

Guide to Applying for a Water Affecting Activity Permit

FACT SHEET | JULY 2014

THIS GUIDE IS DESIGNED TO ASSIST YOU WITH YOUR APPLICATION FOR A WATER AFFECTING ACTIVITY (WAA) PERMIT.

INTRODUCTION

To assist us in processing your application in a reasonable timeframe, we recommend that you follow each step in this information sheet, and supply all relevant and accurate information to the Board. If you are unsure whether the activity you are proposing to undertake requires a permit, please contact the Board on 8735 1177 (Mount Gambier office), during business hours.

BEFORE YOU START YOUR APPLICATION

Before you apply for a WAA permit, we recommend you seek advice from qualified contractors/engineers. By law, the Board needs to assess your application against the relevant objectives and principles in Part 4: NRM Policy in the South East Regional NRM Plan and/or those in the Morambro Creek Water Allocation Plan, as appropriate. Therefore, a report from a contractor/engineer will support your application. Please attach all supporting information, such as schematic drawings, maps and reports from the contractor/engineer to your application.

IMPORTANT INFORMATION

To assist the Board in assessing applications, your plans should be clear and to scale. Hand drawn plans can lead to misrepresentation, be difficult to assess and may result in your application being delayed. Plans may be required to be professionally drafted.

Do not send original documents as all documentation will be kept on file and will not be returned.

The assessment of applications takes an average 40 working days, providing all the required information is supplied at the time of application. Therefore, we advise that you apply for your permit at least two months before you intend to undertake the activity.

Permits are usually valid for one year from the date of issue.

APPLYING FOR A WAA PERMIT

Step 1 Determine the type of WAA for application purposes

- DAMS - construct a new, or modify an existing, dam, or
- OTHER WORKS – all non-dam related water affecting activities relating to watercourses and lakes.

Some dams require development approval from your local council. For further information on dams, please refer to the Farm Dams Fact Sheet.

Please note that the Board does not accept permit applications relating to wells, importing water, using effluent or commercial forestry. The relevant authority for these permits is the Department of Environment, Water and Natural Resources phone 8735 1177 (Mount Gambier office).

Any private water management works relating to the drainage system, including the construction of drains, or of bridges, culverts or other structures over or in the vicinity

of drains, require a licence to undertake private water management works, which is issued by the South Eastern Water Conservation and Drainage Board, phone 8730 3555 (Millicent office).

Step 2 Obtain the relevant permit application form from the Board's website or office

- Permit Application form for DAMS
- Permit Application form for OTHER WORKS

Step 3 Complete the application

Provide information on the proposed activity. Clear and detailed information assists in the assessment process and helps to have your application assessed as soon as possible.



All applications should include:

- A Certificate of Title
- A site plan and any photographs of the proposed activity and site location (information about the requirements of the site plan are on the application form)
- GPS coordinates (if available)
- Consultants or engineering reports (where applicable)
- Any other supporting information as required under the Regional NRM Plan or relevant Water Allocation Plan.

Please see [Option 1 on next page](#) for information which should be supplied if you are applying to construct a new dam or modify an existing dam.

Please note that larger all weather culverts are required to be designed by a qualified engineer and design plans forwarded to the Board as part of the application.

Step 4 Lodge the application

Permit applications, accompanied by the prescribed fee, must be lodged with the Board. Information about the fee and lodging instructions are on the application form.

Step 5 Provide additional information if required

When you apply for a permit you may be requested, in writing, to provide additional information. The timeframe to assess the application and make a decision may be extended to take account of any delays in obtaining additional information.

Step 6 Site assessment

An officer from the Board may visit your property to assess the application and identify any possible impacts that may result from the proposed activity. Your application will be assessed against the relevant principles from the Board's plan.

Step 7 Permit notification and conditions

The Board will notify you of the decision in writing. You may be required to undertake additional actions in accordance with the conditions of an approved permit. If your permit application is not approved, or you disagree with any of the permit conditions, you may appeal to the Environment, Resources and Development Court within six (6) weeks of the decision.

Step 8 Site audit

The applicant is required to notify the Board within 14 days of completion of works associated with an approved WAA. An officer from the Board may conduct a further site visit to ensure permit conditions have been met.



Option 1: Constructing a new dam or modifying an existing dam

Before you submit your application form we recommend that you contact the Board first to discuss your proposal.

If you proceed with your application, the following information will need to be provided:

- A site plan and supporting information including dam designs, prepared by an experienced and qualified consultant or engineer.
- A report indicating the suitability of the dam design, suitability of the site, and the adequacy of the construction approach or approach to remove the structure.
- You must specify if your dam is on-stream or off-stream. Please refer to the Farm Dams Fact Sheet for definitions.
- Detailed contour lines should indicate the slope of the property to the watercourse, floodplain or lake.
- Details of any watercourses or flow paths on the site.
- Details of erosion control and sediment management to be implemented during and following construction.
- Details of where waste material is to be deposited.
- The proposed capacity of the dam in megalitres (ML).
- Details of any existing dams (size, location, etc.) If you are applying to enlarge your dam, please specify the current dam capacity in megalitres (ML) and the proposed enlarged dam capacity.
- The capacity and dimensions of any structures to be used to collect or divert water. Where the dam is to be located in the Morambro Prescribed Area, the diversion structures must be designed such that no more than 50% of the available flow above the threshold flow rate can be diverted from the watercourse at any time.

- If the dam is an on-stream dam, the dam design should show the location of the low flow bypass and diversion pipe.
- Location of existing structures near the proposed dam.
- Other sources of water available on or to the property (e.g. mains water). You must indicate what the proposed water will be used for and provide detail where applicable:

1. Irrigation (specify area in hectares and crop type)
2. Stock and domestic (specify the number and type of stock)
3. Environmental use (give details)
4. Industrial (specify the type of industry)
5. Other (give details e.g. amenity or firefighting)



Prescribed Area and you are proposing to divert water from the watercourse to the dam, a water licence is required. Water licences are issued by the Department of Environment, Water and Natural Resources.

Option 2: Constructing a culvert

Before you submit your application form we recommend that you contact the Board first to discuss your proposal.

If you proceed with your application, the following information will need to be provided for larger all weather access culverts:

- Culvert and associated headwork designs, and supporting information, undertaken by a qualified engineer.
- A hydrological assessment detailing the proposed culvert full capacity flow rate and velocity.
- A site plan drawn to a scale of not less than 1: 500.
- The site plan must show:
 1. The position of structures relative to the road and neighbouring boundary fences;
 2. Detail of downstream erosion protection measures;
 3. The level of the culvert structures in relation to the road/crossing and watercourse;
 4. A north point.

Please contact the Board to discuss requirements for small, dry weather access culverts.

