

# Application to: RENEW a LICENCE to TAKE AND USE GROUNDWATER and OPERATE WORKS Checklist



Office Use Only	Provided/ Completed	Not Applicable	Licence No:..... Applicant/s Name: .....
	<input type="checkbox"/>		The Application has been completed, signed by <b>ALL</b> persons listed on the current licence and is attached.
	<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 is attached.  The Corporation can obtain a Registered Search Statement (copy of title) on your behalf, please tick the box which is applicable:  <input type="checkbox"/> Yes please obtain for me <input type="checkbox"/> No, I have attached all titles  If yes, please complete the number of titles required: I require ..... (title/s) at a cost of \$45.00 per title \$.....
	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the current Company Extract produced within the last three months 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:  <input type="checkbox"/> Yes <input type="checkbox"/> No  The cost of the Company Extract is \$45.00
	<input type="checkbox"/>	<input type="checkbox"/>	The current licence document is attached (not mandatory)
	<input type="checkbox"/>		The application fee of \$ 721.00 is attached (plus any additional fees for land title or company searches).

**Please note: Failure to supply Goulburn-Murray Water with all of the above requirements may cause your application to be returned.**

I declare and acknowledge that I have submitted the attached application in its entirety in accordance with the above checklist.

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

# Application to: RENEW A LICENCE to TAKE AND USE GROUNDWATER and OPERATE WORKS Application Form

(Application under S58 &S72 Water Act 1989)



## 1. DETAILS OF CURRENT LICENCE

Groundwater Licence No: ..... BEE reference if known: BEE.....

## 2. APPLICANT/S DETAILS – to be completed by the current licensee/s

*Please spell out full names, initials are not acceptable – if more than 3 licensees please note in the space provided*

Applicant No 1: (Individual or company name).....

Applicant No 2: (Individual or company name).....

Additional applicants: .....

Postal Address: .....

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

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

Fax Number: .....Email: .....

## 3. DESCRIPTION OF LAND ON WHICH THE BORE IS LOCATED AND WATER IS TO BE USED

**Provide land details for all lands listed on the current licence - This section is mandatory**

Property address: .....

Vol: .....Fol: .....Lot No: .....Plan No: .....Crown Allotment: .....Section:.....

Vol: .....Fol: .....Lot No: .....Plan No: .....Crown Allotment: .....Section:.....

Vol: .....Fol: .....Lot No: .....Plan No: .....Crown Allotment: .....Section:.....

Vol: .....Fol: .....Lot No: .....Plan No: .....Crown Allotment: .....Section:.....

Vol: .....Fol: .....Lot No: .....Plan No: .....Crown Allotment: .....Section:.....

Parish .....

**Note: If additional lands are required please attach a separate list for this application.**

## 4. CURRENT USE/S OF LICENSED BORE/S

- |   |   |
|---|---|
| <input type="checkbox"/> Irrigation (area to be irrigated .....(ha)                 | <input type="checkbox"/> Domestic and/or Stock                  |
| <input type="checkbox"/> Commercial or Industrial                                   | <input type="checkbox"/> Dairy Wash/Cooling                     |
| <input type="checkbox"/> Urban Supply   | <input type="checkbox"/> De-Watering (salinity, excavation etc) |
| <input type="checkbox"/> Communal Domestic and/or Stock (number of residences.....) |   |

# Application to: RENEW A LICENCE to TAKE AND USE GROUNDWATER and OPERATE WORKS



*Application Form continued*  
(Application under S58 & S72 Water Act 1989)

## 5. DECLARATION OF APPLICANT/S

I confirm that the information supplied in this application is complete and correct to the best of my knowledge. I am aware that it is an offence to supply false or misleading information to G-MW.

I acknowledge that Goulburn Murray water may release information contained in this application, at the discretion of G-MW to relevant parties and organisations in accordance with relevant legislation.

Signature of applicant 1 ..... Date: .....

Printed name: .....

Signature of applicant 2 ..... Date: .....

Printed name: .....

Signature of applicant 3..... Date: .....

Printed name: .....

Signature of applicant 4..... Date: .....

Printed name: .....

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

ACN No: ..... Position (e.g. director): .....

**Please Note:** All current licensees must sign the application form. 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, a current copy of Company search must be provided listing the directors.



# Application to: **RENEW A LICENCE to TAKE AND USE GROUNDWATER and OPERATE WORKS** *Information and Assistance*



## **General information:**

### **Why do I have to apply to renew my Groundwater Licence?**

Your current licence is due to expire on 30 June 2010. If you wish to retain the right to take and use groundwater for the purpose specified in your licence after that date you must make application to renew the licence prior to the expiry date.

### **What is the application fee used for?**

In assessing an application to renew a licence G-MW must undertake a full assessment of the bore(s) and review the current water and land use to determine whether there have been any changes to the local groundwater resource or use of the extracted water.

A site inspection will be undertaken and in some cases a technical assessment will also be carried out. As part of the renewal process current ownership of the licensed land will be confirmed and any changes will be reflected in the new licence.

### **How long is a Groundwater Licence renewed for?**

A Groundwater Licence is generally renewed for 5 years, but in some areas, licences are issued for a period of up to 15 years.

### **What if I no longer need a Groundwater licence?**

If you no longer have a requirement to take and use water from the bore for anything other than domestic and stock supply you can apply to cancel the licence. Please contact the Licensing Unit to arrange for a cancellation application to be sent out to you. There is no fee for cancellation of a licence, but all outstanding charges must be paid before a licence can be cancelled.

## **Assistance with completing the application form:**

### **Question 1 – Groundwater Licence Number**

This number can be found on your current Groundwater Licence Document or on your Annual Fixed Charges Account issued by G-MW.

### **Question 2 – Applicant/s details**

All person(s) listed on the current licence must be listed. If the ownership of the licence or the land specified on the licence has changed, an application to transfer the licence may be required. Please contact the Licensing Unit for assistance.

### **Question 3 – Description of land on which the bore is located and water to be used**

Applicants must provide details of all land(s) where the water is taken and used.

The current ownership of this land must also be verified. To ensure this information is up to date G-MW requires a current copy of the title(s) for all land. This includes both the land where the bore(s) are located and where the water is to be used. A registered title search statement for each separate title must be provided and rates notices cannot be accepted.

If the land currently specified in the licence is no longer correct an application to amend the licence may be required. Please contact the Licensing Unit for assistance.

# Application to: RENEW A LICENCE to TAKE AND USE GROUNDWATER and OPERATE WORKS

## *Information and Assistance*



### How can I get a copy of my land titles?

You can obtain a registered search statement for land titles by:

- Accessing the Land Titles office via the internet at [www.land.vic.gov.au](http://www.land.vic.gov.au) or phone ( +61 3) 8636 2456
- Requesting that G-MW complete the searches on your behalf.  
Please note the cost of each separate title search is \$45.00.
- Contacting your solicitor or legal advisor.

### Question 4 – Bore Use(s)

Applicants must provide details about the purpose for which the water is used. If the intended use is different to what is specified in the current licence, an application to amend the licence may be required. Please contact the Licensing Unit for assistance.

### Question 5 – Declaration of Applicant(s)

All person(s) listed on the current licence must sign the application form. If any person executes the document on behalf of another person or party, they must provide evidence of their authorisation. This can be in the form of a Power of Attorney or other legal document.

If the licence is held in a company name, evidence must be provided that the person(s) signing the application form have authority to sign on behalf of the Company. This must be in the form of a copy of a Company Search statement produced within the last three months.

### How can I get a copy of my Company Search?

You can obtain a Company Extract by:

- Accessing the internet at [www.asic.gov.au](http://www.asic.gov.au)
- Requesting that G-MW complete the search on your behalf.  
Please note the cost of title search is \$45.00.
- Contacting your solicitor or legal advisor.

### Other Questions:

<p><b>How do I get more information or assistance with completing this form?</b></p> <p>Contact the Licensing Unit between 8.00am and 4.45pm Monday to Friday on: Telephone: (03) 58 33 5601 Facsimile: (03) 58 24 4581</p>	<p><b>Where do I send my completed application form?</b></p> <p>Goulburn-Murray Water PO Box 165 TATURA VIC 3616</p>
<p><b>What payment methods are available?</b></p> <ul style="list-style-type: none"> <li>• Cheque – attach to your completed application.</li> <li>• Credit card – complete the attached Credit Card Authority and attach to your completed application.</li> </ul>	<p><b>What is the application fee:</b></p> <p>The application fee for this application 2010 is \$721.00</p> <p>Additional fees apply for Registered title searches of \$45.00 per title or Company Search of \$45.00 per search</p>



# CREDIT CARDS

*Credit Card Payment Authority*

Licence No:.....

Applicant/company name:

.....

Payment for Application to Renew Licence to Take and Use Groundwater 2010.

## CREDIT CARD DETAILS

Please tick (✓) appropriate card:

### CREDIT CARD DETAILS:

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.**