



Send completed forms to:
commsoil@dpird.wa.gov.au or **Locked Bag
4 Bentley Delivery Centre WA 6983**

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, they are required to lodge a notice of intent 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 intent 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 up to \$250,000 of causing environmental harm under 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 (8.30 am to 4.30 pm 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 or pumping be
constructed on a single property?

☐

YES



Go to **Question 3**

☐

NO



Go to **Question 4**

3. Details of owner or occupier - Single property

Mr ☐

Mrs ☐

Ms ☐

Miss ☐

Other

Surname or family name

Given or first name (s)

Company name (if applicable)

Lot and plan number of land to be
drained or pumped

Local government district
(Shire, Town or City council)

Postal address

Town or suburb

Postcode

Contact phone number

Email

I am (tick one)

☐

Owner of the land

☐

Occupier of the land




Go to **Question 6**

4. Details of owners or 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**. List and number properties in the order of the commencement point to discharge point (ie highest to lowest).



5. Contact person for proposal involving two or more properties

Enter 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 <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Other <input type="checkbox"/>
Surname or family name	<input type="text"/>				
Given or first names	<input type="text"/>				
Postal address					
Number/PO Box/RMB	<input type="text"/>	Property name	<input type="text"/>		
Road or street	<input type="text"/>				
Town or locality	<input type="text"/>	Postcode	<input type="text"/>		
Contact phone	<input type="text"/>				
Email	<input type="text"/>				
 Go to Question 6					

6. Description of proposed drainage or pumping works

Where is the water to be discharged? My property ☐ Off-site ☐

Which type of site will the water be discharged to? (Tick one or more)		Evaporation basin or dam	<input type="checkbox"/>	Wetland	<input type="checkbox"/>	Existing drain	<input type="checkbox"/>
		Watercourse	<input type="checkbox"/>	Salt lake	<input type="checkbox"/>	Road culvert	<input type="checkbox"/>
		Other	<input type="checkbox"/>	 Describe	<input type="text"/>		
Area of salt land to be drained or pumped?		<input type="text"/>	ha				
Length of drains?		<input type="text"/>	km				

If discharging into an evaporation basin or dam, what is its capacity? m³ Note: DPIRD provides an evaporation basin calculator. Please contact the office of the commissioner for further information.

Will the proposed drain receive water from existing drain? Yes ☐ No ☐

For pumping works only: Duration of pumping Months Or Ongoing/permanent ☐

7. Plan of proposed drainage or pumping works

☐

Please attach a high resolution aerial photograph of the proposed drainage work area which **clearly** shows a north point and labels the location of:

- the drainage channels and/or pipes, including the direction of flow of water.
- overall proposed drainage construction parameters (length and depth).
- end of drain flow water information (quantity and quality).
- 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.
- any other Crown land, such as nature reserves, which is adjacent to the land.

See Schedules 2 for an example of plans that meet these requirements.

8. Details of person/company undertaking excavation works

Will you be using an earthworks contractor? ☐ YES ☐ NO

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

Name of contractor

Address

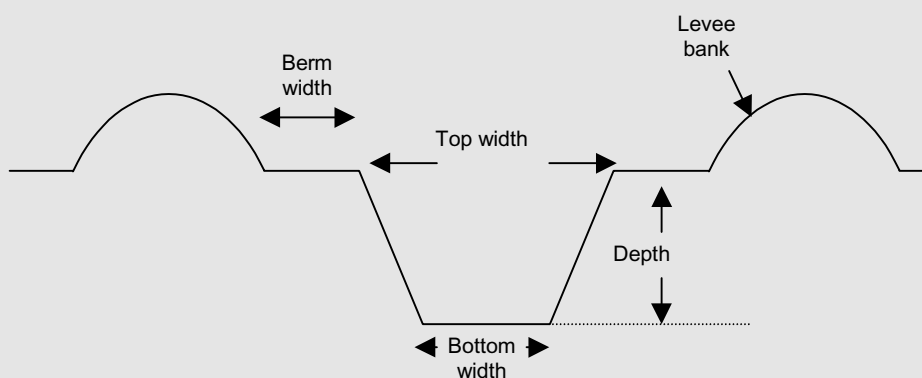
Contact phone

Postcode

9. Drain design

☐

Provide proposed drain dimensions and whether there will be levee banks.. It is the proponent's responsibility to use best- practice design and to follow this design in construction if there is no objection from the Commissioner. Variation from this design might result in compliance action.



Top width of drain

Bottom width of drain

Depth

Berm width – left hand side

Berm width – right hand side

Levee banks (tick one):

No levee banks ☐

Levee banks on one side only ☐

Levee banks on both sides ☐

10. Water quality, quantity and site details

Please provide water quality and quantity data for your proposal.

Data can be estimated by using the following link: [Interactive groundwater map](#)

The water quantity from on-site testing suggests L/s and a water quality of in mg/L or mS/m with a pH of

These figures were generated using (please check one box):

- ☐ On-site testing
- ☐ Interactive groundwater map
- ☐ Contractor
- ☐ I dont know the water quality data for my proposal
- ☐ I dont know the water quantity (flow rate) data for my proposal

11. Checklist of other approvals

Draining or pumping water may require approval/consent from other public authorities. Controls vary from area to area. **It is your responsibility to check which 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 that affect 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. DBCA, local govt etc.)
- ☐ Development approval under a town or region planning scheme – local government, WA Planning Commission
- ☐ Approval to clear native vegetation – Department of Water and Environmental Regulation
- ☐ Licence to take groundwater – Department of Water and Environmental Regulation
- ☐ Permit to undertake earthworks on bed or banks of watercourses – Department of Water and Environmental Regulation
- ☐ Proposals which may impact Ramsar wetlands – Department of Climate Change, Energy, the Environment and Water
- ☐ Location of cables and pipelines etc – **dial 1100 before you dig**
- ☐ Approval to undertake works affecting an Aboriginal site – Department of Planning, Lands and Heritage- **ACH Inquiry Page**
- ☐ Approval to undertake works affecting a heritage place – Heritage Council; local government

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

12. 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.

13. 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

If you do not have an electronic signature, please print this document and sign on the printed version. You can then:

- scan and email the document with all attachments to commsoil@dpird.wa.gov.au
- or post it to
Commissioner of Soil and Land Conservation
Department of Primary Industries and Regional Development
Locked Bag 4 Bentley Delivery Centre WA 6983

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="text"/>	Surname or family name	<input type="text"/>		
		Given or first name(s)	<input type="text"/>		
		Company name if applicable)	<input type="text"/>		
		Lot and plan number of land to be drained or pumped	<input type="text"/>		
		Local government district (Shire, Town or City council)	<input type="text"/>		
		Postal address	<input type="text"/>		
		Town or suburb	<input type="text"/>	Postcode	<input type="text"/>
		Contact phone	<input type="text"/>		
		Email	<input type="text"/>		
		I am (tick one)	<input type="checkbox"/>	Owner of the land	<input type="checkbox"/>
				Occupier of the land	

Property no.	<input type="text"/>	Surname or family name	<input type="text"/>		
		Given or first name(s)	<input type="text"/>		
		Company name if applicable)	<input type="text"/>		
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		Contact phone	<input type="text"/>		
		Email	<input type="text"/>		
		I am (tick one)	<input type="checkbox"/>	Owner of the land	<input type="checkbox"/>
				Occupier of the land	

Property no.	<input type="text"/>	Surname or family name	<input type="text"/>		
		Given or first name(s)	<input type="text"/>		
		Company name if applicable)	<input type="text"/>		
		Lot and plan number of land to be drained or pumped	<input type="text"/>		
		Local government district (Shire, Town or City council)	<input type="text"/>		
		Postal address	<input type="text"/>		
		Town or suburb	<input type="text"/>	Postcode	<input type="text"/>
		Contact phone	<input type="text"/>		
		Email	<input type="text"/>		
		I am (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 1 continued

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="text"/>	Surname or family name	<input type="text"/>		
		Given or first name(s)	<input type="text"/>		
		Company name if applicable)	<input type="text"/>		
		Lot and plan number of land to be drained or pumped	<input type="text"/>		
		Local government district (Shire, Town or City council)	<input type="text"/>		
		Postal address	<input type="text"/>		
		Town or suburb	<input type="text"/>	Postcode	<input type="text"/>
		Contact phone	<input type="text"/>		
		Email	<input type="text"/>		
		I am (tick one)	<input type="checkbox"/>	Owner of the land	<input type="checkbox"/>
				Occupier of the land	

Property no.	<input type="text"/>	Surname or family name	<input type="text"/>		
		Given or first name(s)	<input type="text"/>		
		Company name if applicable)	<input type="text"/>		
		Lot and plan number of land to be drained or pumped	<input type="text"/>		
		Local government district (Shire, Town or City council)	<input type="text"/>		
		Postal address	<input type="text"/>		
		Town or suburb	<input type="text"/>	Postcode	<input type="text"/>
		Contact phone	<input type="text"/>		
		Email	<input type="text"/>		
		I am (tick one)	<input type="checkbox"/>	Owner of the land	<input type="checkbox"/>
				Occupier of the land	

Property no.	<input type="text"/>	Surname or family name	<input type="text"/>		
		Given or first name(s)	<input type="text"/>		
		Company name if applicable)	<input type="text"/>		
		Lot and plan number of land to be drained or pumped	<input type="text"/>		
		Local government district (Shire, Town or City council)	<input type="text"/>		
		Postal address	<input type="text"/>		
		Town or suburb	<input type="text"/>	Postcode	<input type="text"/>
		Contact phone	<input type="text"/>		
		Email	<input type="text"/>		
		I am (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 a single property

