



Water Affecting Activity Permit Application Form

Works within a watercourse, floodplain of a watercourse, lake or bank of a lake

OFFICE USE ONLY							
Date received:	Ref No: SAAL					Payment enclosed: Yes ☐ No ☐	
File No:	Receipt No:					P A I D	\$69.00
Nature of Water Affecting Activity (Section 104)							
4(a) ☐	4(b) ☐	4(c) ☐	4(d) ☐	4(e) ☐	4(f) ☐	4(g) ☐	4(h) ☐

APPLICATION FOR A PERMIT FOR A WATER AFFECTING ACTIVITY

WORKS WITHIN A WATERCOURSE, FLOODPLAIN OF A WATERCOURSE, LAKE OR BANK OF A LAKE

Pursuant to Section 104 of the Landscape South Australia Act 2019

PLEASE NOTE: Fee of \$69.00 (GST exempt) is to be paid at time of application.

Fee applies from 1/07/25 – 30/06/26

Failure to enclose fee or provide complete details of information will result in a delay in processing of this application or the application being returned to the applicant

Applicant to complete – please write in **CAPITAL BLOCK** letters

** Denotes mandatory information required*

Please note that applications are assessed on average within 40- 60 working days of the application being received. Therefore, please allow at least two months between submitting the application and scheduling the commencement of works.

Each activity will be considered separately and therefore requires a separate application form.

APPLICANT DETAILS		
Title: Mr ☐ Miss ☐ Ms ☐ Mrs ☐ Dr ☐ Other ☐ (please specify):		
*Name:		
Company Name: (if applicable)		ACN: (if body corporate)
*Address:		
*Postal Address: (if different from above)		
*Phone:	Mobile:	Fax:
Email:		



***PROPERTY DETAILS (attach a copy of Certificate of Title to the application — do not provide originals)**

*Certificate Title: C

Vol:

Folio:

*Lease Type/Number:

Section/Allotment:

*Hundred(s)/Plan(s):

GPS Location:

Property Name:

***PROPERTY OWNER DETAILS (if different from applicant)**

Title: Mr ☐ Miss ☐ Ms ☐ Mrs ☐ Dr ☐ Other ☐ (please specify):

*Name:

*Address:

*Postal Address: (if different from above)

*Phone:

Mobile:

Fax:

Email:

Have you sought permission from the property owner to undertake these works? Yes ☐ No ☐ (please provide written evidence)

Note: It is an offence to provide information on this form that is false or misleading in a material particular and may result in this application being refused.

***TYPE OF PROPOSED WORKS**

To assist in filling out this form, it is strongly recommended that you refer to the *Guidelines for applying for a Water Affecting Activity Permit*. If you do not provide sufficient information in your application the assessment process will be delayed.

THIS APPLICATION IS TO (Please tick only one):

- | | |
|--|--|
| ☐ Construct, repair or remove a crossing | ☐ Removing vegetation |
| ☐ Drain or discharge water | ☐ Depositing or placing an object or solid material |
| ☐ Excavating or removing rock, sand or soil | ☐ Other works |

Note: Only one Water Affecting Activity per application form, if you have additional WAAs please complete a new application form.

Please complete the appropriate section of the application form. *Denotes mandatory fields



***DETAILS OF PROPOSED WORKS TO BE UNDERTAKEN**

Please provide a detailed description of works to be carried out (i.e. details of proposed building or structure):

What time of the year are you intending to undertake the works?

Please provide details of all materials to be used:

Please state your reason(s)/purpose for undertaking the works (i.e. erosion control):

Will Vegetation Growing in a Watercourse, Floodplain of a Watercourse, Lake or Bank of a Lake be affected or destroyed as part of the proposed activity?

☐ YES ☐ NO

If Yes, please provide a description of the vegetation you are proposing to remove and the purpose of removal:



Please describe any measures to be undertaken to protect the watercourse, lake or floodplain:

CONSTRUCT, REPAIR OR REMOVE A CROSSING – Please complete the following if applicable

WHAT ACTIVITY WILL YOU BE UNDERTAKING IN RELATION TO CONSTRUCTING, REPAIRING OR REMOVING A CROSSING?

☐ Construct a culvert

It is a requirement that you provide engineering drawings together with hydrology calculation sheets for the culvert.

Is there a copy attached to the application? ☐ YES ☐ NO

If no we will be unable to continue to assess this application

☐ Construct a rock crossing

It is a requirement that to-scale drawings of the structures are provided.

Is there a copy attached to the application? ☐ YES ☐ NO

If no we will be unable to continue to assess this application

☐ Construct a causeway

It is a requirement that to-scale drawings of the structures are provided.

Is there a copy attached to the application? ☐ YES ☐ NO

If no we will be unable to continue to assess this application

☐ Remove or repair a crossing

Describe any vegetation removal and disposal:

Please note approval maybe required from the Native Vegetation Council.

Describe erosion and sediment control management (i.e. rock chute, rip rap, vegetation etc.):



DRAIN OR DISCHARGE WATER – Please complete the following if applicable

WILL YOU BE DRAINING OR DISCHARGING WATER INTO A WATERCOURSE OR LAKE?

☐ YES ☐ NO

Please specify the source of water proposed to be drained or discharged:

Please note a permit maybe required from the Environment Protection Authority (EPA)

Is the discharge proposed a single event? ☐ YES ☐ NO

VOLUME: _____ kilolitres

DURATION: From _____ To _____
(Day/Month/Year) (Day/Month/Year)

Is the discharge proposed to be ongoing? ☐ YES ☐ NO

VOLUME PER ANNUM: _____ kilolitres

DURATION: From _____ To _____
(Day/Month/Year) (Day/Month/Year)

Please specify the rate of discharged: _____ litres per second

Please record the name (if known) of the watercourse or lake into which water is proposed to be drained or discharged:



Please describe the discharge method and any proposed structures:

Please describe the erosion and sediment control management that will be undertaken:

(e.g. rock chute, rip rap, vegetation)

Please describe the treatment methods proposed:

(e.g. detention basin)



REMOVAL OF VEGETATION IN A WATERCOURSE OR ON A FLOODPLAIN

WILL THE PROPOSED ACTIVITY INCLUDE THE REMOVAL OR DESTRUCTION OF ANY VEGETATION?

☐ YES ☐ NO

Please specify the proposed purpose of the works:

List all vegetation that maybe impacted by the proposed works (include type, number, size) and for each vegetation type describe the nature of the impact and remediation methods to be implemented:

Note: Consultation with Native Vegetation Council is required for the clearance of native vegetation.

Please described the methods to control erosion and minimise sedimentation when undertaking the works:



Please specify how waste materials will be removed or disposed or used:

EXCAVATION OR REMOVAL (MOVEMENT) OF ROCK, SAND OR SOIL – Please complete the following if applicable

WILL THE PROPOSED ACTIVITY INCLUDE THE EXCAVATION OR DEPOSITION OF ROCK, SAND OR SOIL?

Rock ☐ YES ☐ NO

Sand ☐ YES ☐ NO

Soil ☐ YES ☐ NO

If yes to any or all, please provide a detailed description of the proposed excavation/deposition including the volume of water diverted or impacted as a result of the activity:

Please state the purpose of the proposed excavation/deposition:



Please describe the measures that will be put in place to protect the watercourse, lake or floodplain. To assist you in completing this section you may wish to access information on sediment control measures within the EPA's, *Code of Practice for Building and Construction Industry* www.epa.sa.gov.au.

OTHER WORKS – *Please complete the following if applicable*

WILL YOU BE UNDERTAKING OTHER WORKS?

☐ YES ☐ NO

Please describe the purpose of the works:

Please describe how the works will be undertaken:



Please describe any vegetation removal and disposal:

Please describe any erosion and sediment control management (i.e. rock chute, rip rap, vegetation etc.):

*** GENERAL RISKS TO WATER QUALITY, WATERCOURSE INTEGRITY AND ECOSYSTEMS**

**PLEASE IDENTIFY RISKS TO WATER QUALITY, WATERCOURSE INTEGRITY OR WATER DEPENDENT ECOSYSTEMS
ASSOCIATED WITH THE PROPOSED ACTIVITY:**

(This includes the excavation and stockpiling of materials during the works.)

DESCRIBE HOW THESE RISKS WILL BE MITIGATED:



***FURTHER INFORMATION**

WILL ANY OTHER WORKS BE UNDERTAKEN AT THE SAME TIME?

☐ YES ☐ NO

Please describe other works to be undertaken at the same time:

(Please note that some works may require you to apply for separate water affecting activity permits.)

*** OTHER APPROVALS**

DO THESE WORKS RELATE TO ANY OTHER APPLICATION/S YOU HAVE OR ARE IN THE PROCESS OF HAVING ASSESSED? What (if any) approvals do you have? (Please attach copies of approvals if available)

☐ Development application – Application Number: _____

☐ Pastoral Board Approvals: _____

☐ Environment, Protection and Biodiversity Conservation applications: _____

☐ Native Vegetation application: _____

☐ Environment Protection Authority Licence Number: _____

☐ Other (please specify): _____



*WORKS PLAN

You must provide a Site Plan and drawing (if relevant) with your application that includes the following information (Refer to *Guidelines for Applying for a Water Affecting Activity Permit Factsheet*)

- 1. Site Plan** (describing what activity is being proposed, the works involved and any existing features/structures on the site)
 - North arrow and appropriate scale
 - Property boundaries and divisions of the land and any relevant easements
 - Significant features such as houses, sheds, trees and adjoining roads
 - Key geographic features such as all watercourses, drainage lines, lakes and wetlands; slope of the land; contours; direction of water flow; floodplain etc
 - Existing dams and bores
 - The precise location, position and dimensions of the proposed WAA and distances to site/property boundaries and other features such as trees that might be affected by the work
 - The level of the structure in relation to any street or watercourse
 - Where relevant, the location of side entry pits to discharge points (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), including, but not limited to:**
 - All information necessary to describe the size and nature of the proposed works

Note: To assist you in developing your Site Plan, including details of the location and nature of the proposed works, these links can be useful: <https://sappa.plan.sa.gov.au/>, [Location SA map viewer](#), [Nature maps](#) or [Google maps](#).

Why is a Site Plan important?

It is important to provide a Site Plan as it describes what activity is being proposed, the works involved and any existing features/structures on the site. This information assists with the assessment of the application.

Important information: To assist the Board in assessing applications, your works plan should be clear and to scale and require a considerable level of detail to enable proper assessment. Hand drawn plans can lead to misrepresentation, be difficult to assess, and may result in your application being delayed. If the level of detail required for the application is beyond the drawing ability of the applicant a professional may be required to redraft the plans to enable the application to be assessed.



***DECLARATION / SIGNATURE**

NOTE: The applicant must complete ONLY ONE of the following:

I/We declare that the information that has been provided on this application is true and correct.
I/we the applicant/s have obtained consent from the relevant rights holder to reproduce documents in support of this Water Affecting Activity Permit Application and further indemnify South Australian Arid Lands Landscape Board for any alleged breach of copyright in relation to the electronic publication of documents furnished in support of this Water Affecting Activity Permit Application lodged by me/us.

SIGNED:

1. Where the applicant is an individual or two or more persons

Signature_____

Print Name_____Date_____

Signature_____

Print Name_____Date_____

2. Where the applicant is a Company or an Incorporated Association
EITHER The seal of

)
)
)
)
)
)
)

(Name of Company or Incorporate Association)

WAS HEREBY AFFIXED IN THE PRESENCE OF

Name(s)_____Position_____

Signature_____Date_____

OR A person or persons duly authorised to sign for and on behalf of

(Name of Company or Incorporated Association)

Name(s)_____Position_____

Signature_____Date_____



CHECKLIST

Please ensure the application is completed, written in **CAPITAL BLOCK** letters, and that the following information is attached (if required). Please ensure you attach copies only of any documentation as this information will be filed and is unable to be returned.

- ☐ Certificate of Title copy
- ☐ Written evidence that permission has been sought to undertake works on an owner's property if applicable
- ☐ A clear Site Plan drawn to scale
- ☐ Any other supporting reports/documents including detailed/schematic drawings, engineers/contractors reports, designs etc. (ie. crossing designs)
- ☐ Application fee
- ☐ Completed and signed application

LODGEMENT INSTRUCTIONS:

Please mark all application envelopes "WAA Permit Application"

Applications can be lodged by post to:

South Australian Arid Lands Landscape Board
PO Box 297
PORT AUGUSTA SA 5700

In person at Port Augusta Office during business hours at 1 Jervois Street, PORT AUGUSTA SA

For enquiries please contact
Phone: 08 8429 9666

Email: SAALLandscapeboard@sa.gov.au

Website: <https://landscape.sa.gov.au/saal/home>

PAYMENT INSTRUCTIONS

The application fee can be paid by:

Cheques and Money orders

Made payable to the **SA Arid Lands Landscape Board** and crossed 'Not Negotiable', for the amount of \$69.00

Credit Card

Payments by credit card can be made in person
1 Jervois Street, Port Augusta

OR over the phone on 08 8429 9666

Electronic Funds Transfer (EFT)

Account name: DEW Debtors Account

BSB: 015 101

Account Number: 838576855

Reference: SAAL WAA – (insert applicant surname/organisation here)

Amount: \$69.00

Remittance advice must be faxed to 08 8115 1256

OR emailed to dewacctsrcvft@sa.gov.au