



*This project is delivered by the NSW Rural Assistance Authority, through funding from the Australian Government Department of Agriculture, Water and the Environment and the NSW Government.*

## BEFORE YOU START

You will need to have:

- Read the Emergency Water Infrastructure Rebate Scheme Round 2 Guidelines
- Your entity name and ABN ready
- Your RAA BP number (if you are already a RAA customer)
- Your Local Land Services Rates notice(s) for all properties where works have been completed
- Your Land and Stock Return(s) for all properties where works have been completed
- Tax invoices for works that have been completed (if applicable)
- Proof of Income (Most recent Taxation Returns for your Farm business. Include individual Taxation Returns for each: Individual Director(s)/Shareholder(s) of all Companies and/or Individual members of a Partnership/ Family Trust)  
*Please note: if you have recently supplied these to the RAA you do not need to upload them again*
- Your bank account details for payment

**Ensure that your documents are scanned individually as they will need to be uploaded to specific sections throughout the form.**

**Please note that the online form has file size restrictions (approx. 20MB total) – for each attachment please ensure the file size is 2.5MB or less to avoid submission issues.**

**If you have a high number of invoices you can submit additional invoices after your initial application using the online Claim Request Form.**



**NOTE: this is an example application form. The applicant may be required to include additional information, depending on the selections they make.**

## SECTION 1 - ABOUT YOU

About You > Properties > Infrastructure > Payment Details > Supporting Documents > Declaration

Please read the Emergency Water Infrastructure Rebate [program guidelines](#) before proceeding with this application.

You will be required to upload a number of documents during this application. Please ensure you have a digital copy of the following documents:

- ☐ LLS Rates Notice(s) for all properties where works will be completed
- ☐ Land and Stock Return for all properties where works will be completed
- ☐ Lease Agreement if you are the Lessee of a property where works will be completed
- ☐ Tax Invoices for works that are complete
- ☐ Quotes for works that will be completed
- ☐ Most recent Tax Returns & Financial Statements for your Farm Business

Providing all details of all documents with this application will ensure the most efficient processing of your application.

Which option best describes the nature of your business? \*

- ☐ Grazier ☐ Horticulture

If your business does not fall into either of these categories then you are not eligible for this grant program.

I have read and understand the [program guidelines](#) \*

- ☐ Agree ☐ Disagree

Do you receive a majority (>50%) of your Gross income from Primary Production under normal seasonal circumstances OR meet industry concessions? (Refer [guidelines eligibility 3.e](#) for more details) \*

- ☐ Agree ☐ Disagree

I do not have gross off-farm assets exceeding \$5000000, excluding funds in a registered super fund. (Refer [guidelines eligibility 3.f](#) for more details) \*

- ☐ Agree ☐ Disagree

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Who is completing this application? \*

- ☐ Applicant ☐ Rural Financial Counsellor  
☒ Accountant ☐ Family/Friend  
☐ Other

### Third Party Details

Firm Name \*

First Name \*

Last Name \*

Phone \*

Landline: +61298721111 / Mobile: +61417000000

Mobile

Mobile: +61417000000

Email \*

Please note the RAA may seek permission from the applicant to discuss this application with you.

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If you are completing this application for **yourself or your business**, select **'Applicant'** and proceed to the next page.

If you are completing this form **on behalf of the applicant**, please select the relevant **Third Party** category and enter your contact details.



## Basic contact details and postal address.

Postal address is linked to  
NSW Point – commence  
typing and select your  
address from the dropdown  
list. If you cannot find your  
address, select the 'I can't  
find my postal address' link  
and input manually

About You > Properties > Infrastructure > Payment Details > Supporting Documents > Declaration

Have you previously applied for assistance from the NSW Rural Assistance Authority?

☐ Yes ☐ No

Entity Name \*

ABN \*

Include spaces, e.g. 12 312 312 312

Entity Type \*

### Applicant Details

First Name \*

Last Name \*

Date of Birth \*

DDMMYYYY

Primary Phone \*

Landline: +61296721111 / Mobile: +61417000000

Mobile

Mobile: +61417000000

Email Address \*

### Postal Address

Address \*

[I can't find my postal address](#)

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If required, you may add multiple properties by selecting "Add additional property" at the bottom of this page. Please add the property where you expect to spend the most funds first. You may add up to 3 properties.

A property is defined as the land covered by one LLS Rates Notice. Please add one property per LLS Rates Notice.

## Property requiring Water Infrastructure - 1

Property Name

Address (NSW only) \*

Start typing to search for your property

[I can't find my property address](#)

Area of property \*

hectares (use decimal numbers)

What best describes the nature of your business on this property \*

Start typing (e.g. Beef, Dairy) to see options

## Upload LLS Rates Notice(s)

Upload Copy of current LLS Rates Notice(s) \*

No file chosen

Please ensure file sizes are 2.5MB or less

Occupier ID \*

Found on LLS Rates Notice

## Land and Stock Return

Please upload both pages of your Land and Stock Return.

Upload latest Land and Stock Return

No file chosen

Please ensure file sizes are 2.5MB or less

Holding reference number

Found on Land and Stock Return

Occupier Type \*

☐ Property Owner ☒ Lessee ☐ Share Owner

You must supply either a Lease Agreement or the property owner's contact details. Please note that the owner of the property will be contacted by the RAA.

What would you like to supply? \*

☐ Lease Agreement ☐ Property owner's details

Add Additional Property \*

☐ Yes ☐ No

## SECTION 2 - PROPERTIES

**If you do not have a 'Property Name' you can leave this field blank.**

Property address is linked to NSW Point – commence typing and select your address from the dropdown list. If you cannot find your address, select the 'I can't find my postal address' link and input manually. If you are a lessee you will be required to upload your lease agreement or the property owners details.

A maximum of 3 properties can be added to this form – additional properties can be added by using the 'Add additional property' option at the bottom of this page.

**Your Occupier ID is on your Local Land Services rates notice**

LOCAL LAND SERVICES ACT 2016 - Part 5  
2017 RATE NOTICE  
TAX INVOICE

NSW Local Land Services  
1800 676 455 988

Name: [Redacted]  
Address: [Redacted]  
Region: [Redacted]  
Invoice No: 12345  
Customer Reference No: 123456789  
Date of Issue: 01/01/2017  
Due Date: 01/01/2017

**Occupier ID and Name: 123456789 - 1, Australia**

Holding Reference Number: [Redacted]  
Associated Holdings: Property 1, Property 2, Property 3

Item Description	Qty	Unit Price	Sub	Amount (per 50%)
Rate 123456789	1	\$100.00	\$0.00	\$100.00
Rate 123456789	1	\$100.00	\$0.00	\$100.00
Rate 123456789	1	\$100.00	\$0.00	\$100.00
Rate 123456789	1	\$100.00	\$0.00	\$100.00
Rate 123456789	1	\$100.00	\$0.00	\$100.00

TOTAL: \$400.00



## SECTION 3 - INFRASTRUCTURE

Please complete this section  
with the details requested.

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What activities did you undertake to manage drought on your property? (Choose up to 3 activities) \*

- ☐ Selling stock (destocking)
- ☐ Installation of new on-farm infrastructure for stock and permanent plant watering
- ☐ Improvement of existing infrastructure (desilting, dam enlargement, solar power to pumps etc)
- ☐ Conservation crop rotation
- ☐ Soil and pastures management
- ☐ Purchase of fodder
- ☐ No activities undertaken
- ☐ Other

Please give an overview of current water availability on your property/properties. \*

For example:

- a. Water levels in dams (approx. %)
- b. Equipment in place (e.g. mill, solar) and how much water can they pump GPH
- c. Existing water storage (size, number and location)
- d. Available usable watering points in any creeks and rivers

Please select the reasons for undertaking water infrastructure works and how you believe this assistance will help your primary production enterprise. (Choose up to 3 activities) \*

- ☐ Greater production (more pasture, crops, livestock)
- ☐ Greater profitability (increased income, better cashflow)
- ☐ Better resilience to drought (can retain stock for longer, hold more water, or get it to where its needed)
- ☐ Better business sustainability (business can operate for greater number of years)
- ☐ Better land management and environmental outcomes (management of weeds, establishment of shade, improved soils, reduced soil degradation)
- ☐ Better animal welfare outcomes (can hold on to animals; animals will be in better condition; can remove animals from property)
- ☐ Better recovery from a natural disaster (quicker back to "normal")
- ☐ Response to biosecurity risk (insects, weeds)
- ☐ Other

Please describe how the planned water infrastructure improvements will support animal welfare and/or drought resilience activities. \*

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**Requested Amount:** is the total dollar amount that you are requesting from the RAA across **ALL** water infrastructure works covered by the Emergency Water Infrastructure Rebate. The requested amount should be 25% of the total amount you are spending on **ALL** water infrastructure works to a maximum of \$25,000.

- E.g. if total invoices are for \$10,000 excluding GST, the requested amount will be \$2,500.
- E.g. if total invoices are for \$200,000 excluding GST, the requested amount will be \$25,000 as this is the maximum that can be applied for.

Requested Amount (excluding GST) \*

\$

The requested amount should be 25% of the total amount you are spending to a maximum of \$25,000.

**Primary Works:** please select the water infrastructure works where the **MOST** money will be spent. This application can cover multiple different types of water infrastructure works.

Primary Works to be Conducted \*

Q

Please choose the category where the most money will be spent

### Requested amount

should be the total dollar amount excluding GST you are seeking for this program (including future works and completed works). We understand this may be an estimate.

For primary works you should select the activity where you estimate the most money will be spent.



☐ Save my progress and resume later | [Resume a previously saved form](#)

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Do you want to submit invoices for completed works? \*

☒ Yes ☐ No

**Invoice**

Description of Works *	Amount (excluding GST) *
<input type="text" value="Q"/>	<input type="text" value="\$"/>
<small>Total amount from invoice excluding GST</small>	
Supplier ABN *	Supplier Name *
<input type="text"/>	<input type="text"/>
<small>Include spaces, e.g. 12 312 312 312</small>	
Tax Invoice Reference Number *	Upload Tax Invoice *
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<small>Please ensure file sizes are 2.5MB or less</small>	

[Add another invoice](#)

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**If you do not have invoices at the point of application, please select NO and move to the next page.**

For each invoice you have we require the details in this section completed and a copy of the invoice. Please ensure all your invoices are scanned individually for this section.

Additional invoices can be added by using the 'Add another invoice' option at the bottom of this page.

*TIP: ensure the files size are under 2.5MB. If you have a large number of invoices and not sure about reducing file sizes, you can submit additional invoices after your initial application using the Claim Request Form.*



## SECTION 4 - PAYMENT DETAILS

☐ Save my progress and resume later | [Resume a previously saved form](#)

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### Bank Details

Account Holder Name \*

  
  

Bank/Credit Union Name \*

  
  

BSB Number \*

  
  

Account Number \*

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*EXAMPLE ONLY - NOT AN OFFICIAL APPLICATION*

The bank account details provided in this section should be your bank account details - we are unable to pay directly to third parties.



## SECTION 5 - SUPPORTING DOCUMENTS

☐ Save my progress and resume later | Resume a previously saved form

About You > Properties > Infrastructure > Payment Details > **Supporting Documents** > Declaration

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### Upload Tax Return

Most recent Tax Returns & Financial Statements for your Farm Business. Include individual Taxation Returns and a current listing of all Assets and Liabilities held by each:

- Individual members of a Partnership/ Family Trust
- Individual Director(s)/Shareholder(s) of all Companies

Please black out, hide or remove any Tax File Numbers from these documents.

Do you want to provide a copy of your tax return? \*

☒ Yes ☐ No

Upload Tax Return \*

No file chosen

Please ensure file sizes are 2.5MB or less

[Add another Tax Return](#)

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### Supporting Documentation

Please upload any other relevant documentation/information (e.g. maps, photos).

Do you want to provide any supporting documentation? \*

☐ Yes ☐ No

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If you are completing this form as the Applicant and you have **recently supplied your most recent tax returns and financials to the RAA**, please select **NO**.

If you would like to upload tax returns, please select **YES**.

Additional tax returns and financials can be added by using the 'Add another tax return' option at the bottom of this page.

*TIP: tax returns and financial documents can be quite large putting constraints on the file size limitation for this form. If you are experiencing issues uploading these documents, you can provide permission for the NSW RAA to contact your accountant directly to obtain them.*



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## General Statement\*

Not providing the information requested in this application or providing false or misleading or incomplete information may impact on the ability of the Authority to accurately assess your application. Failure to provide such information may result in the Authority refusing your application.

Any person who knowingly and with intent to defraud the Authority or another person, files an application for assistance containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent act, which is a crime under the Crimes Act 1900 and subjects the person to criminal penalties.

## Privacy\*

The information in this application is provided voluntarily and is being collected by the Authority for purposes related to the administration of the scheme of assistance under which you have applied, including the assessment of the effectiveness of the scheme. This may involve disclosing the information in this application to contractors engaged by the Authority or to either State or Commonwealth government agencies. We will supply you with details of those that we have disclosed information to, if you apply to us in writing. Information regarding your application may also be discussed and exchanged with the nominated contact persons listed by you in your application.

The NSW Rural Authority agrees to take all reasonable measures to ensure that the personal information collected by it is stored securely.

You may access or correct your personal information by contacting the Authority by telephone on 1800 678 593 (toll free) or by writing to: Manager Administration, NSW Rural Assistance Authority, Locked Bag 23, ORANGE, NSW, 2800. Calls to "1800" numbers from your home phone are free. Calls from public phones and mobiles may be timed and attract charges.

## Your Statement\*

I understand and declare that:

1. I have read, understood and will comply with the scheme guidelines.
2. The information I have provided in this application is true and correct.
3. If I am applying on behalf of a sole trader, partnership, trust or corporation, I have the authority to make this application on its behalf.
4. The business meets the criteria for an eligible business for the scheme.
5. I will be required to repay any overpayment I receive.
6. When asked for financial information, I must provide my personal tax returns in addition to financial information for all business entities with which I have a formal interest, including companies, partnerships, trusts and self-managed super funds.
7. The invoices for this application have not been used to secure any other NSW Government funding. (i.e. I have not been reimbursed for these invoices in the past).
8. I authorise RAA to discuss this application with relevant private/public authorities, financial lending institutions and accountants, including my nominated financial counsellor/advisor. If required, I will provide documents from the relevant authority to permit the RAA to do this.
9. I authorise the RAA to share information provided in my application with other NSW or Commonwealth Government agencies for the purpose of coordinating the administration and assessment of related Government programs.
10. Any assistance received under this scheme will be applied in accordance with the scheme guidelines and the RAA may conduct an audit, inspection or seek verification through official third parties as needed.
11. The NSW Rural Assistance Authority can make relevant enquiries to ensure I receive my correct entitlement.
12. I will seek independent financial advice to understand the taxation implications of assistance granted to me, if needed.
13. Statistics will be collected and analysed in such a way as to protect my anonymity.
14. I agree to provide feedback in relation to this scheme.
15. I have obtained/will obtain all required work approvals and permits prior to commencing work, and I understand the need for any development to be ecologically sustainable, in accordance with the Rural Assistance Act 1989 No97.

To allow the claim to be assessed, I/we authorise the release of information by relevant authorities, including Commonwealth, state/territory or local authorities to the NSW Rural Assistance Authority relating to the works completed and being claimed for in this form. \*

☐ I agree

Thank you for completing the Emergency Water Infrastructure Rebate Application.

Please check "I agree" in order to submit your application.

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Submit

## SECTION 6 - DECLARATION

You must read and agree with the declarations to be able to move on and submit your application.



## SUBMISSION CONFIRMATION

### Submission Successful

Thank you for your submission.

Your case number has been provided in an email to the email address supplied.

You will be notified throughout the application process.

Your application is now complete. In order to improve the customer experience moving forward, please take a moment to complete a short optional survey. If you do not wish to provide feedback, please close this window.

How did you hear about this program?

Please select...

How easy or difficult was it to complete the application?

- ☐ Very easy
- ☐ Easy
- ☐ Neutral
- ☐ Difficult
- ☐ Very difficult

Did you find the following features helpful in completing your application?

Website

- ☐ Very Satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Unsatisfied
- ☐ Very Unsatisfied
- ☐ Not Applicable

Guidelines

- ☐ Very Satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Unsatisfied
- ☐ Very Unsatisfied
- ☐ Not Applicable

You should receive this **'Submission Successful'** message once completed – you will also receive an email with confirmation of receipt, your application case number and your BP number along with a copy of your application responses