activity must avoid or minimise land degradation, including soil erosion, compaction, geomorphic instability, contamination, acidity, water logging, decline of native vegetation or, where appropriate, salinity and, where possible, land must be rehabilitated, water sources, floodplains and dependent ecosystems should be protected and restored and, where possible, land should not be degraded.</i> Risk should be ranked as major, moderate or minimal. Please justify your choice of risk for all identified impacts and refer to any relevant documents. For example – soil erosion; risk minimal, erosion and sediment control plan has been prepared, copy attached - see section X for proposed prevention and control.			
<ul style="list-style-type: none"> • WHAT is the risk of environmental impacts (on the water source, floodplains or any dependent ecosystem) arising from soil erosion as a result of carrying out this controlled activity? <i>rank</i> → • EXPLAIN why you think the risk is minimal (refer to any relevant documents, plans or reports) or DESCRIBE the consequences if the risk is assessed as major or moderate. Indicate how any risk will be managed/mitigated as follows: 	<input type="checkbox"/> major	<input type="checkbox"/> mod	<input type="checkbox"/> min

<ul style="list-style-type: none"> WHAT is the risk of environmental impacts (on the water source, floodplains or any dependent ecosystem) arising from soil compaction as a result of carrying out this controlled activity? <i>rank</i> → EXPLAIN why you think the risk is minimal (refer to any relevant documents, plans or reports) or DESCRIBE the consequences if the risk is assessed as major or moderate. Indicate how any risk will be managed/mitigated as follows: 	<input type="checkbox"/> major	<input type="checkbox"/> mod	<input type="checkbox"/> min
<ul style="list-style-type: none"> WHAT is the risk of geomorphic instability of the water source, including bank erosion, bed lowering, channel widening or sediment deposition, as a result of carrying out this controlled activity? <i>rank</i> → EXPLAIN why you think the risk is minimal (refer to any relevant documents, plans or reports) or DESCRIBE the consequences if the risk is assessed as major or moderate. Indicate how any risk will be managed/mitigated as follows: 	<input type="checkbox"/> major	<input type="checkbox"/> mod	<input type="checkbox"/> min
<ul style="list-style-type: none"> WHAT is the risk of environmental impacts - on the water source, floodplains or any dependent ecosystem arising from contamination as a result of carrying out this controlled activity? <i>rank</i> → EXPLAIN why you think the risk is minimal (refer to any relevant documents, plans or reports) or DESCRIBE the consequences if the risk is assessed as major or moderate. Indicate how any risk will be managed/mitigated as follows: 	<input type="checkbox"/> major	<input type="checkbox"/> mod	<input type="checkbox"/> min
<ul style="list-style-type: none"> WHAT is the risk of environmental impacts on the water source, floodplains or any dependent ecosystem arising from acidity (or acid sulphate soils) as a result of carrying out this controlled activity? <i>rank</i> → DESCRIBE the consequences if the risk is assessed as major or moderate and indicate how any risk will be managed/mitigated as follows: 	<input type="checkbox"/> major	<input type="checkbox"/> mod	<input type="checkbox"/> min
<ul style="list-style-type: none"> WHAT is the risk of environmental impacts - on the water source, floodplains or any dependent ecosystem arising from water logging as a result of carrying out this controlled activity? <i>rank</i> → EXPLAIN why you think the risk is minimal (refer to any relevant documents, plans or reports) or DESCRIBE the consequences if the risk is assessed as major or moderate. Indicate how any risk will be managed/mitigated as follows: 	<input type="checkbox"/> major	<input type="checkbox"/> mod	<input type="checkbox"/> min
<ul style="list-style-type: none"> WHAT is the risk of environmental impacts on the water source, floodplains or any dependent ecosystem arising from a decline in native vegetation as a result of carrying out this controlled activity? <i>rank</i> → EXPLAIN why you think the risk is minimal (refer to any relevant documents, plans or reports) or DESCRIBE the consequences if the risk is assessed as major or moderate. Indicate how any risk will be managed/mitigated as follows: 	<input type="checkbox"/> major	<input type="checkbox"/> mod	<input type="checkbox"/> min
<ul style="list-style-type: none"> WHAT is the risk of environmental impacts on the water source, floodplains or any dependent ecosystem arising from salinity (if applicable) as a result of carrying out this controlled activity? <i>rank</i> → EXPLAIN why you think the risk is minimal (refer to any relevant documents, plans or reports) or DESCRIBE the consequences if the risk is assessed as major or moderate. Indicate how any risk will be managed/mitigated as follows: 	<input type="checkbox"/> major	<input type="checkbox"/> mod	<input type="checkbox"/> min
<ul style="list-style-type: none"> DESCRIBE how the site will be rehabilitated on completion of the controlled activity. (Attach a plan where relevant, for example a Vegetation Management Plan.) 			
<p>2. Under the WM Act, <i>the impacts of carrying out controlled activities on other water users must be avoided or minimised:</i></p>			
<ul style="list-style-type: none"> WHAT is the risk of impact(s) occurring on other water users as a result of carrying out this activity? <i>rank</i> → EXPLAIN why you think the risk is minimal (refer to any relevant documents, plans or reports) or DESCRIBE the consequences if the risk is assessed as major or moderate. Indicate how any risk will be managed/mitigated as follows: 	<input type="checkbox"/> major	<input type="checkbox"/> mod	<input type="checkbox"/> min

SECTION I: Extraction or mining of sand, gravel, rock, clay or shale

IMPORTANT: A copy of the Environmental Impact Statement (EIS) or Review of Environmental Factors (REF) is to be provided for **EXTRACTIVE INDUSTRIES/OPERATIONS**. Failure to provide this information may result in the application being returned without processing.

11 DESCRIBE the proposed sand and gravel extraction - what work or activity is being carried out, how will the work or activity be carried out, what environmental safeguards (erosion and sediment control etc.) are proposed and what site rehabilitation will be undertaken. IDENTIFY the relevant section in the Environmental Impact Statement (EIS) or Review of Environmental Factors (REF) or attach additional pages if necessary.			
12 WHAT is the proposed duration of the extractive operation?		Commencing	Ending
13 DESCRIBE the material you intend to excavate or extract (<i>tick all relevant boxes</i>) OR identify relevant section or page in attached EIS/REF.			
<input type="checkbox"/> soil	<input type="checkbox"/> sand or gravel	<input type="checkbox"/> clay	<input type="checkbox"/> quarry rock
<input type="checkbox"/> other (please specify)		<input type="checkbox"/> see section/page no:	
14 DESCRIBE where the extraction is occurring (<i>tick all relevant boxes</i>) OR <input type="checkbox"/> see section/page no:			
<input type="checkbox"/> bar on inside of bend	<input type="checkbox"/> mid-channels bar or bend	<input type="checkbox"/> bar along bank on straight section	
<input type="checkbox"/> bank of watercourse	<input type="checkbox"/> bed of watercourse	<input type="checkbox"/> floodplain	
<input type="checkbox"/> other (please specify)			
15 DESCRIBE the proposed extraction method (<i>tick all relevant boxes</i>) OR <input type="checkbox"/> see section/page no:			
<input type="checkbox"/> excavator	<input type="checkbox"/> suction	<input type="checkbox"/> loader	
<input type="checkbox"/> other (please specify)			
16 IS THE extraction below mean low flow level?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
17 WHAT is estimated maximum depth of excavation below natural surface?		metres	
18 WHAT is the estimated area of extraction?		<input type="checkbox"/> see section/page no:	OR square metres
19 WHAT is the estimated TOTAL volume to be extracted?		m ³	
110 FOR ONGOING EXTRACTION: What is the estimated annual removal rate, in cubic metres per year?		m ³ per year	
111 ADDITIONAL INFORMATION Please ensure the following information is contained within the EIS/REF or attach this information to the application form.			
1. PROVIDE a regional locality plan to determine the property's whereabouts within the catchment.		<input type="checkbox"/> see section/page no:	
2. PROVIDE a sketch/diagram showing the location and size of the proposed excavation in relation to both banks of the watercourse. Indicate the length, width and depth of the excavation		<input type="checkbox"/> see section/page no: OR excavation is metres long; metres wide and metres deep	
3. CONFIRM the width (between highest banks) and depth of the waterway		<input type="checkbox"/> see section/page no: OR waterway is metres wide and metres deep	
4. CONFIRM that the location of the proposed excavation has been identified with GPS coordinates		<input type="checkbox"/> see section/page no: OR provide GPS coordinates here	
5. PROVIDE a dimensioned cross-section sketch of the water course and gravel/sand deposits. Show the depth and width of (i) the existing deposit and (ii) the proposed extraction, (iii) any access ways to and from the water course; and (iv) any proposed stockpiles.		<input type="checkbox"/> see section/page no: (i) <input type="checkbox"/> see section/page no: (ii) <input type="checkbox"/> see section/page no: (iii) <input type="checkbox"/> see section/page no: (iv) <input type="checkbox"/> see section/page no:	
6. CONFIRM that the location of access ways and stockpiles has been identified with GPS coordinates		<input type="checkbox"/> see section/page no: OR provide GPS coordinates here	
7. PROVIDE a sketch plan view of the waterway and include all information such as locations of roads, bridges, allotments, any previous controlled activities or other work on waterfront land including recreational activities, diversion points etc.		<input type="checkbox"/> see section/page no:	

SECTION J: Declaration and application

ALL APPLICANTS must sign this declaration. If space is insufficient please photocopy or print multiple copies of this page.

I/We, the undersigned, apply for an approval to carry out the controlled activity described above for the nature and purpose specified in the application. I/We state that the information provided for the purpose of this application is accurate and true.

For applications made by individuals:

Name (1):	Signature	Date
Name (2):	Signature	Date

For applications made by companies (please use BLOCK LETTERS)

Name of company:	ACN:
Position of Signatory: <input type="checkbox"/> company director <input type="checkbox"/> company secretary	
Name of signatory (1):	Signature Date
Position of Signatory: <input type="checkbox"/> company director <input type="checkbox"/> company secretary	
Witnessed by: (Name)	Signature Date

SUBMIT YOUR COMPLETED FORM to your local DPI Water office. Pay on-line, by credit card or enclose a cheque or money order for the application fee.

Privacy Note:

The personal information you provide in this form will be treated in accordance with the *Privacy and Personal Information Protection Act 1998*, under which you have rights of access and correction. Your personal information will be used for assessing and processing your application or in connection with the operation of any approval granted and may be disclosed to state or federal public authorities and other parties (i) for any of the above mentioned purposes; or (ii) for research related purposes; or (iii) as required by law. It may be used from time to time to contact you about services DPI Water provides.

If an approval is granted, the *Water Management Act 2000* requires that various details relating to the approval are to be recorded in a *Register of Controlled Activity Approvals* kept by the Minister. Information recorded in the register is publicly available.

Offences and suspension or cancellation:

It is an offence, under section 344 of the *Water Management Act 2000*, to make a statement that you know to be false or misleading in, or in connection with, this application. A corporation found guilty of an offence against section 344 is liable to a penalty not exceeding \$1.1 million. An individual found guilty of an offence against section 344 is liable to a penalty not exceeding \$247,500.

A controlled activity approval may be suspended or cancelled under the *Water Management Act 2000* in certain circumstances for example, if the holder of the approval is convicted of an offence under the Act.

Send completed application form to:

You must ensure **all sections** of this form **have been completed** and **all questions answered** to the best of your ability. Please review the *Guideline for completing an application for a Controlled Activity Approval* for further assistance. **All applicants must sign** the declaration. **All owners must sign** the owner's consent (if owners are not applicants). Attach all photographs, maps, diagrams and plans before submitting your application.

You must attach your application fee. The form will not be processed until the application fee has been paid.

Please forward completed application to your local DPI Water office.

Where do I go for additional information? Find out more about controlled activities at www.water.nsw.gov.au

Contact us

- contact a water regulation officer at a local office listed on our website,
- free-call licensing information on 1800 353 104, or
- email water.enquiries@dpi.nsw.gov.au

PAY APPLICATION FEE – for controlled activity approval

The form will not be processed until the application fee has been paid.

A copy of the fee schedule for controlled activity approvals is available at: www.water.nsw.gov.au >>Water-licensing>>Applications and fees. Please **confirm the fee amount** with DPI Water prior to finalising payment.

Credit card payments to DPI Water can be made using Visa and Mastercard. To pay the application fee you can either:

- pay by **credit card** over the phone – call your local DPI Water office with your MasterCard or Visa card.
To improve processing, please record your receipt number in the box provided below.
- enclose a **cheque** or **money order** for the application fee made out to DPI Water and attach before posting this form to DPI Water.

Controlled activities subject to a 'security' (deposit or bank guarantee) may also be subject to a release fee on completion of work or activity. Application fees for controlled activity approvals are **exempt from GST**.

Details of Credit Card payment:

Fee paid by credit card:	Receipt Number:	Date paid: / /
Office Use Only:		
Application No:		
Date received:		
Fee paid:	\$	Receipt No:
Date paid:	/ /	
Method of payment:	<input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order	
Reference/Approval No:		
Applicant's name:		
Transaction type:	<input checked="" type="checkbox"/> Controlled Activity Approval (CX) <input type="checkbox"/>	
Water Regulation Officer:		
WRO area:	<input type="checkbox"/> North - Job No:1034887 <input type="checkbox"/> South - Job No: 1034914	
Receipt (if requested) has been posted:	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Processed by:		Date / / 20