



# Application for Water Affecting Activity permit.

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

## Other Works

Including but not limited to buildings or structures; fencing; erosion control; re-alignment works; removing vegetation; draining and or discharging water, depositing object or material and excavating.

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 \$67.00** (GST exempt):

Please ensure payment is made upon lodging this form. Fee applicable from 1 July 2024 to 30 June 2025.

### **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 <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> please specify: _____		
Given name/s:		Surname:
Company name and ABN: (if applicable)		
Postal address:		
Phone:		Email:
Location(s) of property for proposed works		
Street/allotment/section number:		Street name:
Suburb:		Certificate of Title



**Property owner(s) details** - please provide property owner details and 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 proposed works

A **This application is to:**

☐ Construct/repair fencing

☐ Planting vegetation in watercourse channel

☐ Erosion control (alignment fencing, retaining wall, rock armouring)

☐ Vegetation removal

Note: Retaining walls greater than 1 metre in height may require development approval.

Note: May require Native Vegetation Clearance from Native Vegetation Council. Refer to [Department for Environment and Water - Clearing Native Vegetation](#) for more information.

☐ Depositing material (rock or soil)

☐ Excavation works (removing rock, sand or soil)

Note: May require an EPA authorisation if water present. Refer to [Dredge guideline](#) for more information.

▪ Drain or Discharge works

☐ Buildings or other structures (bridge or weir)

Note: May require an EPA authorisation. Refer to [Dredge guideline](#) for more information.

Note: If greater than 1 metre in height development approval may be required.

▪ Watercourse re-alignment works

☐ Other:

Note: May require an EPA authorisation if water present. Refer to [Dredge guideline](#) for more information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Supporting documentation to attach to your application

A **Provide a map illustrating the precise location(s) of the proposed works**

**Coordinates:**

B	<p><b>Provide drawings (birds eye view and cross-sectional)</b> <i>(may be hand drawn or electronic)</i></p> <ul style="list-style-type: none"> <li>• materials being used (wood, concrete, geofabric, rock/soil type etc.)</li> <li>• relevant measurements (length, width, height, depth, batter slope etc.</li> <li>• flow direction</li> <li>• erosion protection measures (e.g., rock type and sizing)</li> </ul> <p>For complex projects a hydrological report may be required.</p>
<b>Q1. Proposed works details</b>	
A	<p><b>Provide detailed information to describe the proposed works and the purpose of the works:</b> (boundary/stock fencing, planting vegetation for habitat, erosion control, sediment buildup, etc.)</p>
B	<p><b>List the equipment and or machinery to be used:</b></p>
C	<p><b>Provide a brief description of how the works will be undertaken:</b> (installing erosion control measures, excavate/reconstruction, compaction, erosion control installation, revegetation.</p>



D	<p><b>Will any vegetation be affected or removed as part of the proposed works?</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.</p> <p>Note: Native vegetation is protected under the <a href="#">Native Vegetation Act 1991</a>. 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 <a href="mailto:nvc@sa.gov.au">nvc@sa.gov.au</a>   <a href="#">Department for Environment and Water - Clearing Native Vegetation</a></p>
E	<p><b>Describe vegetation type:</b></p> <p><input type="checkbox"/> Native. Provide species name: _____</p> <p><input type="checkbox"/> Non-native. Provide species name: _____</p>
F	<p><b>How much will be removed?</b></p>
G	<p><b>How will the vegetation be removed?</b></p> <p><input type="checkbox"/> Mechanical (excavator, chainsaw etc.). Please specify: _____</p> <p><input type="checkbox"/> non-mechanical (spray, cut and swab etc.). Please specify: _____</p>
H	<p><b>How will the removed vegetation be disposed of?</b> (burning, dump/licensed landfill depot, compost)</p>
<b>Q2. Drain and or discharge water</b> <i>(if applicable)</i>	
<p>The activities associated with drain and/or discharge works include, but are not limited to excavations, pumping water out of a watercourse to conduct works, stormwater management from buildings, maintenance of pipes, culvert outlets, side entry pits, gross pollutant traps, trash racks, and waste streams from desalination processes.</p> <p>Note: The requirements of the <a href="#">Environmental Protection Act 1993</a> should be considered. Contact <a href="#">EPA</a> to find out if authorisation is required. Refer to <a href="#">Dredge guideline</a> for more information.</p>	
A	<p><b>Describe the purpose of the works:</b> (worksite requiring dewatering to enable construction):</p>



B	<b>Specify the source of water proposed to be drained and or discharged</b> (creek water, groundwater, stormwater etc.):
C	<b>Is the drain and or discharge event:</b> <input type="checkbox"/> Single event <input type="checkbox"/> Ongoing
D	<b>What is the total volume:</b> _____ kilolitres <b>Over what timeframe:</b> Date from _____ Date to _____ <b>What is the rate of discharge:</b> _____ litres/second
E	<b>Treatment methods proposed:</b> (silt fencing etc.)
F	<b>How will the water be drained and or discharged? Specify the method and any structures being used:</b> (vacuum pump etc.)
<b>Q3. When will the works be undertaken and by who</b>	
A	<b>Who will be undertaking the works?</b> <input type="checkbox"/> Myself <input type="checkbox"/> Contractor Contractor name: _____ Contractor contact details: _____
B	<b>When will the works be undertaken?</b> <input type="checkbox"/> September to May <input type="checkbox"/> 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 the potential impacts on water quality, bed and bank stability, and aquatic habitat (e.g., water pollution, excavator damage to bed and banks, disruption of habitat, structural failure, etc.).

**B List the actions you have taken to avoid or reduce the identified risks:**

For example, installing silt trap fencing, minimising the excavator's footprint, seeking advice from a hydrological engineer or contractor, avoiding sites with native flora and fauna present etc. 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.

**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](mailto: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 applicant surname or business name here)

Amount: **\$67.00**