

**Guidelines**  
**Notification of existing works to take  
declared water in the Gulf and Mitchell  
Plan Areas 2007**

*Section 60 Water Resource (Gulf) Plan 2007  
Section 40 Water Resource (Mitchell) Plan 2007*

### **Purpose of the Form**

This Notice of works form is approved for use within the state of Queensland under the provisions of the *Water Resource (Gulf) Plan 2007* and *Water Resource (Mitchell) Plan 2007*. These water resource plans (WRPs) are subordinate legislation under the *Water Act 2000*.

The Gulf and Mitchell WRPs authorise the owner of existing water bores for taking groundwater declared to be water in a watercourse to continue taking declared water for one year after commencement of the WRPs (that is, until 31 October 2008)

For this authority to be continued the owner must give notice of the works to the Department of Natural Resources and Water in the approved form.

An owner of a bore for taking groundwater declared to be water in a watercourse in the following areas may use this form to give notice of the bore, but only if the owner did not, before commencement of the WRP, require a water licence to take the water:

(1) *Water Resource (Gulf) Plan 2007*

within one (1) kilometre of:

- Gilbert River

(2) *Water Resource (Mitchell) Plan 2007*

within one (1) kilometre of:

- Mitchell River
- Walsh River
- Lynd River
- Palmer River, or

within two (2) hundred metres of:

- Mary Creek
- Bushy Creek
- Rifle Creek.

The works must have been installed prior to 17 October 2003 in an area where the owner did not, before the commencement of the plan, require a water licence to take water using the works.

Under section 60 of the *Water Resource (Gulf) Plan 2007* and under section 40 of the *Water Resource (Mitchell) Plan 2007*, the owner of the bore is authorised to continue using the bore to take water, for one year after the commencement of the plan. Also, if the owner gives notice of the bore, the owner may continue to use the bore to take water until the owner is granted a water licence. From **1 November 2007** the unauthorised take of water will be a breach of the *Water Act 2000* and may attract a penalty where notice of the bore has not been given.

The information required in the notification includes the following:

- owner details
- location of works
- details of works
- purpose of water use.

As part of the notification process the chief executive may seek further information about the works after the notice and information are given.

## What works require notification?

An owner of a bore located in the above areas is required to notify the department of the bore if:

- the bore was installed prior to 17 October 2003
- the owner did not, before the commencement of the Water Resource Plan, require a water licence to take water using the bore.

## Questions about the notification process

### Who must complete the form?

The Notice of works form must be completed by an owner of works for taking declared water.

### Is there a fee?

There is no fee for lodgement of the form.

### Where and when should the form be lodged?

Mail/deliver the notification form, and attachments to:

The Chief Executive  
Department of Natural Resources and Water  
Walsh Street  
PO Box 156  
**MAREEBA Q 4880**

Notification must be received by **4.30 pm, Friday 31 October 2008**.

### What happens after I have lodged a Notification form?

The chief executive will consider all the information provided on the form. The chief executive may request additional information if the information supplied is insufficient. An owner of works who satisfies the requirements of section 60 of the *Water Resource (Gulf) Plan 2007* or section 40 of the *Water Resource (Mitchell) Plan 2007* may continue using the works to take water until the owner is granted a water licence.

### What happens if I do not notify existing works?

If notice of the works is not given by 31 October 2008 the owner is not authorised to continue using the works to take water. The unauthorised take of water is an offence under section 808 of the *Water Act 2000* and penalties apply.

## Further information

Further information on notifying the department of existing works and assistance on how to complete the notification form can be obtained from Natural Resources and Water, Mareeba.

### Definitions

**Declared water** means groundwater in an aquifer under a prescribed watercourse, or under land within a specified distance of a prescribed watercourse. Declared water does not include water the chief executive is satisfied is not hydraulically connected to water in the watercourse.

**Existing water bore** means a water bore that was in existence on 17 October 2003 and is able to take groundwater. The term does not include a water bore that was only used for stock or domestic purposes.

**Groundwater-dependent activity** means an activity that uses underground water, for example, growing a crop requiring irrigation, the commercial production of animals or a commercial or industrial enterprise.

**Owner of land**, means any of the following, and includes the occupier of the land:

- (a) the registered proprietor of the land
- (b) the lessee or licensee under the Land Act 1994 of the land
- (c) the holder of a mineral development licence or mining lease under the *Mineral Resources Act 1989*
- (d) the person or body of persons who, for the time being, has lawful control of the land, on trust or otherwise
- (e) the person who is entitled to receive the rents and profits of the land.

## Completing the Form

Below is additional information for completing the Notice of works form.

This form is in two parts: parts A and B.

## NOTICE OF WORKS – PART A GROUNDWATER DEPENDENT ACTIVITY

### Purpose of the form

This Part A is required to provide information about each groundwater dependent activity that was occurring on the properties identified in Part A before 17 October 2003, the date after which a moratorium prevented completion of new bores.

The information provided in this Part A of the form will be used as the basis for issuing water licences to a person authorised, under Section 60 of the *Water Resource (Gulf) Plan 2007* or Section 40 of the *Water Resource (Mitchell) Plan 2007*, to continue to take water.

Information will be managed in accordance with the Department's privacy obligations under Information Standard 42 – Information Privacy. For more information on the Department's privacy commitment, see <[www.nrw.qld.gov.au/about/privacy](http://www.nrw.qld.gov.au/about/privacy)>.

### Details of land owner(s)

#### Name

Include the details of the owners of the land on which water taken from the works is used, including contact details. The details must be completed as follows:

- For one individual, clearly write in upper case the owners name as given names followed by surname. For example : **PAUL JOHN SMITH**
- For two individuals, clearly write the full name of all individuals as given names followed by surname, both persons separated by a semi-colon. For example: **PAUL JOHN SMITH; TINA ROSE JONES**
- For a number of individuals clearly write all the full names as given names followed by surname as a list, the full name of each person should be separated by a semi-colon. For example: **PAUL JOHN SMITH; TINA ROSE JONES; LISA MARY SMITH; PETER FREDRICK WATSON;** etc (for all persons owning the land on which the works are located).
- Where the owner is a corporation, write the complete name of the incorporated body. For example: **PAUL JOHN SMITH PTY LTD**
- For incorporated associations, use the authorising officer's name. for example: **PAUL SMITH ACTING UNDER THE AUTHORITY OF THE BUNYA MOUNTAINS BRIDGE SOCIETY INC**
- For other legal entity names or bodies holding land under trust. **DIRECTOR-GENERAL, DEPARTMENT OF EDUCATION, BILOELA STATE HIGH SCHOOL**

#### Attention (Optional)

If necessary, use this section to write the title of the position held by a person acting for the applicant. This information is usually only necessary for corporations or similar bodies. For example: **THE MANAGING DIRECTOR**

#### Mailing address

Information provided within these sections of the form will be used for the service of all official documents and any correspondence relating to the notification of works. Enter the information, as you would want it to appear on an envelope addressed to the owner. For example: **UNIT 3, 12 SHORT STREET, ROCKHAMPTON QLD 4370**

#### Contact person's details

You should use this section to provide the department with the details of one nominated contact person. If required, information provided within these sections of the form will be used for personal or telephone contact about matters relevant to the notification.

### Property description

This question is used to describe the land on which the groundwater dependent activity was taking place before 17 October 2003. Land is usually described as a 'Lot on Plan' and you will find these on your Council rates notice, on a valuation notice or on the map provided with the form. If a map is not available please contact the department on (07) 4048 4868. List each parcel of land on which declared water is used separately as 'Lot on Plan'.

### Property description (continued)

For example:

Lot	Plan
13	RP654321
14	WOU56
16	BK18

Provide a separate attachment if more than six parcels need to be listed on the notice.

To be able to properly give this notice, the person or corporation giving notice of works must be the owner of land entered here. An owner of land is defined above.

### Details of groundwater dependent activity that existed before 17 October 2003

This question is in two parts. The first part is to provide details of crops, and the second part is to provide details of activities other than crop production that were in existence and were irrigated with declared water prior 17 October 2003.

#### Details about the area of any crops that were irrigated with declared water prior to 17 October 2003, and the approximate irrigation requirement of the crops.

Write the crop area for the different types of crops, and your estimate of average annual water use from underground sources (in megalitres / year) in the boxes provided. If you only have water use and cropped area information in imperial units such as gallons per hour and acres, either convert these to metric units or cross out the metric units and write the units you are using.

#### Useful conversion factors

2.47 acres (a) = 1 hectare (ha)

Imperial gallons x 4.546 = litres (L)

1,000,000 (1 million) litres (L) = 1 megalitre (ML)

100 mm irrigation application over 1 hectare (ha) = 1 megalitre (ML) of water

If you have no water meter information, please estimate the water used.

An example of calculating estimated annual use follows:

#### Example

*If you have two bores that were pumped at 2,200 and 2,000 imperial gallons per hour for six hours per day over six months of the year, your water use would be as follows:*

*4,200 gallons/hour x 6 hours/day x 183 days/year = 4,611,600 gallons/year*

*To convert to ML/yr, multiply by 4.546 and then divide by 1,000,000, as follows:*

*4,611,600 gallons/year = (4,611,600 x 4.546 / 1,000,000) ML/yr = 20.96 ML/yr, which rounds off to 21 ML/yr.*

If you cannot estimate your annual usage, please write a brief description of your use such as "pump bore 1 at 8,000 gal/hr, and bore 2 at 6,000 gal/hr, for 4 hours, 4 days a week November to March, but only 2 days a week for the rest of the year".

**Details of other purposes other than crop production that declared water was used prior to 17 October 2003** — such as piggeries, feedlots, and other commercial ventures. Please provide details and supporting information for these water uses.

For intensive stock purposes, this would include details of the type and number of stock watered and their annual water requirements (ML/year).

For example: if you have a feedlot for 250 cattle with a water requirement of 20kL/head/year, the annual water requirements of the cattle in the feedlot, excluding wash down or cooling or other incidental purposes, is 250 x 200 kL = 50 ML/yr.

You would also need to provide details of your other incidental water requirements here.

## Declaration

The declaration statement will confirm that the information contained in and attached to the form is true to the best of the owners' knowledge, and that all the works identified on the notification form were constructed prior to 17 October 2003.

All parties to the Notice of works form must complete and sign the declaration. This means that where land is held by a number of registered proprietors or lessees, all owners should sign. If a person is signing under an authority or power of attorney for another, a copy of that authority must also be provided with the application. All persons signing on behalf of a corporation must sign in accordance with the *Corporations Act 2001* (C'th), must sign before a witness and must provide their Australian Company Number (ACN).

## NOTICE OF WORKS – PART B WATER BORE DETAILS

### Purpose of the form

Part B of the form is used to provide details of each bore used to supply water for a groundwater dependent activity mentioned in Part A. The bore owner is required to mark the approximate location of each bore on the attached map(s) and give it a reference number so that the bore on the map(s) can be correlated to the details provided in this Part B.

If the map is not available then please contact the department at (07) 4048 4868 to obtain a copy.

For example, if you have five bores listed for the property described in Part A, then mark them as “1”, “2”, “3”, “4” and “5” and complete a separate Part B for each bore.

The information provided on this form will be used for implementation of the *Water Resources (Gulf) Plan 2007* or *Water Resources (Mitchell) Plan 2007*. Information will be managed in accordance with the Department’s privacy obligations under Information Standard 42 – Information Policy. For more information on the Department’s privacy commitment, see <[www.nrw.qld.gov.au/about/policy](http://www.nrw.qld.gov.au/about/policy)>.

### Basic information

**Question 1** – Write the reference number you have given the bore (1, 2, 3, 4, or 5 in the example above) in the box provided.

**Question 2** – Write the Lot and Plan of the property on which the bore is located, in the box provided. This Lot and Plan should be the same as the one in which the location of this bore is marked on the attached map. Also, the Lot and Plan number should correlate to one of the Lots and Plans listed in Part A.

**Question 3** – Write the date that the bore was drilled, in the box provided. If you do not know the exact date, provide an approximate date.

**Question 4** – Write the total depth of the bore, in either metres or feet, in the appropriate box. If you do not know the depth of the bore, write ‘Not Known’ here and a departmental officer may need to arrange with you to have the depth of the bore measured.

**Question 5** – Tick the box that best describes the current status of the bore.

### Purpose of the bore

This section is used to obtain information on the purpose of water from the bore.

**Question 6** – Tick the appropriate box(s) which describes the purpose(s) for which water from the bore is used. A description of each purpose is as follows:

**Agriculture** – Cultivated crops and tree crops.

**Domestic** – The use of water in a domestic household, including the irrigation of a garden, not exceeding 0.25ha, being a garden cultivated for domestic use and not for the sale, barter or exchange of goods produced in the garden.

**Aquaculture** – The cultivation of live fisheries resources for sale.

**Commercial / Industrial** - Any trading, manufacturing or processing enterprise established and/or operated for financial gain.

**Stock** - Watering stock of a number that would normally be depastured on the land on which the water is, or is to be, used.

**Intensive Livestock** – Feedlots, piggeries.

**Town Water Supply** – Urban water supply within a town area.

**Public amenity** – camp ground, etc in National Park only

### Bore construction and equipment details

The purpose of this section is to provide construction and equipment details for the bore identified in question 1.

**Question 7** – If you do not know any of the construction details asked for in this question, please tick the “no” box provided, and go to Question 8. If you know **ANY** of the details asked for in this question, please tick the “yes” box provided and complete the known details in the appropriate boxes.

(Note: Please be sure to tick the box for the appropriate units depending upon whether the measurement is in feet or metres.)

**Question 8** – The purpose of this question is to determine the status of any equipment installed on the bore. If a pump is currently installed or has been previously installed but removed or abandoned, tick the appropriate box and go to Question 11. If a pump has never been installed, tick the appropriate box and go to Question 12.

**Question 9** – The purpose of this question is to determine the details of any pumping equipment installed on the bore. Provide the pump details in the appropriate boxes provided.

**Question 10** – The purpose of this question is to determine the status and details of any meter installed on the bore. If no meter is installed on the bore, tick the “no” box and go to Question 13. If a meter is installed, tick the “yes” box and write the type and diameter of the meter in the box provided.

### Water taken from the bore

This section is used to provide details about the water production capacity and annual water use from the bore.

**Question 11** – The purpose of this question is to provide the estimated yield capacity of the bore. ‘Estimated Yield’ is the rate at which water could be taken from the bore over a long period of time without causing long-term reduction of groundwater quantity, quality and other undesirable bore effects, and is not limited by the particular pumping equipment installed on the bore.

**Question 12** – The purpose of this question is to provide the volume of water that has been extracted from the bore over time. Write the approximate annual water extraction from the bore (in megalitres per year) in the box provided. If you only have water use information in imperial units such as gallons per hour, either convert these to metric units or cross out the metric units and write the units you are using.

#### Useful conversion factors

2.47 acres (a) = 1 hectare (ha)

Imperial gallons x 4.546 = litres (L)

1,000,000 (1 million) litres (L) = 1 megalitre (ML)

100 mm irrigation application over 1 hectare (ha) = 1 megalitre (ML) of water

If you have no water meter information, please estimate the water used.

An example of calculating estimated annual use follows:

#### Example

*If you have a bore that you pumped at 2,200 imperial gallons per hour for six hours per day over 6 months of the year, your water use would be as follows:*

*2,200 gallons/hour x 6 hours/day x 183 days/year = 2,415,600 gallons/year*

*To convert to ML/yr, multiply by 4.546 and then divide by 1,000,000, as follows:*

*2,415,600 gallons/year = (2,415,600 x 4.546 / 1,000,000) ML/yr = 10.98 ML/yr, which rounds off to 11 ML/yr.*

If you cannot estimate your annual usage, please write a brief description of your use, for example, “run pump at 8000 gal/hr for 4 hours, 4 days a week November to March, but only 2 days a week for the rest of the year”.

### Water taken from the bore (continued)

**Question 13** – A pumping test is usually carried out to estimate the “yield” of a bore (see Question 11). If a pumping test has not been completed tick the “no” box and go to Question 14.

If a pumping test has been carried out, tick the “yes” box and if available, please attach a copy of the pumping test data.

**Question 14** – The purpose of this question is to obtain any data available on water quality from the bore. If a water quality test has not been carried out on the bore, tick the “no” box. If a water quality test has been carried out, please tick the “yes” box and if available, attach a copy of the water quality data.

**Question 15** – The purpose of this question is to obtain any information available on groundwater levels from the bore. If a history of groundwater level measurements is available, please attach a copy.

### Lodgement

Mail/deliver the notification form, and attachments to:

The Chief Executive  
Department of Natural Resources and Water  
Walsh Street  
PO Box 156  
**MAREEBA Q 4880**

Notification must be received by **4.30 pm, Friday 31 October 2008**.

### Further Information

Further information on notifying the department of existing works and assistance on how to complete the 'Notice of works' form can be obtained from Department of Natural Resources and Water, Mareeba, telephone (07) 4048 4868