



# NOTICE OF INTENT TO DRAIN OR PUMP WATER

## When is a notice of intent to drain or pump required?

Where an owner or occupier of land wishes to drain or pump groundwater for the purpose of controlling salinity, he or she is required to lodge a notice of intention with the Commissioner of Soil and Land Conservation at least 90 days before discharging water. This includes draining or pumping within the same property. Note that within the Peel-Harvey Catchment Area, a notice of intention is required for **any** draining or pumping works.

## What happens if I do not lodge a notice of intent to drain or pump?

It is an offence not to give notice of intent to drain when required to do so. The penalty is \$2,000 for individuals and up to \$10,000 for companies. You may also be liable for charges of causing environmental harm under recent changes to the *Environmental Protection Act 1986*.

## Further information

Further information on completing this form is available from the Office of the Commissioner of Soil and Land Conservation in Perth on (08) 9368 3282 (8.30am to 5.00pm Monday to Friday).

### 1. TYPE OF PROPOSAL

Tick one:

DRAINAGE ONLY

PUMPING ONLY

DRAINAGE AND PUMPING

### 2. SINGLE OR MULTIPLE PROPERTY NOTIFICATION

WILL THE DRAIN/PUMPING BE  
CONSTRUCTED ON A SINGLE  
PROPERTY?

YES



GO TO QUESTION 3

NO



GO TO QUESTION 4

### 3. DETAILS OF OWNER/OCCUPIER - SINGLE PROPERTY

Mr  Mrs  Ms  Miss  Other

SURNAME OR FAMILY NAME

GIVEN OR FIRST NAME(S)

COMPANY NAME  
(if applicable)

LOCATION NUMBER(S) OF LAND TO BE  
DRAINED/PUMPED (e.g. Avon Location 1234)

LOCAL GOVERNMENT DISTRICT  
(Shire, Town or City council)

POSTAL ADDRESS

TOWN/SUBURB  POSTCODE

CONTACT NUMBER  FACSIMILE

EMAIL

WHICH ARE YOU? (tick one):  OWNER OF THE LAND

OCCUPIER OF THE LAND



GO TO QUESTION 6

#### 4. DETAILS OF OWNERS/OCCUPIERS - TWO OR MORE PROPERTIES

For drainage or pumping proposals involving two or more properties, **each owner/occupier** must complete their details in **Schedule 1**. Properties should be listed and numbered in the order of the commencement point to discharge point (e.g., highest to lowest).

#### 5. CONTACT PERSON FOR PROPOSAL INVOLVING TWO OR MORE PROPERTIES

Insert in this section the name of the person who is authorised as the contact for the individual owners/occupiers. If questions arise in relation to the proposed drainage works, this person will be contacted first.

**Name of contact person**      Mr       Mrs       Ms       Miss       Other

SURNAME OR FAMILY NAME

GIVEN OR FIRST NAMES

**Postal address**


NUMBER/PO BOX/RMB       PROPERTY NAME (if applicable)

ROAD/STREET

TOWN OR LOCALITY       POSTCODE

TELEPHONE/MOBILE NUMBER       FACSIMILE

EMAIL

 **GO TO QUESTION 6**


#### 6. DESCRIPTION OF PROPOSED DRAINAGE/PUMPING WORKS

AREA OF LAND TO BE DRAINED/PUMPED  ha      LENGTH OF DRAIN  km

WHERE IS THE WATER TO BE DISCHARGED? (Tick one or more)

WATERCOURSE       WETLAND       EXISTING DRAIN

EVAPORATION BASIN OR DAM       SALT LAKE       ROAD OR OTHER PUBLIC LAND

OTHER   Describe

IF DISCHARGING INTO AN EVAPORATION BASIN OR DAM, WHAT IS ITS CAPACITY?  m<sup>3</sup>

WILL THE PROPOSED DRAIN RECEIVE WATER FROM AN EXISTING DRAIN?  YES       NO

**For pumping works only:** DURATION OF PUMPING  MONTHS      **OR**       ON-GOING/PERMANENT

#### 7. PLAN OF PROPOSED DRAINAGE/PUMPING WORKS

Please attach plan or aerial photograph of the proposed drainage works which clearly shows a north point and the location of:

- the drainage channels and/or pipes, including the direction of flow of water;
- existing drains or pumping works that may discharge into the proposed works or to which the works may be connected;
- place where the water is to be discharged;
- adjacent land including lot or location numbers;
- all natural watercourses (creeks, rivers etc) and wetlands (lakes, marshes etc);
- roads, railways and water mains adjacent to the land; and
- any other Crown land, such as nature reserves, which is adjacent to the land.

**Scale of plan/photograph:** 1:10,000 for single properties; 1:25,000 for two or more properties

See Schedules 2 and 3 for examples of plans that meet these requirements.

## 8. DETAILS OF PERSON/COMPANY UNDERTAKING EXCAVATION WORKS

WILL THE DRAIN OR PUMPING REQUIRE EARTHWORKS TO BE UNDERTAKEN?  YES  NO

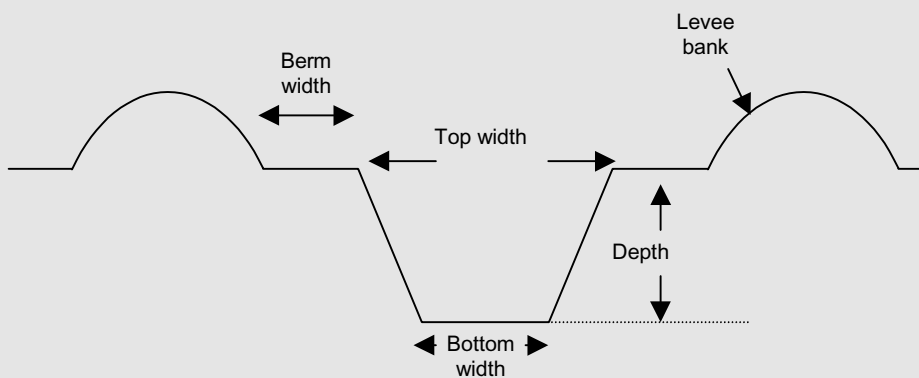
If YES, complete the following if you are engaging a contractor to do the work:

NAME OF CONTRACTOR	<input type="text"/>		
ADDRESS	<input type="text"/>		
	<input type="text"/>	POSTCODE	<input type="text"/>
CONTACT NUMBER	<input type="text"/>	FACSIMILE	<input type="text"/>

## 9. CROSS-SECTIONAL PLAN OF DRAIN

Please complete the cross-sectional plan(s) of the drain(s) including the drain dimensions, whether there will be levee banks etc.

**Note: if the proposed drain involves channels of a different cross-section, please provide additional cross-section plans.**



Top width of drain	<input type="text"/>
Bottom width of drain	<input type="text"/>
Depth	<input type="text"/>
Berm width – left hand side	<input type="text"/>
Berm width – right hand side	<input type="text"/>

### Levee banks (tick one):

No levee banks	<input type="checkbox"/>
Levee banks on one side only	<input type="checkbox"/>
Levee banks on both sides	<input type="checkbox"/>

## 10. CHECKLIST OF OTHER APPROVALS

Draining or pumping water may require approval/consent from a number of different public authorities. Controls vary from area to area. **It is your responsibility to check what other approvals are required for your proposal.**

The following is a checklist of some of the more common types of approval that may be required:

- Approval to undertake earthworks on a road or railway – local government, Main Roads, Public Transport Authority
- Approval to undertake earthworks on other Crown land – public authority managing the land (e.g. DEC, local govt etc.)
- Development approval under a town or region planning scheme – local government, WA Planning Commission
- Approval to clear native vegetation – Department of Environment and Conservation
- Licence to take groundwater – Department of Water
- Permit to undertake earthworks on bed or banks of watercourses – Department of Water
- Referral of proposal which may impact on Ramsar wetlands – Federal Department of Environment and Heritage
- Location of cables and pipelines etc – **dial 1100 before you dig**
- Approval to undertake works affecting an Aboriginal site – Department of Indigenous Affairs
- Approval to undertake works affecting a heritage place – Heritage Council; local government

**Please attach copies of relevant approvals listed above (if any).**

## 11. CONSULTATION WITH DOWNSTREAM AND OTHER AFFECTED LANDHOLDERS

The two landholders immediately downstream of the land subject to the drain and any other landholder who might be adversely affected by the construction and operation of the drain should be asked to complete the form in Schedule 4.

Completed forms should be returned to the Commissioner of Soil and Land Conservation, at the address below.

## 12. DECLARATION(S)

All owners/occupiers that are party to the drainage/pumping proposal must sign this declaration. If the proposal is for one property, complete and sign the first box only.

I/WE DECLARE THAT THE INFORMATION IN THIS FORM AND THE ATTACHMENTS IS TRUE AND CORRECT:

Property no.	<input type="checkbox"/>	NAME OF OWNER/OCCUPIER	<input type="text"/>
		COMPANY NAME (if applicable)	<input type="text"/>
		SIGNATURE	<input type="text"/>
		DATE	<input type="text"/>

Property no.	<input type="checkbox"/>	NAME OF OWNER/OCCUPIER	<input type="text"/>
		COMPANY NAME (if applicable)	<input type="text"/>
		SIGNATURE	<input type="text"/>
		DATE	<input type="text"/>

Property no.	<input type="checkbox"/>	NAME OF OWNER/OCCUPIER	<input type="text"/>
		COMPANY NAME (if applicable)	<input type="text"/>
		SIGNATURE	<input type="text"/>
		DATE	<input type="text"/>

Property no.	<input type="checkbox"/>	NAME OF OWNER/OCCUPIER	<input type="text"/>
		COMPANY NAME (if applicable)	<input type="text"/>
		SIGNATURE	<input type="text"/>
		DATE	<input type="text"/>

Property no.	<input type="checkbox"/>	NAME OF OWNER/OCCUPIER	<input type="text"/>
		COMPANY NAME (if applicable)	<input type="text"/>
		SIGNATURE	<input type="text"/>
		DATE	<input type="text"/>

If insufficient room, please attach additional sheets

ONCE COMPLETED, SEND THE ORIGINAL OF THIS FORM AND ALL ATTACHMENTS TO:

**Commissioner of Soil and Land Conservation  
Department of Agriculture and Food  
Locked Bag 4  
BENTLEY DISTRIBUTION CENTRE WA 6983**

or hand deliver to:  
**Department of Agriculture and Food  
3 Baron-Hay Court  
SOUTH PERTH WA 6151**

YOU WILL BE NOTIFIED IN WRITING THAT YOUR NOTICE OF INTENT HAS BEEN RECEIVED. IF YOU HAVE NOT RECEIVED A RESPONSE WITHIN 14 DAYS OF SENDING YOUR NOTICE, PLEASE TELEPHONE THE COMMISSIONER'S OFFICE ON (08) 9368 3282 TO CHECK PROGRESS.

**IMPORTANT:** THE 90-DAY NOTICE OF INTENT PERIOD COMMENCES ON THE DAY WHEN A COMPLETE AND VALID NOTICE IS RECEIVED BY THE COMMISSIONER'S OFFICE.

## SCHEDULE 1

### DETAILS OF OWNERS/OCCUPIERS FOR PROPOSALS INVOLVING TWO OR MORE PROPERTIES

Insert the details of each property on which the drainage/pumping will take place, in order of the commencement point to discharge point.

Property no.	<input type="checkbox"/>	SURNAME OR FAMILY NAME		
		GIVEN OR FIRST NAME(S)		
		COMPANY NAME (if applicable)		
		LOCATION NUMBER(S) OF LAND TO BE DRAINED/PUMPED (e.g. Avon Location 1234)		
		LOCAL GOVERNMENT DISTRICT (Shire, Town or City council)		
		POSTAL ADDRESS		
		TOWN/SUBURB	POSTCODE	<input type="checkbox"/>
		CONTACT NUMBER	FACSIMILE	<input type="checkbox"/>
		EMAIL		
WHICH ARE YOU? (TICK ONE):	<input type="checkbox"/>	OWNER OF THE LAND	<input type="checkbox"/>	OCCUPIER OF THE LAND

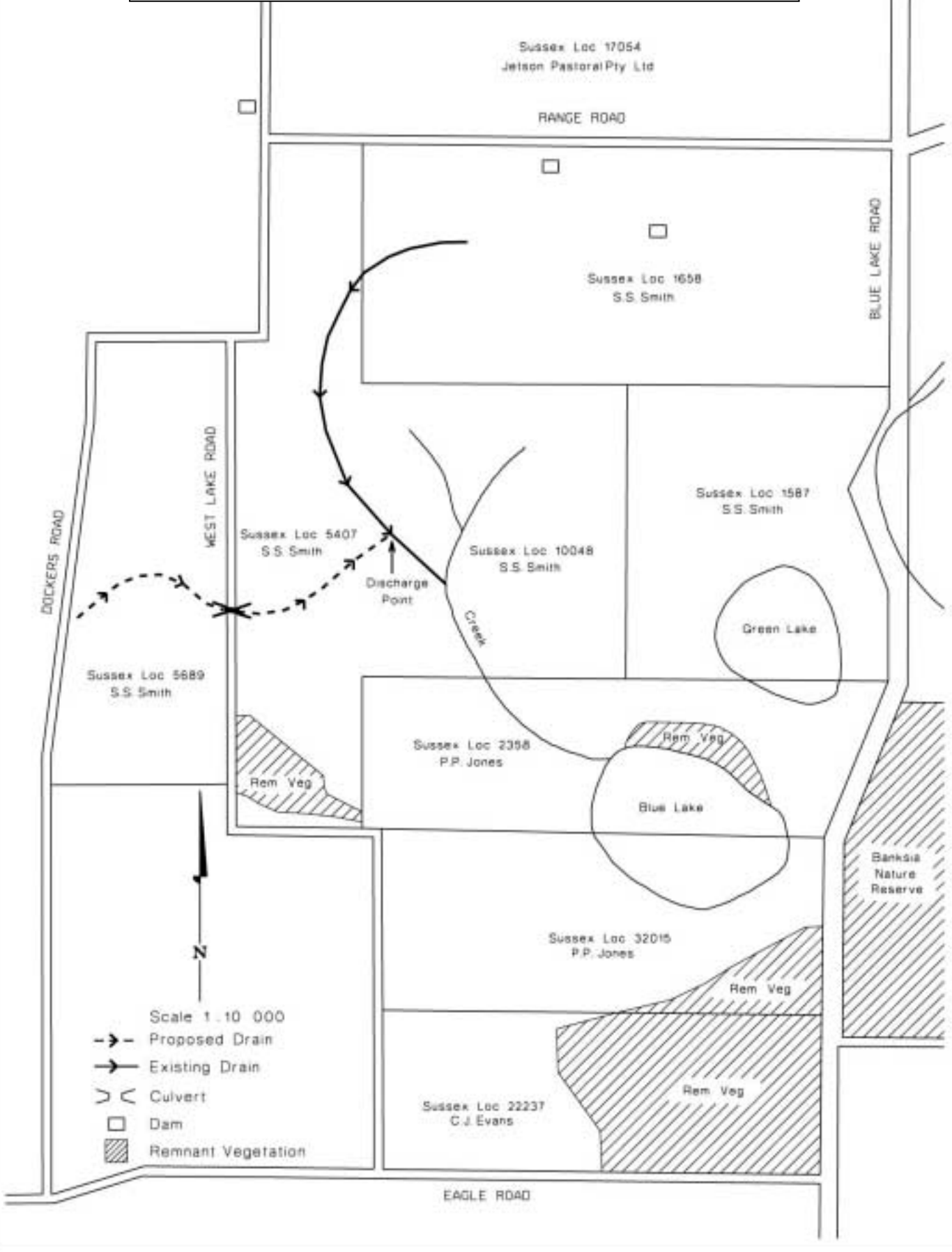
Property no.	<input type="checkbox"/>	SURNAME OR FAMILY NAME		
		GIVEN OR FIRST NAME(S)		
		COMPANY NAME (if applicable)		
		LOCATION NUMBER(S) OF LAND TO BE DRAINED/PUMPED (e.g. Avon Location 1234)		
		LOCAL GOVERNMENT DISTRICT (Shire, Town or City council)		
		POSTAL ADDRESS		
		TOWN/SUBURB	POSTCODE	<input type="checkbox"/>
		CONTACT NUMBER	FACSIMILE	<input type="checkbox"/>
		EMAIL		
WHICH ARE YOU? (TICK ONE):	<input type="checkbox"/>	OWNER OF THE LAND	<input type="checkbox"/>	OCCUPIER OF THE LAND

Property no.	<input type="checkbox"/>	SURNAME OR FAMILY NAME		
		GIVEN OR FIRST NAME(S)		
		COMPANY NAME (if applicable)		
		LOCATION NUMBER(S) OF LAND TO BE DRAINED/PUMPED (e.g. Avon Location 1234)		
		LOCAL GOVERNMENT DISTRICT (Shire, Town or City council)		
		POSTAL ADDRESS		
		TOWN/SUBURB	POSTCODE	<input type="checkbox"/>
		CONTACT NUMBER	FACSIMILE	<input type="checkbox"/>
		EMAIL		
WHICH ARE YOU? (TICK ONE):	<input type="checkbox"/>	OWNER OF THE LAND	<input type="checkbox"/>	OCCUPIER OF THE LAND

***If insufficient room, please continue on a separate sheet of paper***

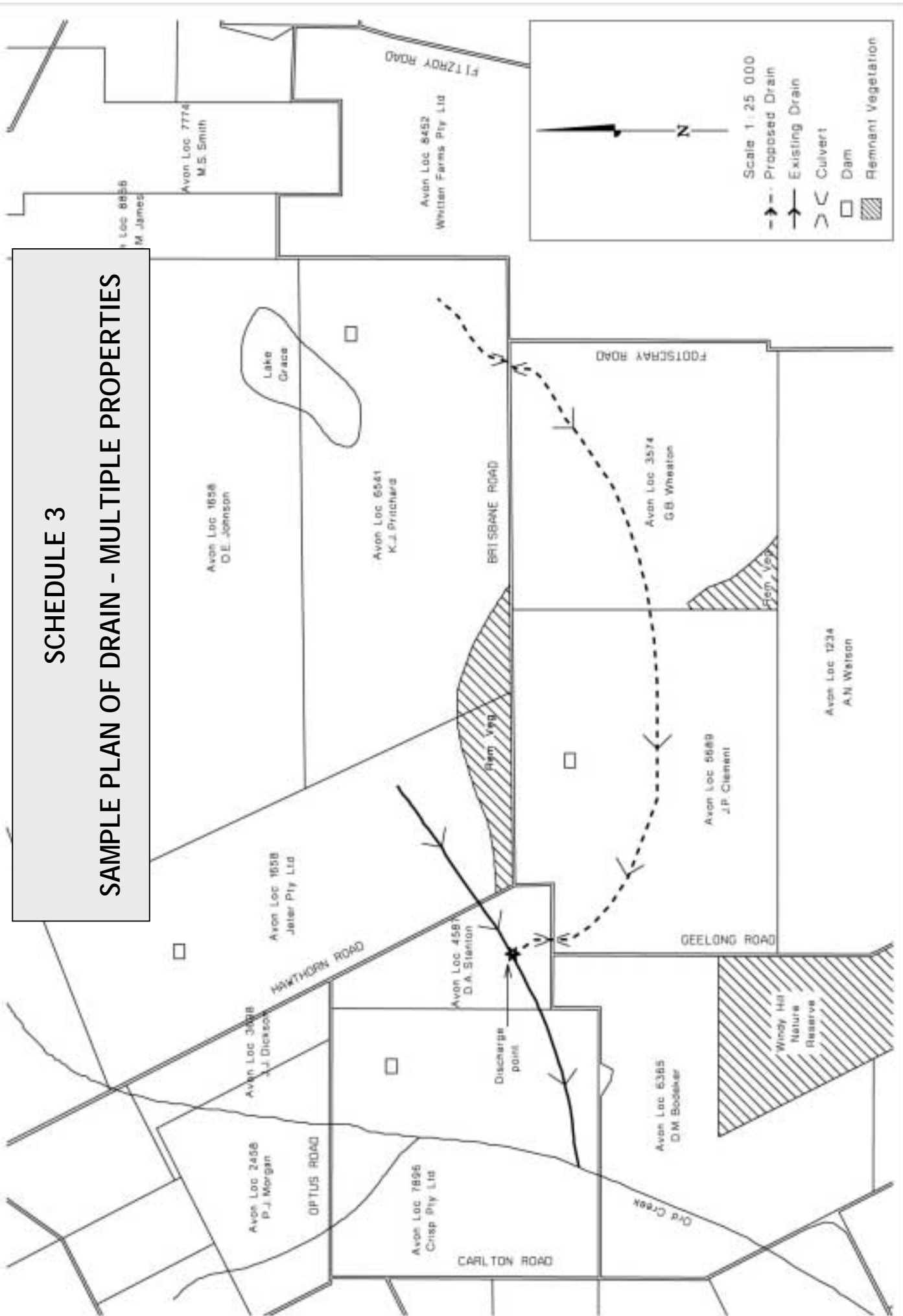
# SCHEDULE 2

## SAMPLE PLAN OF DRAIN - SINGLE PROPERTY



### SCHEDULE 3

### SAMPLE PLAN OF DRAIN - MULTIPLE PROPERTIES



# SCHEDULE 4



SOIL AND LAND CONSERVATION REGULATIONS 1992

OFFICE USE ONLY

7/04

## NEIGHBOURS COMMENT FORM

This form is to be completed by the two landholders immediately downstream from land that is proposed to be drained or pumped and any other adjoining landholder who may be adversely affected by the proposal. The Commissioner of Soil and Land Conservation will take these comments into account in assessing the proposal.

TO: The Commissioner of Soil and Land Conservation  
Department of Agriculture and Food  
Locked Bag 4  
BENTLEY DELIVERY CENTRE WA 6983

DEAR COMMISSIONER

I/WE\*  AM/ARE\*  
(insert full name(s) here)

THE OWNER(S)/OCCUPIER(S)\* OF   
(insert location number of your land here)

LOCATED IN THE LOCAL GOVERNMENT DISTRICT OF   
(insert local government name here)

I/WE\* HAVE BEEN ADVISED BY  THAT HE/SHE  
(insert name of person proposing to drain here)

PROPOSES TO DRAIN OR PUMP WATER FROM   
(insert location number(s) of land to be drained here)

AND DISCHARGE WATER IN THE MANNER DESCRIBED IN THE PLAN ATTACHED TO HIS/HER\* **NOTICE OF INTENTION TO DRAIN** MADE UNDER REGULATION 5 OR 6 OF THE SOIL AND LAND CONSERVATION REGULATIONS 1992.

I/WE\* HAVE CONSIDERED THIS PROPOSAL AND PROVIDE THE FOLLOWING RESPONSE:

Tick one

I/WE HAVE NO OBJECTION TO THE PROPOSAL

I/WE OBJECT TO THE PROPOSAL

COMMENTS:

YOURS FAITHFULLY

NAME/S

ADDRESS

TOWN  POSTCODE

SIGNATURE/S  DATE



# SCHEDULE 4



SOIL AND LAND CONSERVATION REGULATIONS 1992

OFFICE USE ONLY

7/04

## NEIGHBOURS COMMENT FORM

This form is to be completed by the two landholders immediately downstream from land that is proposed to be drained or pumped and any other adjoining landholder who may be adversely affected by the proposal. The Commissioner of Soil and Land Conservation will take these comments into account in assessing the proposal.

TO: The Commissioner of Soil and Land Conservation  
Department of Agriculture and Food  
Locked Bag 4  
BENTLEY DELIVERY CENTRE WA 6983

DEAR COMMISSIONER

I/WE\*  AM/ARE\*  
(insert full name(s) here)

THE OWNER(S)/OCCUPIER(S)\* OF   
(insert location number of your land here)

LOCATED IN THE LOCAL GOVERNMENT DISTRICT OF   
(insert local government name here)

I/WE\* HAVE BEEN ADVISED BY  THAT HE/SHE  
(insert name of person proposing to drain here)

PROPOSES TO DRAIN OR PUMP WATER FROM   
(insert location number(s) of land to be drained here)

AND DISCHARGE WATER IN THE MANNER DESCRIBED IN THE PLAN ATTACHED TO HIS/HER\* **NOTICE OF INTENTION TO DRAIN** MADE UNDER REGULATION 5 OR 6 OF THE SOIL AND LAND CONSERVATION REGULATIONS 1992.

I/WE\* HAVE CONSIDERED THIS PROPOSAL AND PROVIDE THE FOLLOWING RESPONSE:

Tick one

I/WE HAVE NO OBJECTION TO THE PROPOSAL

I/WE OBJECT TO THE PROPOSAL

COMMENTS:

YOURS FAITHFULLY

NAME/S

ADDRESS

TOWN  POSTCODE

SIGNATURE/S  DATE