

Guide to applying for a water affecting activity permit

This guide is designed to assist you with your application for a Water Affecting Activity (WAA) permit with the Murraylands and Riverland Landscape Board (the landscape board).

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 the relevant and accurate information directly to the landscape board.

Please first refer to the [water affecting activities fact sheet](#) for information on what activities constitute a WAA and when to apply for a permit. If you are still unsure if you require a WAA permit, you can contact the Water Planning and Assessment Officer on 0448 699 514 during office hours.

Before you start your application

Before applying for a WAA permit, we recommend you contact the Water Planning and Assessment Officer on 0448 699 514 during office hours to discuss your proposal. By law, the landscape board needs to assess your application against the relevant principles and objectives in the [Murraylands and Riverland WAA Control Policy](#) and any relevant [water allocation plan](#). For complex or technical works, a report or design from a qualified contractor/engineer may be required to support your application.

Please attach all supporting information, such as schematic drawings, maps and reports from the contractor/engineer to your application. **Do not send original documents** as all documentation will be kept on file and will not be returned (i.e. maps, certificate titles, etc.)

Applying for a WAA Permit

We recommend that you download a copy of the [Murraylands and Riverland Water Affecting Activities Control Policy](#) which your application will be assessed against.

Please make sure that your WAA application is sent to the Murraylands and Riverland Landscape Board.



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For activities related to wells/bores, importing of water, use of effluent and/or use of water in the course of carrying on a business in South Australia, that exceeds 1ML/ha/year, please contact the Department for Environment and Water (DEW) or visit the website www.environment.sa.gov.au/licences-and-permits/water-licence-and-permit-forms/statewide

Application for these activities should be lodged with DEW and not the Board.

What must be lodged with a WAA application

1. Payment

Applications must be accompanied with the prescribed fee. Refer to lodgement instructions on the application form.

2. Mandatory Fields Completed

All mandatory fields must be completed.

Water affecting activities supporting information

You must provide a site plan and drawing(s) with your application that includes the following information.

1. Site Plan

- North arrow and approximate scale of no less than 1:500
- The boundaries and divisions of the land and any relevant easements
- The position and dimensions of the proposed WAA and distance to the site boundaries and other features such as trees that might be affected by the work
- Key geographic features such as all watercourses, drainage lines, lakes and wetlands; slope of the land; contours; direction of water flow; floodplain etc
- Significant features such as houses, sheds, trees and adjoining roads
- Existing dams and bores
- The level of the structure in relation to any street or watercourse
- Where relevant, the location of side entry pits to discharge points (e.g. spillway)
- The location and type of sediment control measures proposed both during the construction phase and following construction
- Native vegetation that will be retained or enhanced and any vegetation proposed to be removed.

2. Detailed Drawing(s)

- All information necessary to describe the size and nature of the proposed works. To assist you in developing your site plan, including details of the location and nature of the proposed



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works you may wish to access www.plan.sa.gov.au, www.naturemaps.sa.gov.au and www.google.com.au/maps

Notes:

- When completing the application form please provide the contractors name and contact details if applicable.
- If other works are proposed, please provide further details and attach the information to the application form (e.g., removal of native vegetation, other construction works related to the WAA).
- Please indicate if you have been granted any other approvals from other state or local government agencies to carry out the proposed activity.

Please follow the instructions for the activity type that you wish to undertake and ensure you have attached all relevant supporting information.

Activity 1. *The erection, construction, modification, enlargement or removal of a dam, wall or other structure that will collect or divert, or collects or diverts water*

Note: A dam with a wall height greater than 3m from the natural surface of the ground and/or dams with the capacity over 5ML (5000 kilolitres) require development approval under the *Planning, Development and Infrastructure Act 2016*. Please contact your Local Council Office for more information.

Before you lodge your application form for the erection, construction, modification or enlargement of an on-stream dam we recommend that you **contact the landscape board first** by phoning the Water Planning and Assessment Officer on 0448 699 514 during office hours.

The landscape board can:

- advise you if a low flow bypass (LFB) is required to be installed on the proposed dam.
- provide you with the correct **low flow bypass threshold flow rate** for the device that should be installed immediately upstream of the proposed dam. This will help your consultant/engineer to determine what type of low flow bypass mechanism should be installed.
- assist with the interpretation of the graph on the [LFB fact sheets](#) to determine the **minimum return pipe (internal) diameter and slope**.

Please provide a site plan and supporting information such as dam designs. If a LFB is required to be installed on the proposed dam then the dam design should show the location of the LFB and



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diversion pipe. Refer to the LFB Fact sheets for other design criteria at the website:

www.landscape.sa.gov.au/mr/water/managing-water-resources/water-affecting-activities

Other requirements to provide in your application:

- If contractors or engineers have been engaged to undertake the works then they should provide a report indicating the suitability of the dam design, suitability of the site, the adequacy of the construction approach or approach to the removal of the structure.
- Advice as to where waste material is to be deposited
- The proposed capacity of the dam in kilolitres (kL)
- Details of any existing dams (size, location, etc.)
- If you are applying to enlarge your dam, please specify the current dam capacity in kilolitres (kL) and the proposed enlarged dam capacity
- Specify the height of your dam wall in metres (m)
- The capacity and dimensions of any structures to be used to collect or divert water
- Location of existing structures near the proposed dam
- You must specify if your dam is on-stream or off-stream. If your dam is on-stream, please indicate the stream order for the drainage line/ watercourse within which the dam is proposed to be construction
- Detailed contours lines should indicate the slope of the property to the watercourse, floodplain or lake
- Details of any drainage lines, watercourse, lakes or wetlands on the site
- Details of erosion control and sediment management to be implemented during and following construction
- 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:
 - Irrigation (specify area in hectares and crop type)
 - Stock and Domestic (specify the number and type of stock)
 - Environmental use (give details)
 - Industrial (specify what type of industry)
 - Other (give details, e.g., amenity or firefighting).

Activity 2. Drain or discharge water into a watercourse, floodplain or lake

Please provide information to address the following points:

- What is the source of water proposed to be drained or discharged into a watercourse or lake?
- Is the discharge proposed a single event or ongoing?
- What is the total volume of water that will be discharged (in kilolitres or megalitres)?
- How often will the discharge occur (day, week, month, years)?
- What is the proposed rate of discharge (litres per second)?



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- What erosion control and sediment measures (such as rock chute, rip rap, vegetation, etc) will be employed?
- What treatment methods will be considered, (e.g. detention basin)?

Activity 3. Depositing objects or building structures in a watercourse, floodplain or lake

Please provide information to address the following points:

- a description of the proposed work to be carried out (if building or depositing a structure, etc.)
- the purpose of the works and materials to be used
- if any vegetation will be removed then specify what the vegetation is and the removal methods to be used
- details of erosion control and sediment management to be implemented during and following construction

Activity 4. Excavation of material and removal of vegetation in a watercourse, floodplain or lake

Note: Removal of vegetation via cutting and swabbing does not require a WAA permit however separate approval under the Native Vegetation Act 1991 may be required.

Please provide information to address the following points:

- the purpose of the works
- details of the proposed activity (e.g., rock, soil, sand removal)?
- if any vegetation will be removed then specify what the vegetation is and the removal methods to be used
- details of erosion control and sediment management to be implemented during and following construction.



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More information

Water Planning and Assessment Officer

Phone: 0448 699 514

www.landscape.sa.gov.au/mr/water/managing-water-resources/water-affecting-activities



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