



## Guide to Applying for a Water Affecting Activities Permit

*This guide is designed to assist you with preparing your application for a Water Affecting Activities Permit.*

### How to apply for a permit

This guide has been prepared to advise what is required for your application. It is recommended that you follow each step to ensure that you supply all relevant information.

Please refer to the Water Affecting Activities (WAA) fact sheet that shows a table detailing all water affecting activities included in the South Australian Arid Lands Landscape Board, Water Affecting Activities Control Policy(the Policy) that require a permit.

If you are still unsure if you require a WAA permit, please contact the Board on 08 8429 9666 during office hours.

### Before you start your application

Once you have determined the type of WAA that you are applying for you need to decide on the steps required to undertake the WAA. It is important that you clearly define the scales and measurements of any WAA structures with respect to your property. You may be required to include technical/professional advice or assessments as part of your application. Therefore, before applying for a WAA permit, we recommend that you seek advice from qualified contactors/engineers.

Landscape Board Water Staff will assess your application against the relevant principles and objectives in the policy.

Please ensure that you review the information contained in the policy and check that your application adequately addresses the issues raised. This can often be achieved by including a report from a contactor or engineer to support your application. **Please ensure that you attach all supporting information, such as schematic drawings, maps and reports from the contactor/engineer to your application.**

### Important information

If you are handwriting your application, please ensure that you use capital letters and your writing is legible and easy to read.

**Please note:** To assist with the assessment of applications, your works plan should be clear, to scale and providing 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 maybe required to redraft the plans to enable the application to be assessed.



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**Do not send original documents** as all documentation will be kept on file and will not be returned (i.e. maps, certificate of titles, etc.)

### Applying for a WAA Permit

We recommend that you download a copy of the policy. **Your application will be assessed against the relevant principles in the Water Affecting Activities Control Policy.**

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

The SAAL Landscape Board is not the relevant authority for all Water Affecting Activities.

For activities related to wells/bores please contact the Department for Environment and Water on 08 8463 6800 or visit [www.waterconnect.sa.gov.au](http://www.waterconnect.sa.gov.au) or [www.environment.sa.gov.au](http://www.environment.sa.gov.au). Applications for these activities should be lodged with Department for Environment and Water.

### Summary of WAAs and relevant authority with which to lodge applications

| <i>Water Affecting Activities (WAAs)</i>                                                                                                                                                                                                                                                                                                                                                                    | <i>Examples of WAAs</i>                                                                     | <i>Relevant Authority</i> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------|
| Section 104(3)(a)<br>Drilling, plugging, backfilling or sealing of a well.                                                                                                                                                                                                                                                                                                                                  | Well closure                                                                                | DEW                       |
| Section 104(3)(b)<br>Repairing, replacing or altering the casing, lining or screen of a well.                                                                                                                                                                                                                                                                                                               | Well maintenance                                                                            | DEW                       |
| Section 104(3)(c)<br>Draining or discharging water directly or indirectly into a well.                                                                                                                                                                                                                                                                                                                      | Aquifer storage                                                                             | DEW                       |
| Section 104(4)(a)<br>The erection, construction, modification, enlargement or removal of a dam, wall or other structure that will collect or divert, or collects or diverts, 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; channeling a watercourse; closing a dam | Board                     |
| Section 104(4)(b)<br>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; animal shelter; culvert; crossing point; fencing       | Board                     |
| Section 104(4)(c)<br>Draining or discharging water directly or indirectly into a watercourse or lake                                                                                                                                                                                                                                                                                                        | Storm water from buildings; pipes; culverts; side entry pits                                | Board                     |
| Section 104(4) (d)<br>Depositing or placing an object or solid material in a watercourse or lake                                                                                                                                                                                                                                                                                                            | Rip-raps; filling a watercourse                                                             | Board                     |



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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------|
| Section 104(4) (e)<br>Obstructing a watercourse or lake in any other manner                                                                                                                                                                                                                                      | Planting vegetation                                                                                         | Board |
| Section 104(4)(f)<br>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; depositing fill                                                                                | Board |
| Section 104(4)(g)<br>Destroying vegetation growing in a watercourse or lake or growing in the floodplain of a watercourse                                                                                                                                                                                        | Removing weeds; removing reeds;                                                                             | Board |
| Section 104(45)(h)<br>Excavating or removing rock, sand or soil from<br>(i) A watercourse or lake or the floodplain of a watercourse; or<br>(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                                               | Desilting on-stream dam; desilting wetlands, swamps and springs; realignment or alteration of a watercourse | Board |
| Section 104(4)(i)<br>Using water in the course of carrying on a business in a landscape management region at a rate that exceeds the rate prescribed by a water allocation plan or a water affecting activities control policy of the water has been brought into the region by means of a pipe or other channel | Piping water                                                                                                | DEW   |

Note: A WAA permit is not required for an Activity that is authorised under the *Planning, Development and Infrastructure Act 2016*. Other legislation and plans may need to be considered when undertaking a WAA and appropriate approvals sought including (but not limited to): *Environment Protection Act 1993*; *Native Vegetation Act 1991*; *Pastoral Land Management and Conservation Act 1989*; *Mining Act 1971*; *Environment Protection and Biodiversity Conservation Act 1999*; relevant Water Allocation Plan.

***Please ensure that you check for other approvals and permits that maybe required before completing this application form***



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### **All applications must be lodged complete with:**

#### **1. Payment**

Applications must be accompanied with the fee payment. Please refer to lodgment instructions on the application form.

#### **2. Mandatory fields completed**

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

#### **3. Certificate of Title**

All applications must be accompanied by a **COPY**\* of the latest Certificate of Title for the property.

*\*Please do not provide originals as they will not be returned*

Please Note: To assist in completing your application form with the required property information you may like to access the South Australian Property and Planning Atlas (SAPPA), located at the SA Planning Portal website at <http://maps.sa.gov.au/sappa/>.

### **Supporting Information for Water Affecting Activities Permit Applications**

#### **All applications must include the following:**

##### **1. Site Plan**

A site plan must be drawn to scale of no less than 1:500

The site plan must show:

- North point/arrow and scale
- 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 geographical features such as all watercourses, creek/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/wells
- The precise location of the proposed works to be carried out stating the approximate distances to property boundaries
- 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



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### 2. Detailed drawing(s)

- All information necessary to describe the size and nature of the proposed works
- A photo of the site where the proposed activity will take place

Note: To assist in developing your Site Plan, including details of the location and nature of the proposed works, you may wish to access: the South Australian Property and Planning Atlas (SAPPA) through SA Planning Portal <https://sappa.plan.sa.gov.au/>; [Location SA map viewer](#); [Nature Maps](#); and/or [Google Maps](#).

### 3. Attached information

- When completing the application form please provide the contractors name and contact details if applicable
- If works other than the WAA are also 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.

**Additional information has been provided on the requirements for specific types of Water Affecting Activities. Please refer to the relevant instructions for the activity you wish to undertake, to ensure you have attached all relevant supporting information.**

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***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.***

**Before you lodge your application** form for the erection, construction, modification or enlargement of an on-stream dam we first recommend that you **contact the SA Arid Lands Landscape Board in Port Augusta**.

Staff can assist you with determining 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.

### Other requirements

- A Site Plan and supporting information such as dam designs, completed by an experienced and qualified consultant or engineer
  - The proposed dam must be installed with a low flow bypass (LFB). The dam design should show the location of the low flow bypass and diversion pipe.
- Contractors or engineers 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).

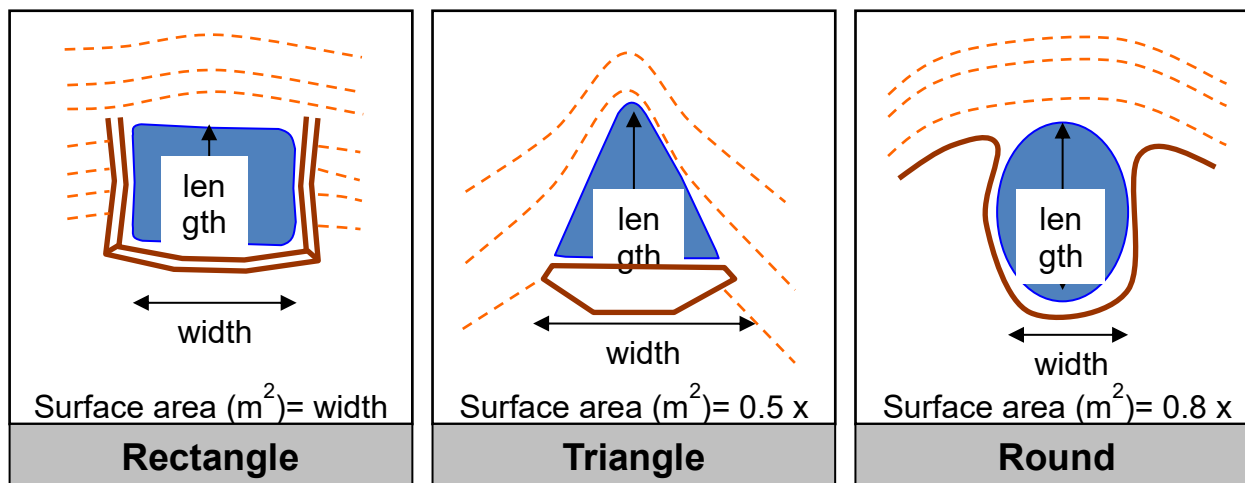
#### Dam Capacity Calculation Guide

$$\text{Dam Volume (kL)} = 0.4 \times \text{Area (m}^2\text{)} \times \text{depth}$$

- 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/watercourse within which the dam is proposed to be constructed.
- Detailed contour 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. You may wish to access information on sediment control measures within the Environment Protection Agency (EPA) *Code of Practice for Building and Construction Industry* at [www.epa.sa.gov.au](http://www.epa.sa.gov.au)
- Other sources of water available on or to the property (e.g. mains water, bore water). You must indicate what the proposed water will be used for and provide detail where applicable:
  - 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, firefighting)

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

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Taken from the NSW Department of Water and Energy, 2007, farm dams in NSW

Following this, calculate the volume of the dam using cubic metres (m<sup>3</sup>)

**Volume (m<sup>3</sup>) = 0.4 x Surface Area x Depth** (where 0.4 is a conversion factor that takes into account the slope of the sides of the dam)

Calculate the capacity of the dam in kilolitres (kL) by dividing the volume in cubic metres (m<sup>3</sup>) by 1000.

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

**For further information please refer to the Dams Fact Sheet.**

*Note: Development Approval under the Planning, Development and Infrastructure Act 2016 maybe required.*

*Please Note: Pastoral Board approval may be required for activities involving changed or additions to water points on pastoral leases.*

### ***Drain or discharge water into a watercourse, floodplain or lake.***

- Specify the source and quality (if known) of water proposed to be drained or discharged into a watercourse or lake.
- Specify whether the discharge proposed is a single event or ongoing. Please answer the following:
  - What is the total volume of water that will be discharged in kilolitres?
  - How often will the discharge occur (daily, weekly, monthly or annually)?
  - Over what timeframe will the discharge occur (day, week, month or years)?
  - The rate of discharge, in litres per second?
  - How will it be discharged? Please specify the method and any structures proposed.



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- Information as to the erosion control and sediment management measures (such as a rock chute, rip rap, vegetation, etc.) to be undertaken.
- A description of water treatment methods proposed, prior to discharge to a watercourse, must be considered, e.g. detention basin. Please specify methods to be used.

*Note: An approval maybe required from the Environment Protection Authority (EPA). Please refer to their Codes of Practice and Guidelines at [www.epa.sa.gov.au](http://www.epa.sa.gov.au) or for further information contact the EPA on 1800 623 445.*

### ***Depositing objects or building structures in a watercourse, floodplain or lake.***

- Provide a description of the proposed work to be carried out (if building or depositing a structure, etc.)
- An outline of the purpose of the works.
- List all materials that are to be used
- Is any vegetation to be removed? If so, please specify what the vegetation is and the removal methods to be used.
- Provide details of erosion control and sediment management to be implemented during and following construction.
- A copy of any approvals from other relevant authorities

*Note: Approval maybe required under the Native Vegetation 1991, for further information go to the Native Vegetation Council website via [www.environment.sa.gov.au](http://www.environment.sa.gov.au)*

*Please Note: All herbicides must be used in accordance with the EPA's Guideline for Herbicide Use near Waterbodies available at [www.epa.sa.gov.au](http://www.epa.sa.gov.au).*

### ***Excavation or removal of rock, sand or soil from watercourse, floodplain or lake.***

- What will the proposed activity entail (e.g. rock, soil, sand removal)?
- Please specify the volume of water diverted or impacted as a result of the activity
- Provide details of erosion control and sediment management to be implemented during and following construction.
- An outline of the purpose of the works.
- A copy of any approvals from other relevant authorities

*Note: Approval maybe required under the Native Vegetation 1991. For further information go to the Native Vegetation Council website via [www.environment.sa.gov.au](http://www.environment.sa.gov.au)*



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### On completion

Please ensure you have attached the appropriate information and completed all relevant parts of the application form by reviewing the Application Checklist. Where the relevant information is not provided, you will be contacted to request additional information required to undertake an assessment of your application. When further information is requested, your application will be placed on hold until the information is provided and assessment can continue.

Please remember to ensure your application is legible and all supporting information is attached. Remember only send copies of all supporting documents as all documentation provided with your application will be kept on file and will not be returned.

Please include payment with your application as per the payment instructions when lodging your WAA permit application.

| LODGEMENT INSTRUCTIONS:                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Please mark all application envelopes “WAA Permit Application”</b></p> <p><b>Applications can be lodged <u>by post</u> to:</b></p> <p>South Australian Arid Lands Landscape Board<br/>PO Box 297<br/>PORT AUGUSTA SA 5700</p>                                                                                                                                          | <p><b>In person</b> at Port Augusta Office during business hours at 1 Jervois Street, PORT AUGUSTA SA</p> <p>For enquiries please contact<br/>Phone: 08 8429 9666<br/>Email: <a href="mailto:SAALLandscapeBoard@sa.gov.au">SAALLandscapeBoard@sa.gov.au</a><br/>Website: <a href="https://landscape.sa.gov.au/saal/home">https://landscape.sa.gov.au/saal/home</a></p>                 |
| PAYMENT INSTRUCTIONS                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>The application fee can be paid by:</p> <p><b><u>Cheques and Money orders</u></b><br/>Made payable to the <b>SA Arid Lands Landscape Board</b> and crossed ‘Not Negotiable’, for the amount of \$71.50</p> <p><b><u>Credit Card</u></b><br/>Payments by credit card can be made in person at 1 Jervois Street, Port Augusta <b>OR</b> over the phone on 08 8429 9666.</p> | <p><b><u>Electronic Funds Transfer (EFT)</u></b></p> <p>Account name: DEW Debtors Account<br/>BSB: 015 101<br/>Account Number: 838576855<br/>Reference: SAAL WAA – (insert applicant surname/organisation here)<br/>Amount: \$71.50</p> <p>Remittance advice must be faxed to 08 8115 1256 <b>OR</b> emailed to <a href="mailto:dewacctrsvft@sa.gov.au">dewacctrsvft@sa.gov.au</a></p> |