



Application for Water Affecting Activity permit.

Culvert and Ford Crossings

To undertake works within a watercourse, floodplain or lake pursuant to Section 104 of the Landscape South Australia Act 2019

To learn more about Water Affecting Activities please refer to the Frequently Asked Questions factsheet found on our website: <https://www.landscape.sa.gov.au/hf/water/managing-water/water-affecting-activities>.

Application fee \$69.00 (GST exempt):

Please ensure payment is made upon lodging this form. Fee applicable from 1 July 2025 to 30 June 2026.

Timeframe:

Applications are assessed based on the relevant [Water Allocation Plan](#) and/or the [Hills and Fleurieu Landscape Board WAA Control Policy](#). Assessments are typically completed within 40 working days from the date your application is submitted. You will receive a written notice when a decision is made.

Information requirements:

Failure to provide sufficient information can delay the assessment of your application and may require a request for further information. Providing detailed answers to each question will help our team assess your application more efficiently.

Applicant details	
Title: Mr ☐ Miss ☐ Ms ☐ Mrs ☐ Dr ☐ Other ☐ please specify: _____	
Given name/s:	Surname:
Company name and ABN: (if applicable)	
Postal address:	
Phone:	Email:
Location(s) of property for proposed works	
Allotment number:	Street name:
Suburb:	Certificate of Title
Property owner(s) details - please provide property owner details and attach written permission if different from applicant.	
Title: Mr ☐ Miss ☐ Ms ☐ Mrs ☐ Dr ☐ Other ☐ please specify: _____	
Given name/s:	Surname:
Phone:	Email:
Postal address:	



Type of works proposed	
A	Culvert Crossing A culvert is a structure that allows water to flow under an obstruction (road or track) from one side to the other. Note: If greater than 1 meter in height development approval may be required. Please refer to the Culverts best practice guideline for construction to assist you in completing this form.
	Ford Crossing A ford is a track across a watercourse, which may be slightly elevated. When flowing, water will typically flow across a ford. Please refer to the Ford crossings best practice guidelines for construction to assist you in completing this form.
This application is to:	
☐	Construct new culvert.
☐	Construct new ford.
☐	Remove and replace culvert
☐	Remove and replace ford
☐	Remove culvert
☐	Remove ford
☐	Repair or modify culvert
☐	Repair or modify ford
Supporting documentation to attach to your application	
A	Provide a map illustrating the precise locations of the proposed works Coordinates:
B	Provide drawings (birds eye view and cross-sectional) (may be hand drawn or electronic) - materials being used (concrete, rock type, geofabric etc.) - measurements (length, width, height, batter slope etc.) - flow direction - erosion protection measures (e.g., rock type and sizing) For complex projects a hydrological report may be required.
C	Provide photographs showing: proposed works location in its current state, and key features and surroundings (e.g. vegetation, watercourse, culvert or ford to be removed)
Q1. Proposed works details	
A	Provide detailed information to describe the proposed works and the purpose: For example, to provide access across the property, repair damage caused by a storm, remove something that is no longer needed, or upgrade a structure.



B	List the equipment and machinery to be used:
C	Provide a brief description of how the works will be undertaken: (installing erosion control measures, excavate the crossing area, install pipe/deposit rocks/erosion control, remediate disturbed areas and re-vegetate)
D	Will any vegetation be affected or removed as part of the proposed works? ☐ Yes ☐ No (Go to Q.2) Refer to the current recommended practice for removing vegetation from a watercourse, lake, or floodplain to determine whether you need a permit. You do not need to apply for a permit if the species you plan to remove and the method you intend to use are specified in the recommended practice. Note: Native vegetation is protected under the Native Vegetation Act 1991 . You may need a native vegetation clearance permit to remove it. Contact the Department of Environment and Water - Native Vegetation Management Unit at (+61 8) 8303 9777 or complete the quick online checklist at nvc@sa.gov.au .
E	Describe vegetation present: ☐ Native ☐ Non-native Species name(s): Please provide photographs of vegetation to support your application.
F	How much vegetation will be removed?



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G	How will the vegetation be removed? ☐ Mechanical (excavator, chainsaw etc.). Please specify: _____ ☐ Non-mechanical (spray, cut and swab etc.). Please specify: _____
H	How will the removed vegetation be disposed of? (compost, burning, stock feed, dump at licensed landfill depot)

Q2. Drain and or discharge works *(if applicable)*

I	Will you need to pump water from and/or discharge water to the watercourse to enable works to occur? If yes please detail how the water will be drained/discharged, where it will be drained/discharged to and how e.g. vacuum pump Note: The requirements of the Environmental Protection Act 1993 should be considered. Contact EPA to find out if authorisation is required. Refer to Dredge guideline for more information.
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Q3. When will the works be undertaken and by who

A	Who will be undertaking the works? ☐ Myself ☐ Contractor Contractor name: _____ Contractor contact details: _____
B	When will the works be undertaken? ☐ September to May ☐ June to August It is recommended that works are avoided during the wet season unless deemed as emergency

works.

Q4. Identifying risks and implementing control measures

A

Identify the risks associated with these works:

Any work will have some impact, whether temporary or ongoing. Consider potential issues such as increased sedimentation, decline in water quality, disturbance or destruction to native flora and fauna, damage to the riverbed and banks during construction, or the use of unsuitable materials or lack of design elements that help fish swim through the crossing. For example, using pipes that are too small could cause flooding.

B

List the actions you will take to avoid or reduce the identified risks:

For example, installing silt trap fencing during construction, minimizing machinery footprint, carrying out the work when there is little or no water flow, using properly sized pipes, choosing locations where no native flora or fauna would be disturbed/destroyed and including erosion protection. Reference any aspects of the best practice guidelines (or other resources) and outline the actions you will take to avoid or reduce identified risks. Complex activities should support their application with an erosion and sediment control plan.



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Checklist

A Please ensure the following information is attached. We will not be able to process your application until all required information is received:

- ☐ Completed all relevant sections with sufficient details
- ☐ Evidence of payment for the application fee
- ☐ Written permission from the property owner (if applicable)
- ☐ Photos of the proposed works location(s)
- ☐ Map and coordinates of the proposed works location(s)
- ☐ Drawings
- ☐ Hydrology report (if a complex project)
- ☐ Erosion and sediment control plan (if a complex project)

Declaration /Signature

I declare that the information that has been provided on this application is true and correct

Name: _____

Signature: _____

Date: _____

Lodgment instructions

Email hf.landscapeboard@sa.gov.au

Posting or in person:

Hills and Fleurieu Landscape Board - Mt Barker

Upper level, corner Mann & Walker Streets, Mt Barker SA 5251

Ph: 08 8391 7500

Payment instructions

EFT payments

Account name: DEW DEBTORS ACCOUNT
 BSB: 015-101 (ANZ Bank)
 A/C number: 838576855
 Reference: H&F WAA – (insert surname)
 Amount: **\$69.00**