

Guide to applying for a Water Affecting Activity permit

How to prepare your application for the
Northern and Yorke Landscape Board

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Introduction

This guide is designed to assist you with preparing your application for a Water Affecting Activity Permit for the Northern and Yorke Landscape Board (the Board).

In order to ensure that we process your application in a timely manner it is important that you provide us with all the relevant information necessary to allow us to assess your application. To assist you in this, we have prepared this information sheet to advise you on what is required for your application.

Please refer to the [Water Affecting Activities \(WAA\) Fact Sheet](#) for information on what WAA are and when to apply for a permit. If you are still unsure if you require a WAA permit, please contact us on 8841 3444 during office hours.

Before you start your application

Once you have established what type of WAA you are applying for you need to decide on the steps that will be required to create the WAA. It is important to clearly define the scale and measurements of any WAA structures with respect to your property. You may be required to include technical/professional advice or assessments from qualified contractors/engineers as part of your application.

By law, the Board needs to assess your application against the relevant principles and objectives in either the Northern and Yorke Water Affecting Principles or those in the Clare Valley Water Allocation Plan, or other relevant document if in a new area in the Northern and Yorke region, as appropriate (see links below this doc on the WAA webpage). Therefore you should review the relevant document and ensure that your application adequately addresses the issues raised.

Please note: **The primary supporting documents to accompany the application are a Site Plan, scale diagrams and photos.** To assist assessment of applications, Site Plans and diagrams should be clear and to scale to avoid misrepresentation resulting in applications being delayed. **Do not send original documents** as all documentation will be kept on file and will not be returned (i.e., maps, certificate titles, etc.)

Timeframe: Applications are assessed based on the relevant Water Allocation Plan and/or the Northern and Yorke Landscape Board WAA Control Policy. Assessments are typically completed within 40 business 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.

Applying for a WAA permit

We recommend that you download a copy of the relevant regulatory document for your property location that contains the principles against which your application will be assessed (see links to maps and docs). Your application will be assessed against the relevant principles from the respective document, corresponding to the type of WAA for which you are applying.

Please check that your WAA application is sent to the correct regulatory body.

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 a Landscape region that exceeds 1ML/ha/yr, please visit the website <https://www.waterconnect.sa.gov.au/Water-Management/Licences-and-Permits/SitePages/Home.aspx>. Applications for these activities should be lodged using the online or hard copy forms available on this website and not with the Board.

All applications must be lodged complete with:

1) Payment

Applications must be accompanied with the fee payment (see application form). Refer to lodgement instructions on the application form.

2) Mandatory Fields Completed

All mandatory fields must be completed and written in capital block letters.

Please provide a detailed response to each question. It is not sufficient to state "as per Advisory Document – refer to attachment." Your application must clearly describe the activities being proposed and explain how they will be undertaken. Where a relevant advisory document has been consulted, please note this in your application and demonstrate how your proposed approach aligns with the document's recommendations or requirements. Please also reference the specific section, page, or clause of the advisory document that supports your response.

3) Certificate of Title

Summary of WAAs and Relevant Authority for application lodgement

Water Affecting Activities (WAAs) – includes ACT reference	Examples of WAAs	Relevant Authority
104(3)(a) Drilling, plugging, backfilling or sealing a well	Well closure	Minister
104(3)(b) Repairing, replacing or altering the casing, lining or screening of a well	Well maintenance	Minister

Water Affecting Activities (WAAs) – includes ACT reference	Examples of WAAs	Relevant Authority
104(3)(c) Draining or discharging water directly or indirectly into a well	Aquifer storage	Minister
104(3)(d) The erection, construction, modification, enlargement, or removal of a dam, wall or other structure that will collect or divert— (i) water flowing in a prescribed watercourse; or (ii) water flowing in a watercourse in the Mount Lofty Ranges Watershed that is not prescribed; or (iii) surface water flowing over land in a surface water prescribed area or in the Mount Lofty Ranges Watershed	Dam, wall or other structure; Piping a watercourse; Channelling a watercourse; Contour banks.	Board
104(4)(a) The erection, construction, modification, enlargement, or removal of a dam, wall or other structure that will collect or divert water flowing in a watercourse that is not in the Mount Lofty Ranges Watershed and that is not prescribed, or flowing over any other land that is not in a surface water prescribed area or in the Mount Lofty Ranges Watershed	Dam, wall or other structure; Piping a watercourse; Channelling a watercourse; Contour banks.	Board
104(4)(b) The erection, construction or placement of any building or structure in a watercourse or lake or on the floodplain of a watercourse	Buildings or structures; Pump house; Stock shelter; Culvert; Crossing point; Fencing.	Board
104(4)(c) Draining or discharging water directly or indirectly into a watercourse or lake	Stormwater from buildings; Pipes; Culverts; Side entry pits.	Board
104(4)(d) Depositing or placing an object or solid material in a watercourse or lake	Island in on-stream dam; Rip raps; Rocks; Culverts: Floodways.	Board
104(4)(f) Depositing, or placing an object or solid material on the floodplain of, a watercourse, or near the bank or shore of a lake, to control flooding from the watercourse or lake	Levee Banks; Contour banks; Depositing fill.	Board
104(4)(g) Destroying vegetation growing in a watercourse or lake, or growing on the floodplain of a watercourse	Removal or destruction of trees, shrubs, grasses.	Board
104(4)(h) Excavating or removing rock, sand or soil from - (i) a watercourse or lake or the floodplain of a watercourse; or (ii) an area near to the banks of a lake, so as to damage, or create the likelihood of damage to, the banks of the lake	Cleaning out wetlands, watercourses and springs; Realignment or alteration of a watercourse.	Board
104(4)(i) Using water, in the course of carrying on a business in a landscape management region, at a rate that exceeds the rate prescribed by the principles in the relevant regulatory document, if the water has been brought into the region by means of a pipe or other channel	Use of imported water.	Minister

Supporting information required for WAA permit applications

All applications must include the following:

A Site Plan must be mapped or drawn to a scale

Note: Maps should be created using the NatureMaps program, available at <http://www.naturemaps.sa.gov.au/>

The site plan must show:

- A North Point and measurement scale;
- Property boundaries for all relevant land parcels;
- Significant features such as houses, sheds, trees and roads
- Key geographical features such as all watercourses; drainage lines; contours; direction of water flow; floodplain; etc;
- Existing dams, contour banks, bores on all relevant land parcels;
- The precise location and dimensions of the proposed WAA with regard to boundaries and other key features;
- All vegetation that will be impacted by the proposed works.

Scale diagrams

- Indicating size and scale;
- Demonstrating top and cross-sectional views of the WAA.

Photographs of the site where the proposed WAA will be located

- From at least two directions as appropriate, i.e. upstream/downstream;
- Label with relevant information including direction of view.

Assessment of permits

The following section contains information relevant to assessment of permits for specific types of WAAs

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

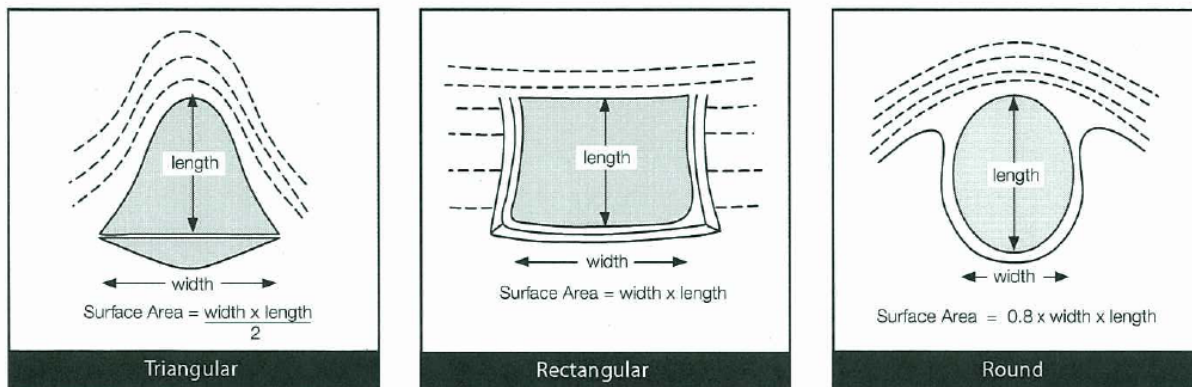
Note: A dam with a wall height greater than 3m from the natural surface of the ground and/or dams with the capacity over 5ML (5000kL) require Development Approval under the Planning, Development and Infrastructure Act 2016 and a separate WAA permit is not required.

Before you lodge your application form for the erection, construction, modification or enlargement of specifically an on-stream dam we recommend that you contact the Board first.

Applications should consider and include:

- Plans and supporting information such as dam design and contour bank surveys completed by an experienced & qualified consultant or engineer.
- Assessment of the suitability of the proposed site, and the adequacy of the suggested construction or removal approach.
- Advice as to where waste material is to be deposited.
- The proposed wall height, and size and capacity of the dam.
- Details of any existing dams on all relevant land parcels (size, location, etc.)
 - Specifying capacity.
- Capacity and dimensions of structures to collect or divert water.
- Location of existing structures.
- Contour lines.
- Watercourses and drainage lines.
- Erosion control and sediment management to be implemented during and following construction.
- Other available sources of water (e.g., mains, bores).
- Proposed use of increased water capacity, including:
 - Irrigation;
 - Stock and Domestic;
 - Erosion and/or flood control;
 - Other.

To calculate dam volume, firstly determine its shape to allow calculation of the surface area using the formulas provided below:



(Source: NSW Department of Water and Energy, 2007, Farm Dams in NSW)

Following this, calculate the volume of the dam using cubic metres (m^3).

Volume (m^3) = $0.4 \times \text{Surface Area} \times \text{Depth}$ (where 0.4 is a conversion factor that takes into account the slope of the sides of the dams)

Calculate the capacity of the dam in kilolitres (kL) by dividing the volume in cubic metres (m^3) by 1000.

1000 kilolitre (kL) = 1 megalitre (ML) = 1 000 000 litres

Note: If the proposed dam is in a prescribed area (see maps) and the water is to be used for any commercial purpose (e.g. irrigation) – a water licence is also necessary for the taking and use of water from the dam. Water license application information is available at <https://www.waterconnect.sa.gov.au/Water-Management/Licences-and-Permits/SitePages/Home.aspx>.

Drain or Discharge Water into a Watercourse, Floodplain or Lake

- Source and quality (if known) of water proposed to be drained or discharged.
- Single discharge event or ongoing.
- Total volume.
- How often will it occur (daily/monthly/annually).
- Over what timeframe will it occur (days/weeks/months/years).
- Rate of discharge (litres per second).
- Method and any structures to be used.
- Erosion control and sediment management measures to be undertaken.
- Treatment methods proposed, e.g., detention basin.

Depositing Objects or Building Structures in a Watercourse, Floodplain or Lake

- Purpose of the proposed works.
- Chemicals, materials and equipment to be used.
- Access routes to the work site.

- Vegetation to be removed or impacted, specify vegetation type and removal methods.
- Erosion control and sediment management to be implemented.
- How waste material will be removed/disposed/used.

Excavation of Material and Removal of Vegetation in a Watercourse, Floodplain or Lake

Note: Native Vegetation Council should always be consulted re requirements for clearance approval.

- Purpose of the proposed works.
- Detail of excavated material, including type and volume.
- Vegetation type, number, size and removal methods.
- Chemicals, materials, equipment to be used.
- Erosion control and sediment management to be implemented.

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T: +61 (8) 8841 3444
E: ny.landscapeboard@sa.gov.au

www.landscape.sa.gov.au/ny

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