

Creating a Controlled Activity Approval (CAA) Surrender Application



Applicant – NRAR

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Overview

A Surrender approval application is a Controlled Activity Approval surrendered under s108 of the *Water Management Act 2000*.

A Controlled Activity Approval cannot be surrendered where works have commenced and not yet completed.

A Controlled Activity Approval surrender due to works not commencing must occur before the release of securities for works not commencing. There are no additional fees associated with this application.

This document outlines the steps required to create and lodge Surrender application.

Prerequisites:

Before you begin, ensure you have the following details handy for entry into the first two screens:

1. The CAA number of the application to be surrendered, which must be a CAA that has been approved or expired. An invalid number will display the following error: The CAA number provided above, either is not valid or does not match the criteria for surrender. Please enter a valid CAA reference number.
2. The Expiry date of the original CAA Approval application
3. The original email address that was used in the CAA Approval application.

The above details can be found in the Case Details tab of the relevant CAA Approval application in Completed work.

Creating a Surrender Application

1. After logging in as an Applicant, **click** New to continue.



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2. **Select** Surrender from the type of application available list.

What type of application are you asking for: *

☐ New approval

☐ Amended approval

☐ Extension approval

☒ Surrender

☐ Security bond release

3. **Select** Yes or No to indicate if the original CAA applied for was via the e-Planning Portal?

Was your original Controlled Activity Approval applied for via the e-Planning Portal?

☐ Yes

☐ No

4. **Enter** a Controlled Activity Approval Reference Number – refer to screen for examples. This number is validated when you click Submit.

Enter your Controlled Activity Approval reference Number *

Yes - CAA-2021-10401 or NO: CX-2344

5. **Enter** the expiry date of the CAA Approval. This date is validated based on the CAA application reference number above.

Expiry date of CAA Approval *

18/06/2024

6. **Enter** the Applicant Email in CAA Approval. This address is validated when entered.

Applicant Email in CAA approval *

adam.smith@yopmail.com

 The Email ID provided does not match with Applicant Email in CAA application. Please provide the correct Email Address

7. **Click** Start application.

Start application

A new case number is system generated and also provides the details of the original CAA.

CAA-S-2021-10020 In Progress (Surrender application for CAA-2021-10401)

Note: The application opens the original application with the contact details pre-populated. The Applicant and Contact details can be edited.

Are you applying on behalf of a company?

☐ Yes

☐ No

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8. **Select** Yes or No if you are applying on behalf of a Company.
- If Yes is selected, enter the company details.
 - If No is selected, review or edit the applicant contact details already entered.

9. **Enter** a Contact Number

Contact number *
0434343434

10. **Enter** the Postal Address.

Note: If the postal address is a PO Box, it is not validated. Simply click Save and continue when finished.

Address - postal *
2 KINKA ROAD TERREY HILLS 2084

11. **Click** Save and Continue.

Save and continue

Entering the Surrender Application Details

For complex proposals, a short summary of the proposal can be provided here and details provided in supporting documents with your application. For proposals involving only minor works please provide information on:

- The location and size of works.
- Description of each work on waterfront land.
- The method of construction.

Note: Some questions may have been pre-populated depending on the answers provided previously.

12. The description of the original CAA is populated from original approval process.

Description of the original controlled activity approval *

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13. Select Yes or No to indicate if works prescribed by the Controlled Activity have commenced?

Have works prescribed by the Controlled Activity commenced? *

☒ Yes

☐ No

14. If you answered No, you will be asked to **enter** an explanation.

Provide an explanation as to why works did not commence *

Works did not commence for the following reasons:

15. Select Yes or No to indicate if all the works prescribed by the Controlled Activity Approval and the approved plans and documents have been completed.

Have all the works prescribed by the Controlled Activity Approval and the approved plans and documents been completed? *

☒ Yes

☐ No

Note: If No is selected, the following message will be displayed: 'The Controlled Activity Approval cannot be surrendered if there are incomplete works.'

16. Select Yes or No if there are Security bonds currently held by NRAR for works as specified by the Controlled Activity Approval.

Note: If Yes is selected the following message will display: You are unable to apply for a Surrender of your Controlled Activity Approval prior to making application for the release of security bonds.

Are there security bonds currently held by NRAR for works as specified by the Controlled Activity Approval? *

☐ Yes

☐ No

Note: Property Location details are displayed in View Only.

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17. Select Yes or No if there are security bonds.

- a. If Yes is selected the following message will display: 'You are unable to apply for a Surrender of your Controlled Activity Approval prior to making application for the release of security bonds'.

Are there security bonds currently held by NRAR for works as specified by the Controlled Activity Approval *

☐ Yes

☐ No

18. Click Save and continue.

Save and continue

Completing Requirements and Uploading Documents

Please upload files in one of the following file formats: PDF, Word, Excel, JPEG, PNG or ZIP. Please ensure the ZIP file does not include any executable (.exe or .osx) file types. The maximum file size is 300 MB. The file name can be up to 150 characters long.

The documents required to be uploaded – based on the answers provided in this quick reference guide are:

- Controlled Activity Approval.
- Owners Consent – Owners Consent from all owners is required. Owners Consent from Lessor is required where the land is leased from another person or company.
- Site photos and/or a report evidencing no commencement.

19. Click Upload to attach relevant mandatory or additional documents.

Upload

20. Select and upload all mandatory documents (marked with an asterisk *) or additional documents.

21. Select the correct category for each document.

22. Click attach to continue.

Select file(s)

Name *	File	Category	
Controlled Activity Appor	Controlled Activity Approval.docx	Controlled Activity Approval	☐
Completion Report	Completion Report.docx	Completion report	☐
4. Photographs of the Sit	4. Photographs of the Site and Waterfront.docx	Photographs of the site and waterfront land	☐
3. Owners Consent	3. Owners Consent.docx	Owners Consent (Must download NRAR form)	☐

Cancel Attach

23. Click Save and Continue.

Save and continue

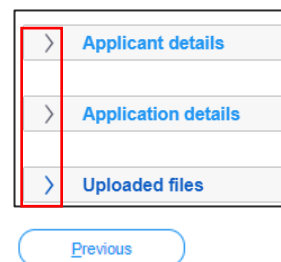
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Reviewing Details and Submitting Application

Review all of the details relating to the application to ensure they are correct. If required, click Previous to return to the previous screens to make changes:

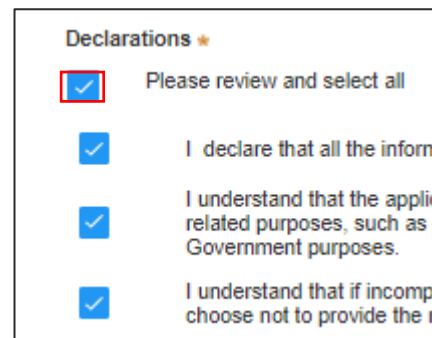
24. Click the Expand button  to display the details entered for each section.



A screenshot of a menu with three items: 'Applicant details', 'Application details', and 'Uploaded files'. Each item has a right-pointing chevron icon to its left. A red rectangular box highlights the chevron icons. Below the menu is a blue button labeled 'Previous'.

25. When you have reviewed all sections **click** to select each Declaration tick-box to continue.

26. **Hint:** Click the Please review and select all tick-box to select all tick-boxes at once.



A screenshot of the 'Declarations' section. It has a title 'Declarations' with a star icon. Below the title is a blue tick-box followed by the text 'Please review and select all'. Below this are three more items, each with a blue tick-box and a declaration statement: 'I declare that all the inform...', 'I understand that the applic...', 'related purposes, such as...', 'Government purposes.', and 'I understand that if incom...', 'choose not to provide the...'. The first tick-box is highlighted with a red square.

27. Click Submit to continue.



A blue button with the word 'Submit' in white text.

28. The application is submitted, and the status automatically updates to Completed.

29. The CAA surrender application is now complete, and the respective CAA is no longer active. No further action is required.

CAA-S-2021-10020 Completed (Surrender application for CAA-2021-10401)

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30. To review any of the information entered **click** on the Case Details, Documents or Related Cases tabs.

A screenshot of the 'Case details' tab in the NSW Planning Portal. The tab is highlighted with a red border. Below the tab name, there are four expandable sections: 'Applicant details', 'Application details', 'Declarations', and 'Notification details'. The 'Notification details' section is expanded, showing the 'Date of surrender' as '28/06/2021'.

Case details	Documents	Related cases
> Applicant details		
> Application details		
> Declarations		
▼ Notification details		
Notification details		
Date of surrender		
28/06/2021		

End of steps

If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- View more quick reference guides, FAQs and support resources on our support page at <https://www.planningportal.nsw.gov.au/support/how-guides> and/or contact ServiceNSW on 1300 305 695.

State of New South Wales through Department of Planning, Industry and Environment 2021. The information contained in this publication is based on knowledge and understanding at the time of writing (August 2021) However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Planning, Industry and Environment or the user's independent adviser. Industry and Environment or the user's independent adviser.