



## **APPLICATION KIT FOR A WORKS LICENCE (Bore Decommission)**

**THIS KIT IS REQUIRED WHEN MAKING APPLICATION TO DECOMMISSION AN EXISTING BORE.**

**IT MUST BE COMPLETED AND RETURNED INTACT WITH THE  
SUPPORTING DOCUMENTATION AS PER THE CHECKLIST OVERLEAF.**

**IF YOU REQUIRE ASSISTANCE WITH COMPLETED THIS APPLICATION PLEASE CONTACT THE  
GROUNDWATER LICENSING UNIT ON 03 5833 5445**

# Application for a Works Licence (Bore Decommission)

## CHECKLIST

This checklist must be completed and returned as part of the Application to:  
Goulburn-Murray Water, PO Box 165, or 40 Casey Street, TATURA, VIC, 3616.

Office Use Only	Provided/ Completed	N/A	Applicants name: .....
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All applicants have read the Essential Background Information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Application has been completed, signed by all persons listed on the land title(s), and is attached.  If the current licensee(s) cannot sign the application form evidence must be provided that the applicant has authority to act on behalf of the licensee (eg copy of will/probate and death certificate or power of attorney)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the current Certificate of Title/s (Registered Search Statement & plan) produced within the last three months or Notice of Acquisition/ Disposition for all land/s.  ** A copy of title can be obtained from the Titles Office via the internet at <a href="http://www.land.vic.gov.au">www.land.vic.gov.au</a> .  The Corporation can obtain a Registered Search Statement (Copy of Title) on your behalf, please tick the box which is applicable:  <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Yes           <input type="checkbox"/> No         </div> If yes, please complete the number of titles required: I require ..... (title/s) at a cost of <b>\$45.00</b> per title \$.....  <b>Please note: A copy of Rates Notice will not be accepted.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the current company extract (not more than three months old) if licensee is a Company  ** A copy of your Company extract can be obtained from your solicitor or via the internet at <a href="http://www.asic.gov.au">www.asic.gov.au</a>  The Corporation can obtain a Company Extract on your behalf, please tick the box which is applicable:  <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Yes           <input type="checkbox"/> No         </div> The cost of the Company Extract is <b>\$45.00</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If applicant is not the land owner a letter from Land Owner/s giving permission to decommission the bore/s is attached.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If bore/s are located on Road Reserves approval to decommission from Council is attached.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If bores/s are located on Crown Land approval to decommission from Department Of Sustainability and Environment (DSE) is attached.

**Please note: Failure to supply Goulburn-Murray Water with all of the above requirements will result in return of your application.**

I declare and acknowledge that I have submitted the attached application in its entirety in accordance with the above checklist. I further acknowledge that if the application is incomplete it will be returned and will not be considered lodged with Goulburn-Murray Water.

Signature: ..... Date: .....

Print name: .....

Position: .....

<b>Office Use Only</b>	
Lodgement Officer signature: .....	Date: .....

# Application for a Works Licence (Bore Decommission)

## ESSENTIAL BACKGROUND INFORMATION

*You must read and understand the following information before applying for a Works Licence (Bore Decommission).*

### FREQUENTLY ASKED QUESTIONS

#### **Why do I need to decommission a bore?**

A bore is an asset to any property. However, every bore will outlive its usefulness, or be beyond repair, at some point in time. When this happens, it is no longer an asset but a serious liability. A failed or poorly maintained bore is a risk to public health and welfare and to the long-term quality of the groundwater resource.

#### **Why do I need a licence to decommission a bore?**

Complete and accurate records need to be kept for decommissioned bores for possible future reference and to demonstrate that the bore was properly sealed. Also, if there are problems with the groundwater resources in the area of the bore, then it can be excluded as being a contributor.

#### **How do I know if my bore needs to be decommissioned?**

If you own a bore that is not part of a regular maintenance schedule, it may need to be decommissioned particularly if it is:

- older than 20 years and not in current use
- constructed from steel casing
- damaged or corroded
- pumping sand
- yielding saltier/poorer quality water
- flowing uncontrollably
- dewatering quickly
- silted, collapsed or blocked
- replaced by another bore not needed

Drilling Inspectors can determine if your bore is beyond repair and/or needs to be decommissioned, and the various ways the job can be done.

#### **How much does a licence to decommission a bore cost?**

No fees apply for a Works Licence (Bore Decommission).

#### **Who can decommission a bore?**

In most cases where the bore is shallow and has intersected only a single aquifer system, it is acceptable for the bore owner to carry out the work.

The decommissioning of bores that are deep, flowing or have intersected more than one aquifer system, can be more complex and it is a requirement that the work be undertaken by a suitably qualified Driller.

#### **Why do I need to provide current copies of titles (Registered Search Statement) for all land listed on the licence?**

Applicants are required to provide titles (Registered Search Statement and plan) for the land(s) where the bore will be located. Titles must have been printed within the last three months. It is important we have an up to date land description for the application to be assessed so that the licence can be issued with the correct land details. The use of incorrect or old land details may result in the licence being invalid.

You can obtain a current copy of your title (Registered Search Statement) from the titles office via the internet at [www.land.vic.gov.au](http://www.land.vic.gov.au) or from your solicitor, your bank, or G-MW can conduct a registered search statement on your behalf for a fee of \$45.00. If you require this service please include the fee with your application.

#### **Do I need to provide a company extract?**

If any of the applicants listed on the application form is a registered company you will be required to submit a copy of a company extract printed within the last three months. This is required to confirm the correct ownership of the land to be licensed. Company extracts can be obtained from your solicitor or via the internet at [www ASIC.gov.au](http://www ASIC.gov.au).

### FURTHER INFORMATION

For more information on decommissioning a bore visit the Department of Sustainability and Environment website at [www.dse.vic.gov.au](http://www.dse.vic.gov.au) or contact a licensed Driller.

Further information can also be obtained from:  
Goulburn-Murray Water  
Divisions Administration Unit  
PO Box 165  
TATURA VIC 3616

Telephone: (03) 5833 5445  
Facsimile: (03) 5824 5815

# Application for a Works Licence (Bore Decommission)

## APPLICATION FORM

Please Note: No fees apply to a Works Licence (Bore Decommission) Application.

### 1. Applicant(s) details

Surname: .....

Given names: .....

Postal address: .....

..... Postcode: .....

Telephone number: ..... Mobile number: .....

Fax number: ..... Email: .....

### 2. Description of land on which the bore is located

**\*\* Mandatory – This section must be completed\*\***

Property address: .....

Volume: ..... Folio: .....

Lot Number: ..... Plan No.: .....

Crown Allotment/s: ..... Section: .....

Parish: .....

### 3. Details of bore to be decommissioned

Spearpoint  Improved spring  Drilled

Well or shaft  Other (please specify) .....

Depth of bore: .....m

Bore diameter: .....mm

Present use of bore: .....

Works (Bore Construction) No. ....

Year of construction: .....

Bore No: .....

**4. Existing Groundwater Licence (complete if you already hold a Groundwater Licence)**

Groundwater Licence No.: .....

**5. Licensed Driller to undertake decommissioning**

Name: ..... Drillers licence number: .....

**6. Bore decommissioning details**

Reason for decommissioning: .....

.....

Proposed decommissioning method: .....

.....

**7. Applicant(s) declaration**

I/we tender this information to you in the knowledge that it is factual. I am fully aware that it is an offence to supply false or misleading information to Goulburn-Murray Water.

Signature of applicant/s: ..... Date: .....

Printed name/s: .....

If the name of the applicant is a Company name please provide the following details:

ACN No.: .....

Position (e.g. Director, Secretary): .....

*Please note: All person/s listed as the applicant must sign the application. If any person executes the document on behalf of another person or party, they must provide evidence of their authorisation. If the applicant is a Company name, evidence must be provided that the person (s) has authority to sign on behalf of the Company. (e.g. A current copy of Company Search not more than three months old).*