



# Guidelines for Notice of Completion for Completed Dam Works

NOVEMBER 2025

# Contents

---

<b>1</b>	<b>Introduction</b>	<b>3</b>
<b>2</b>	<b>Information required in a Notice of Completion</b>	<b>4</b>
<b>3</b>	<b>Qualifications of Persons preparing a Notice of Completion</b>	<b>6</b>
<b>4</b>	<b>Minimum standards for Notice of Completion Acceptance</b>	<b>7</b>
<b>5</b>	<b>Submission of a Notice of Completion</b>	<b>7</b>
	Timeframes for submission	7
	How to submit a Notice of Completion	8
<b>6</b>	<b>Other related information</b>	<b>8</b>

---

Author: Department of Natural Resources and Environment Tasmania

Publisher: Primary Industries and Water

Date: 6 November 2025

© Crown in Right of the State of Tasmania December 2022

# 1 Introduction

The *Guidelines for Notice of Completion for Completed Dam Works* (the Guidelines) have been produced to guide and assist dam owners and consultants in the preparation of a Notice of Completion (NoC) for completed dam works. Table 1 outlines the circumstances where a NoC will be required.

**Table 1:** Relevant Parts of the *Water Management Act 1999* that specify circumstances where NoC will be required.

<b>Water Management Act 1999<sup>1</sup></b>	<b>NoC Required</b>
Part 8 (Dam Works)	<ul style="list-style-type: none"><li>• On completion of works under a Division 3 dam works permit (s.164ZA)</li><li>• On completion of works under a Division 4 dam works permit (s.164ZB)</li></ul>
Part 8A (Safety of Dams)	<ul style="list-style-type: none"><li>• Where a direction or notice under sections 165L, 165N or 165P that require a dam works permit and a permit is not required under Part 8 of the Act (as per section 165V)</li><li>• In accordance with section 165F where a referral of an application under another enactment is taken to be an application for a Division 3 permit (examples may include tailings dams and wastewater lagoons)</li></ul>

A NoC is required for all dam works in accordance with Part 8 and 8A of the *Water Management Act 1999* over the lifecycle of a dam including construction of a new dam, repair or modification of an existing dam, or decommissioning of a dam.

The purpose of the NoC is to support the dam owner, consultants and NRE Tas as the Regulator to provide relevant information to verify the details of completed works and that the completed works have been undertaken in accordance with relevant dam works permit conditions and requirements of relevant legislation, regulations and Dam Works Codes<sup>2</sup>.

The Notice of Completion form must match the type of dam permit issued and reflect the requirements of the relevant Dam Works Codes.

---

<sup>1</sup> <https://www.legislation.tas.gov.au/view/html/inforce/current/act-1999-045>

<sup>2</sup> <https://nre.tas.gov.au/water/dams/dam-works-codes> - includes the *Division 3 Permit Dam Works Code 2015*, *Division 4 Permit Dam Works Code 2015* and the *Dam Works Code to Clear Vegetation 2015*.

These Guidelines should be considered in addition to other relevant requirements of the *Water Management (Safety of Dams) Regulations 2025* (the Regulations) and the *Water Management Act 1999* (the Act) including relevant guidance published by the Australian National Committee on Large Dams (ANCOLD) and NRE Tasmania.

These Guidelines cover:

- Information required in a NoC (section 2),
- Qualification requirements for a person or persons preparing and submitting a NoC (section 3)
- Minimum standards for NoC acceptance (section 4)
- Submission of a NoC (section 5); and
- Other information (section 6).

## 2 Information required in a Notice of Completion

The Department will send the relevant NRE Tas approved NoC form in the following circumstances:

- On approval of a Division 3 permit under Part 8 to the permit holder;
- On acceptance of a notice of intention to undertake dam works for a Division 4 permit under Part 8 to the permit holder; and
- On the issuing of a direction or notice under Part 8A that require dam works to be undertaken without the requirement to obtain a permit under Part 8; to the person to who the direction or notice were issued.

For higher Consequence Category dams, substantial technical information may be required to support the approved NoC form. This information must still be submitted using the relevant approved NoC form. However, it may be more practical to include large volumes of supporting material, such as reports, technical specifications or laboratory test results as attachments. If attachments are used, the NoC form should clearly reference them and indicate where they provide evidence that relates to specific sections of the form.

The details below represent the typical information included in NoCs for construction of a new dam or modification of an existing dam. NoC forms for other types of works such as decommissioning may be simpler and only require a subset of this information that is relevant to the permitted works. The approved NoC form provided when a dam works permit is approved will provide the specific details for the information required in the NoC.

### Part I: Details of Dam Works Permit and Permit Holder

1. Permit Holder Details
2. Preconstruction conditions
  - Actions undertaken to meet any relevant preconstruction conditions on a permit such as Giant Freshwater Crayfish relocation programs, establishment of offsets or other site-specific conditions

3. Dam details
  - Coordinates of the dam wall (using GDA 94) Easting and Northing
  - Property Identifier (PID)
  - Date dam works were completed

## **Part II: Notice of Completion**

4. Details of the person preparing the Notice of Completion
5. Dam cross section
6. Dam Wall Details
7. Spillway and Outlet Details
8. Reference Benchmark and Reduced Levels
9. Vegetation Cleared
  - Vegetation types found in the dam works footprint according to TASVEG 3.0 mapping found in LISTmap<sup>3</sup>
10. Construction Information
  - Foundation – Preparation and conditions encountered
  - Keyway – Provide description and dimensions, location and summary of work undertaken detailing how site conditions were determined and suitably addressed in their construction
  - Construction Methods – Provide a description of the construction of the structure or the embankment, defining the construction methods employed
  - Return Slope – Detail the design used for the return slope related to the suitability of the natural materials encountered. Detail the type or return slope protection used. Detail the reason the return slope is expected to be suitable without it eroding.
11. Soil Material
  - Describe soil material encountered during construction for the dam and cut-off trench
  - Types of clay, sand, gravel or rocks used in construction
  - Moisture content
  - Details of how compaction was undertaken and measured for suitability and any difficulties due to wet or dry conditions
  - Any problems due to pervious areas or material
  - Overall suitability of materials used in the keyway and embankment
12. Details of any additional documents, drawings or reports submitted in support of this Notice
13. Coloured photographs of the following will need to be attached to complete the Notice
  - Embankment footprint after stripping the topsoil from the dam site
  - Open keyway trench
  - Initial foundation construction
  - Open outlet pipe trench
  - Backfilling and compacting around the outlet pipe
  - Embankment and construction at various heights
  - Completed upstream and downstream batters
  - Completed crest
  - Completed spillway and return slope

---

<sup>3</sup> [LISTmap - Land Information System Tasmania](#)

- Other photographs if applicable

### Part III: Statutory Declarations

14. Declaration of Permit Holder

15. Declaration of Qualified Person who completed Part II of the NoC

## 3 Qualifications of Persons preparing a Notice of Completion

The Regulations specify the minimum competency requirements of a person or persons that are preparing a NoC. Table 2 is adapted from the Regulations and sets out the minimum qualifications required by a person or persons who are preparing a Notice of Completion. Competency requirements for preparation of NoC vary in relation to the Consequence category of the dam and the height of the dam wall.

**Table 2** Minimum qualification of Persons preparing a Notice of Completion

Dam height (m)	Consequence Category						
	Very Low	Low	Significant	High C	High B	High A	Extreme
Is less than 10m	No specific class required	Class 2	Class 2	Class 1	Expert Team	Expert Team	Expert Team
Is 10m or more but no more than 25m	Class 2	Class 2	Class 1	Class 1	Expert Team	Expert Team	Expert Team
Is more than 25m	Expert Team	Expert Team	Expert Team	Expert Team	Expert Team	Expert Team	Expert Team
Tailings dams	Class 1	Class 1	Class 1	Class 1	Expert Team	Expert Team	Expert Team

## 4 Minimum standards for Notice of Completion Acceptance

Parts 2 to 3 of these Guidelines indicate the minimum standard for NoCs in order for acceptance by NRE Tas. A Report that does not address the basic requirements of the Guidelines will generally not be accepted and will be referred back to the dam owner for revision.

## 5 Submission of a Notice of Completion

### Timeframes for submission

Table 3 specifies the timeframes for submission of various NoC requirements.

**Table 3.** Timeframes required under the Act for NoC submissions

NoC type	Submission timeframe
Division 3 dam works permit (s.164ZA)	Before the expiration of a Division 3 permit and as soon as practicable after the dam works to which the permit relates have been completed, the holder of the permit must give to the Minister a notice (the <b>notice of completion</b> ), in writing, of the completion of the dam works.
Division 4 dam works permit (s.164ZB)	Within 30 days after the dam works under a Division 4 permit have been completed, the permit holder must give to the Minister a notice (the <b>notice of completion</b> ), in writing, of the completion of the dam works.
Part 8A directions and notices under sections 165L, 165N or 165P that require a dam works permit and a permit under Part 8 is not required	Timeframes as specified in the Notice, Direction or associated conditions.

## How to submit a Notice of Completion

Notices of Completion must be submitted to:

Water Licences and Dam Permits

Department of Natural Resources and Environment Tasmania

GPO Box 44

HOBART TAS 7000

Email: [Water.Enquiries@nre.tas.gov.au](mailto:Water.Enquiries@nre.tas.gov.au)

Phone: 1300 368 550

## 6 Other related information

- The *Water Management (Safety of Dams) Regulations 2025 (as amended and updated from time to time)* and the *Water Management Act 1999* are available at:

[www.legislation.tas.gov.au](http://www.legislation.tas.gov.au)

- ANCOLD

<http://www.ancold.org.au>



Tasmanian  
Government

**Department of Natural Resources and Environment**  
Primary Industries and Water

**Phone:**  
1300 368 550

**Email:**  
Water.Enquiries@nre.tas.gov.au

[www.nre.tas.gov.au](http://www.nre.tas.gov.au)