

Application for a Permit to Undertake Well Works
or to Vary an Existing Well Works Permit

Under the *Water Management Act 1999* (the Act), a person must not cause or allow well works to be undertaken without a Well Works Permit. Use this Application form to apply for a Well Works Permit under Section 135A of the Act.

In certain circumstances well works may be exempt from the requirement to hold a permit. Before commencing any work it is recommended you contact a Regional Water Management Officer at your local NRE Tas office to determine if your proposed works is exempt or requires a permit.

There are extensive details on the well works permitting process and associated requirements on the Department's web site: <http://nre.tas.gov.au/water/groundwater/well-works-permits>. Alternatively, for further information you should contact your local Regional Water Management Officer or engage a professional consultant to provide advice. Contact details for these are also available on the web site listed above.

Steps to Completing this Form to Apply for a Well Works Permit

1. **If the form is being completed by a company or a partnership** then all members of the company Partnership / Joint Venture must also complete a Membership Details Form and attach it to this Notice. A [company information and application to record a nominated natural person](http://nre.tas.gov.au/water/water-management-forms) is available from the NRE Tas web site: <http://nre.tas.gov.au/water/water-management-forms>. This page also has the application form to [record a nominated natural person on behalf of a joint client](http://nre.tas.gov.au/water/water-management-forms).

2. **Complete all the information in this application form**

Section 1 deals with the type of permit being sought. Is it a permit to construct a new well or to repair or decommission an existing well. Information on existing wells is available from the Department's groundwater portal at <http://wrt.tas.gov.au/groundwater-info/>

Section 2 deals with details of the applicant; who they are, and how to contact them. As mentioned above, if the application is being made by a company or partnership then a separate form containing details of the company or members of the partnership must also be completed and submitted with this application.

If you are not the owner of the land on which the works will be undertaken, the application must be accompanied by a signed [Landowner approval for Well Works Permit application](#)

Section 3 deals with details of the property and where on the property the well is to be constructed. The applicant can either sketch a map in the space provided or use the [LIST Map](#) to prepare a map of the location of the proposed works. Note that when providing coordinates the GDA 94 datum should be used. These can be found in the bottom left hand corner of the map window.

Section 4 deals with proposed use of the water from the well.

Section 5 deals with the volume of water intended to be taken from the well.

Section 6 deals with the details of any existing water licence and allocation that may be used to take water from the existing well.

Section 7 deals with the construction techniques and specifications for the proposed well works

Section 8 deals with details of any existing wells and only needs to be filled in if you are undertaking works on an existing well. Information on existing wells is available from the NRE Tas web site from <http://wrt.tas.gov.au/groundwater-info/>

Section 9 seeks information on the licensed driller that will be undertaking the well works so that the Department can contact them for additional information if required.

Section 10 needs only be completed if a consultant has been engaged to undertake any additional information in relation to the application so that the Department can contact them for additional information if required.

Section 11 is the declaration by the applicant and identifies the prescribed fee that must be paid

3. **Sign the declaration** set out in section 11

4. **Submit the completed and signed application form**

There are two options for submitting the completed application form;

- Post the completed application form with the prescribed fee in the form of a cheque or money order made payable to NRE Tas to:
NRE Tas, Water Management & Assessment Branch, PO Box 44, Hobart TAS 7001,
or
- Lodge the completed application form, with the prescribed fee, at any Service Tasmania outlet.

Item Code 8923025069	Water Mgt Application Fees
STAS Code 931 8923025069	Water Mgt Application Fees



Water Management Act 1999
APPLICATION FOR A WELL WORKS PERMIT (pursuant to Section 135A)
APPLICATION FOR A VARIATION OF A WELL WORKS PERMIT
 (pursuant to Section 135F)

(Please note: This application form is effective from 1 July 2023 to 30 June 2024)

Section 1: Type of Permit Required

New Well Works Permit	
New Well	Replacement Well
Alteration of Existing Well	ID Number:
Decommissioning an existing well	ID Number:
Variation to an existing Well Works Permit	ID Number:
Details of variation:	
.....	

Section 2: Details of Individual or Company Seeking Well Works Permit

Full Name:	Contact Name:(if company)
Address:	
Contact No:	Email:.....
Date of Birth:	

Section 3: Details of Property and Location of Proposed Works

Property address:
PID (Unique Property Identifier): Eastings: Northings: (Datum : GDA94)
Map attached - Attach a location map with the location of the proposed works clearly marked
Map Sketch - in space provided below sketch a map with the works location clearly marked
Please note: Map should indicate proposed works location, major landmarks, road names, etc

Personal Information and Privacy Statement

Personal information will be collected from you for the purpose of managing Tasmania's water resource and will be used by NRE Tas for purposes permitted by the *Water Management Act 1999* and regulations made under this Act. Under the *Water Management Act 1999*, a person must not furnish information to the Minister, a water entity or an authorised officer that is false or misleading in a material particular. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to contractors and agents of NRE Tas, law enforcement agencies, courts and other organisations authorised to collect it. Your basic personal information may be disclosed to other public sector bodies where necessary, for the efficient storage and use of the information. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to NRE Tas. You may be charged a fee for this service.