



APPLICATION KIT FOR A WORKS LICENCE (Bore Construction)

This kit is required when making application for a new bore construction licence, or when amending, renewing or transferring an existing works licence.

This kit is in two parts:

PART ONE: Application form, documentation and checklist which must be returned with the application fee to G-MW.

PART TWO: Information for the applicant to keep. It is important to retain this information and refer to it during the licensing process.

POSSIBLE DELAY IN PROCESSING APPLICATIONS

The extended dry conditions have lead to an increased number of Licence applications being received.

Goulburn Murray Water endeavours to process your application within 8 weeks of receipt, however applicants should be aware that in periods of high demand these times may vary.

To avoid delays please provide all necessary documentation with your application including the completed and signed checklist.

Please note: Failure to supply Goulburn-Murray Water with all of the above requirements will result in return of your application. Applicants should also note that once an application is lodged, a full refund will not be provided should you choose not to proceed. If a bore is not constructed a partial refund may apply. Please contact Goulburn-Murray Water for details.

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:

Office Use Only	
Lodgement Officer signature:	Date:

Application for a Works Licence (Bore Construction)

APPLICATION FORM

1. Please indicate the type of Bore Construction Licence required

New Works Licence (Bore Construction) - Please indicate below:

New bore

Alteration to existing bore

(If the bore to be constructed is to be used under an existing Groundwater Licence an amendment to this licence will also be required. G-MW will forward the relevant application and fee schedule once the bore has been constructed. PLEASE NOTE: No extraction from the bore for any licensable purpose can commence until the bore has been included on a Groundwater Licence.

Renewal of existing Works Licence (Bore Construction) No:

Transfer of existing Works Licence (Bore Construction) No:

Amendment to existing Works Licence (Bore Construction) No:

Please specify amendment

2. Licensee / Applicant(s) details

Surname:

Given names:

Postal address:

..... Postcode:

Telephone number: Mobile number:

Fax number: Email:

3. Consultant (complete if a consultant has been engaged to supervise)

Company name: Contact person:

Postal address: (if Licence is to be sent to consultant).....

.....Postcode:

Phone No: Fax No:

4. Description of land on which the bore will be constructed

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

Property address:

Volume: Folio:

Lot Number: Plan No.:

Crown Allotment/s: Section:

Parish:

5. Proposed use/s

Applicants must provide details on how the groundwater is to be used.

- Domestic and/or stock
- Dairy Wash/Cooling
- Irrigation (area to be irrigatedha)
- De-watering (salinity, excavation etc)
- Commercial or Industrial
- Urban Supply
- Communal Domestic and/or Stock (number of residences.....)

6. Proposed volume (not applicable for Domestic &/or Stock, Investigation or Observation use).

Applicants must provide proposed extraction volumes:

Proposed extraction rate:ML/day

Proposed Licence volume:ML/year

7. Details of new bore (if applicable)

- Spearpoint*
- Improved spring
- Drilled
- Well or shaft
- Other (please specify)

No. of bores to be constructed:

Maximum depth proposed for bore(s):m

Proposed diameter of bore(s):mm

8. Irrigation Development Guidelines (for irrigation applicants only)

Please tick (✓) the most appropriate statement for your application.

- The proposed works will deliver water to land that has never had an irrigation licence in the past.
- The proposed works will increase the entitlement volume on the land being irrigated.
- The area allowed to be irrigated in the current licence will increase once the works are completed.
- None of the above statements are relevant to my application.

9. Details of bore to be altered or replaced – (within 20 metres of existing bore for replacement)

Depth of old bore: Bore number:

Present use of bore: Year of construction:

Works Licence (Bore Construction) No:

Reason for replacement or proposed alterations:

Please note: Replaced bores must be decommissioned by a licensed Driller.

10. Existing Groundwater Licence (Complete for replacement bores)

Groundwater Licence No.:

11. Licensed Driller to undertake construction

Name: Drillers licence No.:

Note: The Corporation will forward a copy of the Works Licence to the nominated Driller, if no Driller is nominated the Corporation will send the Drillers copy to the Applicant to forward to there Driller.

12. Licensee / Applicant(s) declaration

Goulburn Murray Water may release information contained in this application at the discretion of GMW to relevant parties and organisations in undertaking it duties in accordance with relevant legislation.

I 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).

13. Transferee(s) details (details of person/s licence to be transferred to)

Surname:

Given names:

Postal address:

..... Postcode:

Telephone number: Mobile number:

Fax number: Email:

14. Transferee(s) declaration

Goulburn Murray Water may release information contained in this application at the discretion of GMW to relevant parties and organisations in undertaking it duties in accordance with relevant legislation.

I 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):

The ABN of Goulburn Murray Water is 46 761 336 846. This document becomes a Tax Invoice upon payment. Please retain a copy of this form for your own Taxation records.

Works Licence (Bore Construction Licence)
STATUTORY DECLARATION -
NOTIFICATION TO NEIGHBOURING PROPERTIES

PLEASE NOTE: This is a requirement for bores constructed for the purpose of irrigation, commercial, dairy wash and other licensable purpose.

It is not a requirement for:

- **Replacement bores (within 20 metres of an existing bore).**
- **Bores constructed for domestic and stock use only**

I / We

Of

in the State of Victoria do solemnly and sincerely declare that in the past 12 months I/we have given written notice of the application for a Works Licence (Bore Construction) and intention to extract groundwater for licensable purposes to all neighbouring properties within a one kilometre radius of the proposed bore.

(Please note: Written notification can be delivered either in person by the applicant, or by registered mail through Australia Post. Your local Post Office may also be able to organise a mail out for you in the required area).

The bore is located on land(s) identified as:

Volume: Folio:

Lot Number: Plan No.:

Crown Allotment/s: Section:

Parish:

AND I/We make this solemn declaration, conscientiously believing the same to be true, and by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

Declared at in the State of Victoria this

..... day of Two Thousand and

Applicant/s Signature/s (All applicants are required to sign).....

Before Me (Authorised persons signature**)

Print Name:

Position:

(** Position of person authorised to witness Statutory Declaration – see following list of authorised persons)

PERSONS AUTHORISED TO WITNESS STATUTORY DECLARATIONS

Persons authorised to witness statutory declarations are:

- A Justice of the Peace or a Bail Justice
- A Notary Public
- A barrister and solicitor of the Supreme Court
- A clerk to a barrister and solicitor
- The Prothonotary or a Deputy Prothonotary of the Supreme Court
- The Registrar or a Deputy Registrar of the County Court
- The Principal Registrar of the Magistrates court
- The Registrar or a Deputy Registrar of the magistrates' court
- The Registrar of Probates or an Assistant Registrar of Probates
- The Associate to a Judge of the Supreme Court or of the County Court
- The Secretary of a Master of the Supreme Court or of the County Court
- A person registered as a Patent Attorney under Part XV of the Patents Act 1952 of the Commonwealth
- A fellow of the Institute of Legal Executives (Victoria)
- A member of the Police force
- The Sheriff or a Deputy Sheriff
- A member or former member of either House of the Parliament of Victoria
- A member or former member of either House of the Parliament of the Commonwealth
- A councillor of a municipality
- A town clerk or shire secretary
- A legally qualified medical practitioner
- A dentist
- A veterinary surgeon
- A pharmacist
- A principal in the teaching service
- The manager of a bank
- A member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- The Secretary of a building society
- A minister of religion authorised to celebrate marriages
- A person who holds an office in the public service (of Victoria) that is prescribed as an office of which the holder may witness statutory declarations

Application for a Works Licence (Bore Construction Licence)

PROFORMA FOR NOTIFICATION OF NEIGHBOURS

Please refer to Part Two of this application kit for details about when notification of neighbours is required.

(Please tick the appropriate box for this application)

- Application for a Works Licence (Bore Construction) – New bore for proposed use of new groundwater licence entitlement
- Application for a Works Licence (Bore Construction) – Amendment to change land description
- Application for a Works Licence (Bore Construction) - Additional bore for inclusion on existing groundwater licence

I / We (print name)

Of (property address)

.....

intend to construct a bore to a depth of metres for

.....use (indicate use type) on land described as

Lot Number: Plan No.:

Crown Allotment/s: Section:

Parish:

(Please tick appropriate statement . For zero volume licences indicate the proposed extraction per year)

- This bore is intended to provide up to a maximum ofML of water per year subject to approval of a Groundwater Licence from Goulburn-Murray Water.
- This bore is intended to use existing entitlement of.....ML of water per year.

Any person able to demonstrate that their interests will be affected by the issuing of this Works Licence (Bore Construction), including any intended groundwater use, is invited to make a submission setting out the nature of the impact within 14 days of receipt of this written notification. Submissions should be sent to: Manager Licensing, Goulburn-Murray Water, PO Box 165, TATURA, VIC, 3616.

Works Licence (Bore Construction Licence)

PROFORMA FOR NEWSPAPER ADVERTISEMENT

Please refer to Part Two of this application kit for details about when advertising is required.

**** Advertising not required when volume is between 0 – 19ML**

<p>Advertising Requirements:</p> <p>If the intention is to construct the bore to extract groundwater to a volume from 20ML to 199ML, one advertisement is required.</p> <p>If the intention is to construct the bore to extract groundwater to a volume of 200 ML or more per year applicants are required to advertise one day per week for two consecutive weeks.</p>	<p>No of Weeks to appear in newspaper (Advertisement only needs to be published 1 day of the week/s)</p> <p><input type="checkbox"/> One week</p> <p><input type="checkbox"/> Two weeks</p>
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****All Mandatory below – If not completed correctly you will be required to re-advertise****

(Please tick appropriate heading for advertisement)

- Application for a Works Licence (Bore Construction) – New bore for proposed use of new groundwater licence entitlement**
- Application for a Works Licence (Bore Construction) – Amendment to change land description**
- Application for a Works Licence (Bore Construction) - Additional bore for inclusion on existing groundwater licence**

****All Mandatory below – If not completed correctly you will be required to re-advertise****

I / We (*print name*)

Of (property address)

intend to construct a bore to a depth of metres for

.....use (*indicate use type*) on land described as

Lot Number: Plan No.:

Crown Allotment/s: Section:

Parish:

(Please tick appropriate statement)

- This bore is intended to provide up to a maximum ofML of water per year subject to approval of a Groundwater Licence by Goulburn-Murray Water
- This bore is intended to use existing entitlement of.....ML of water per year.

Any person able to demonstrate that their interests will be affected by the issuing of this Works Licence (Bore Construction), including any intended groundwater use, is invited to make a submission setting out the nature of the impact within 14 days of the appearance of this notice. Submissions should be sent to: Manager Licensing, Goulburn-Murray Water, PO Box 165, TATURA, VIC, 3616.

CREDIT CARD PAYMENT FORM

To pay by Credit Card please complete and return with your application to:

Goulburn-Murray Water
PO Box 165
TATURA VIC 3616

or fax to (03) 5824 5815

Applicant/ Company name:

Bore Construction Licence Application - Service No. (if applicable)

CREDIT CARD DETAILS

Please tick appropriate card (✓):

Bankcard

MasterCard

Visa

Card No

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Expiry date _____

Total \$ _____

Cardholder's name

Cardholder's signature

This page is destroyed by Goulburn-Murray Water after the Credit Card transaction has been processed.



PART TWO

WORKS LICENCE (BORE CONSTRUCTION LICENCE)

ESSENTIAL BACKGROUND INFORMATION

**PLEASE RETAIN THIS SECTION
FOR FUTURE REFERENCE**

ESSENTIAL BACKGROUND INFORMATION

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

FREQUENTLY ASKED QUESTIONS

Who manages groundwater?

Goulburn-Murray Water (G-MW) is responsible for managing groundwater resources and licensing bores in our region to ensure groundwater users and the environment are considered and protected.

The Department of Sustainability and Environment (DSE) is responsible for co-ordinating groundwater management activities across the State.

What is a bore?

Bores are usually thought of as drilled holes constructed by drilling rigs. However the definition of a bore is far broader and includes any well or excavation used to access groundwater.

Do I need a Works Licence (Bore Construction)?

Any person who constructs, alters or replaces a groundwater bore greater than three metres in depth must obtain a Works Licence (Bore Construction) prior to commencing works.

Who issues a Works Licence (Bore Construction)?

Goulburn-Murray Water issues licences under the provisions of Section 67 of the *Water Act 1989*. It is an offence to drill and construct a bore without a Works Licence (Bore Construction).

How long is a Works Licence (Bore Construction) valid for?

A Works Licence (Bore Construction) is valid for 12 months. You may only apply to renew a Works Licence (Bore Construction) once by lodging an application before the existing licence is due to expire.

When can I drill and construct a bore?

You must engage a licensed driller to drill and construct the bore. Your nominated driller can not commence drilling until you have obtained a Works Licence (Bore Construction). The licence conditions must be read and understood by yourself and your nominated driller before drilling is undertaken.

When can I take and use water from my bore?

You must apply for a Groundwater Licence before taking groundwater from the bore for all purposes other than Domestic and/or Stock use.

What is a Groundwater Management Area?

Groundwater Management Areas have been established in areas where groundwater has been intensively developed, or has the potential to be developed.

A Water Supply Protection Area may be declared for a groundwater management area to commence the process for the development of a Groundwater Management Plan.

What is a Groundwater Management Plan?

Groundwater management plans are prepared to ensure that groundwater is managed sustainably. Groundwater management plans for water supply protection areas may be downloaded from the G-MW website at www.g-mwater.com.au

APPLYING FOR A WORKS LICENCE (BORE CONSTRUCTION)

What are the Works Licence (Bore Construction) types?

When applying for a Works Licence (Bore Construction) you must indicate whether you wish to construct a new bore; replace an existing bore, alter an existing bore (e.g. deepen the bore), or change conditions of an existing Licence.

If you are replacing a bore that is no longer serviceable, you may be required to decommission the old bore. This will require a Decommissioning Licence from G-MW.

What is my proposed use/s?

You must indicate how you intend to use the groundwater. The following categories apply:

- Domestic and/or Stock– for household or animal watering.
- Irrigation – to irrigate land.
- Commercial or industrial – where water is to be used in commercial or industrial operation e.g. intensive animal production system, manufacturing, water bottling.
- Urban supply – water supply for Urban Water Authorities.
- Communal domestic and/or stock – where a number of residences are to be supplied by a single domestic and stock bore e.g. body corporate.

- Dairy wash/cooling – where water is to be used for dairy wash down and/or to cool stock.
- Dewatering – the extraction of groundwater to manage land salinity or to assist excavation works i.e. mining.
- Applicants who intend to apply for a Groundwater Licence need to ensure investigation drilling avoids the potential for third party impacts to occur (e.g. effects on other groundwater users and surface water systems).
- Adverse effects are assessed for all groundwater licence applications however drilling within G-MW's minimum distance setbacks are more likely to result in a subsequent groundwater licence application being refused or requiring further technical assessment.

Do I need to advertise?

Applicants must advertise the proposal to construct a bore where they intend to apply for a Groundwater Licence to extract water for a volume greater than 20 ML or the application is deemed by G-MW to be high risk.

Applicants who intend to apply for a Groundwater Licence with a zero volume will need to advertise if the proposed maximum extraction will be greater than 20ML per year.

Where required, the applicant must advertise the proposal to construct a bore in a newspaper circulating in the vicinity of the works. A copy of the advertisement showing the name of the newspaper and the date must be sent to G-MW as part of the Works Licence (Bore Construction) Application.

The advertisement must be in the form as set out in the application kit proforma.

The advertisement must not be more than three months old at the time of lodging with your Application to Goulburn-Murray Water

Only one advertisement is required for Works Licence (Bore Construction) Applications greater than 20 ML but less than 200 ML per year. (including for zero volume licences where the intended extraction is greater than 20ML.

If the application is for a volume greater than 200 ML per year an advertisement must be placed for two consecutive weeks.

Do I need to notify neighbouring properties?

Applicants are required to notify neighbouring properties within a 1 km radius of the proposed bore .

Written notifications can be in the form as set out in the application kit proforma.

Notifications can be delivered either in person by the applicant, or by registered mail through Australia Post. Your local Post Office may also be able to organise a mail out for you in the required area.

The notification must have been made within the past 3 months of the time of lodging with your Application to Goulburn-Murray Water.

Applicants are not required to advertise if one of the following conditions applies:

- The proposed bore is for domestic and/or stock purposes only.
- The proposed bore is for investigation or monitoring purpose (i.e. not for extraction)
- The volume requested is less than 20 ML and it is not a high risk application.
- If you already have a Groundwater Licence, you are constructing a replacement bore and your application meets all of the below listed criteria:
 - a new replacement bore is to be sited within 20 metres of existing bore;
 - the casing of the new bore must not exceed the diameter of the existing bore;
 - the bore is screened at the same aquifer interval;
 - the extraction rate of the new bore does not exceed the licensed extraction rate of the original bore;
 - G-MW have not received any complaint(s) of interference pertaining to the existing bore;
 - The application is not in a Water Supply Protection Area where a Management Plan stipulates advertising must be undertaken in such cases (e.g. Spring Hill Water Supply Protection Area).
 - The existing bore must either be decommissioned or, if retained, must be used for Domestic and Stock purposes only.

Any party may submit written objections to the application to Goulburn-Murray Water within 14 days of an advertisement appearing in a newspaper or a letter being received advising them of the proposal to construct a bore. These submissions will be considered as part of the approval process.

Why do I need to provide current copies of titles for all land listed on the licence?

Applicants are required to provide titles for the land 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 from the titles office via the internet at www.land.vic.gov.au from your solicitor, your bank, or G-MW can conduct a title search 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.

Do I need to meet the new Irrigation Development Guideline requirements?

An Irrigation Development Guideline Assessment will be required for irrigation developments that:

- propose to irrigate land that has never been irrigated before,
- increase the annual use limit on the land in the current licence, or,
- increase the area allowed to be irrigated in the current licence.

You will be contacted if the Irrigation Development Guidelines apply to you.

How do I calculate the annual volume of water I require?

A number of factors may need to be considered in calculating your groundwater requirements such as the area of land to be irrigated, method of irrigation and crop type. How much your bore will yield and the type of pump installed should also be considered. Water quality information will also be important depending on how you intend to use the water.

For calculating water use requirements, particularly for irrigation, it is advised that you contact the Department of Primary Industries for assistance on 136186 or via the web at www.dpi.vic.gov.au.

POTENTIAL HIGH RISK WORKS LICENCE (BORE CONSTRUCTION) APPLICATIONS

When assessing a Groundwater Works Licence application, G-MW has a legal obligation to consider existing authorised users of groundwater and the environment. These obligations are contained in Section 40 of the *Water Act 1989*.

High risk Works Licence (Bore Construction) applications are those that may have impacts on other groundwater users or the environment. The following list contains issues that G-MW might generally make an application a Works Licence (bore construction) high risk:

The bore is to be located:

- Near a National Park, Environmental Reserve or Heritage River;
- Within the boundary of a Groundwater Management Area or Proclaimed Water Supply Protection Area;
- Within a Groundwater Management Area or Water Supply Protection Area with specific rules affecting the application (Groundwater Management Plans are available on the G-MW website);
- Close to or within towns / communities with domestic water sourced largely or solely from groundwater;
- Close to any waterway or irrigation channel or other water body;
- Less than 300 m from any state observation bore;
- Less than 1000 m from any other bore, including domestic and stock bores or licensed bores;
- Where there is known interaction between groundwater and surface water;
- In areas where significant groundwater dependent ecosystems are known, (for example spring fed bogs or streams);
- Close to environmentally or culturally significant sites;
- Where groundwater development is already high;
- Near a potential site of groundwater contamination such as a land fill or feed lot;

- High volume applications (generally these applications intend to extract more than 200ML in the upper catchment and 500ML on the plains)
- Applications that are sensitive due to written objections that can demonstrate likely material interference caused by the application;
- Applications in known mineral water areas, where new extraction may compromise existing mineral springs or existing mineral water extraction.

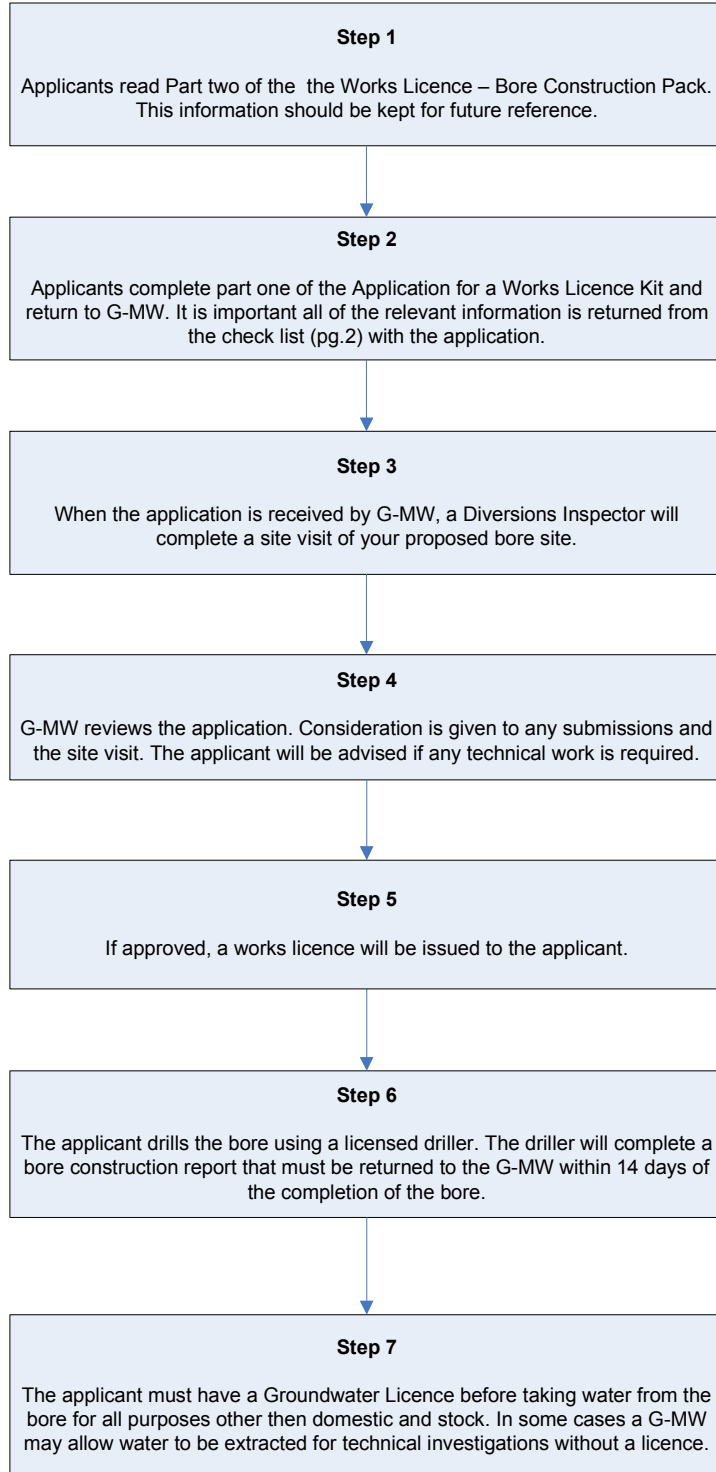
This list is not considered to be comprehensive as other issues may cause the application to be high risk.

FURTHER TECHNICAL WORK

If your application to transfer groundwater entitlement is assessed as presenting a high risk G-MW may require you undertake technical work to demonstrate that your proposal will not adversely impact upon existing authorised groundwater users and the environment. This additional work, if applicable, will be required before the transfer of groundwater entitlement is considered.

The technical work may include a hydrogeological assessment and potentially more detailed site investigations which require a pumping test. Please note that the costs for further technical work, if required, are to be borne by the applicant. If you are required to undertake such work you will be advised by Goulburn-Murray Water.

PROCESS TO OBTAIN A BORE CONSTRUCTION LICENCE



Application for a Works Licence (Bore Construction)

GROUNDWATER INFORMATION

Nature of Enquiry	Contact	Advice available
Finding groundwater	Environmental Consultant / hydrogeologist Department of Sustainability and Environment (DSE) and Department of Primary Industries (DPI) Licensed borehole drillers Other groundwater users in your area	Information on depth to groundwater, aquifer yields and groundwater salinity. General information about groundwater is available from the DSE's website www.dse.vic.gov.au , DPI website www.dpi.vic.gov.au Information about licensed drillers is available from the Australian Drilling Industry Association website www.adia.com.au
Groundwater quality	National association of Testing Laboratories (NATA) Department of Primary Industries	Sampling, testing and identifying acceptable limits Water quality information may be available in your area from Victorian Water Resource Data Warehouse website http://www.vicwaterdata.net/
Financial assistance	Goulburn-Murray Water	Grants may be available to assist with locating drilling sites and installing a groundwater pumping system in the Shepparton Irrigation District to assist with managing land salinity. Visit www.g-mwater.com.au and follow the links to groundwater for more information. To obtain information about the grants contact G-MW on 58335 553.
Bore licensing	Goulburn-Murray Water	To obtain information about bore construction licensing contact G-MW on 5833 5445 or visit www.g-mwater.com.au and follow the links to groundwater.
Drilling and Licensed drillers	Australian Drilling Industry Association Licensed borehole drillers	A listing of licensed drillers is available from www.adia.com.au and follow the links to contractors Drilling method, conditions and standards
Hydrogeological assessment	Environmental consultant / hydrogeologist	Assess the impacts of groundwater pumping on authorised users and the environment.
Pump selection	Environmental consultant / hydrogeologist Licensed borehole driller	Pump type, specification and performance
Information about Groundwater Management levels and areas.	Goulburn-Murray Water	For groundwater level information, groundwater management area maps, and management plans visit www.g-mwater.com.au
Economics	Department of Primary Industries	Economics of groundwater use, irrigation and drainage General information is available from the DPI website at www.dpi.vic.gov.au
Bore maintenance	Licensed borehole driller	Bore refurbishment
Metering	Specialist pump retailer Goulburn-Murray Water	Approved meters, specifications and installation. Contact the G-MW metering department on 5833 5000
Mineral Springs	Mineral Springs Committee	Information about potential impacts on mineral springs resources
Environmental Concerns	Environmental Protection Authority	Advice available about Groundwater use in areas where sites have been contaminated such as feedlots and information about secondary use of water