

## Application for a Works Licence to: Construct, alter or decommission a dam or other structure - on or off a waterway

### Important:

Before you complete this application form please read the attached Fact Sheet "*Licence to Construct - Private dams & works on waterway*" to determine if you require a licence to undertake the proposed work. If you are still unsure if you require a licence please contact the Licensing Unit on 1800 013 357.

### What is this application for?

Use this form to make application for a Licence under Section 67 of the *Water Act 1989* to:

- Construct, alter or decommission a dam, or other structure on a waterway which will be used to take, use, convey or store water.
- Construct, alter or decommission a private dam which is not on a waterway where the dam meets the criteria as a 'potentially hazardous dam'

\*refer to explanatory notes for a definition of a potentially hazardous dam.

### What to do:

- Read the accompanying explanatory notes and fact sheet and refer to the current fee schedule (which can be obtained by calling 03 5833 5526 or downloaded from [www.g-mwater.com.au](http://www.g-mwater.com.au))
- Complete the application form:
  - The applicant must complete Section 1 - Applicant Details
  - The consulting design and construction engineer/s must complete Section 2 - Design and Construction Details
- Use the checklist to ensure you have completed and enclosed all of the required information and documentation. Incorrect information may result in your application being refused.  
**Your application will be returned if it is illegible or incomplete.**
- Send the form, any required documentation and the application fee to: Goulburn Murray Water, PO Box 165, TATURA, VIC 3616.
- Goulburn-Murray Water accepts payment by cheque or credit card.





# Application form

Works Licence for a dam (or other structure) on or off a waterway

## PART 1 - APPLICANT INFORMATION

### APPLICANT/S TO COMPLETE.

#### 1. LICENCE PURPOSE

I/we make application for a licence to:

- Construct new works:                       Dam                       other structure type (eg weir) .....
- Alter existing works:                       Dam                       other structure type (eg weir) .....
- Decommission works:                       Dam                       other structure type (eg weir) .....
- Renew an existing Licence to Construct Works No:.....  
     Have the details of the previous application changed                       Yes                       No

#### 2. APPLICANT/S DETAILS

Please list full names, Note: initials are not acceptable and 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 WORKS ARE TO BE CONSTRUCTED OR EXISTING WORKS ARE LOCATED

Property address: .....

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

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

Parish .....

Note: If additional lands Parcels are required please attach a separate list to this application. If any land is not in the ownership of the licensee/s please complete Annexure 2 - Consent of Landowners (attached).

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### 4. PROPOSED TAKE AND USE OF WATER

If you intend to take and use water from a proposed dam, under most circumstances a licence is required. Please refer to the explanatory notes for information the licensing requirements which may apply to you.

#### Do you have an existing Licence to Take and Use Water?

- Yes - Licence/ Property No:..... Entitlement Volume: .....(ML)
- No - Please contact the Licensing Unit for further information about licensing requirements

OR

- I have a been assessed by G-MW as having a private right to take and use water  
Private Right reference number: .....

### 5. WATER HARVESTING ARRANGEMENTS/ENVIRONMENTAL ASSESSMENT

**Is the current/ proposed site of the works on a waterway with high ecological values or on a watercourse?**  
(Please see explanatory notes for assistance with answering this question)

- Yes  No

Note: If you have answered Yes to the question above, an Environmental Impact Assessment must be completed by a suitably qualified consultant and submitted with this application form.

Name of the waterway/watercourse..... Tributary of: .....

#### Will the storage harvest catchment run-off?

- Yes  No

#### Do you intend to pump water from a stream into the storage dam?

- Yes  No

If you have answered Yes to the question above please supply details of the pump which will be used:

Pump Type..... Size: ..... mm

Make/ manufacturer of the pump: ..... Pump output: .....ML/day

Power Source.....

### 6. ABORIGINAL CULTURAL HERITAGE

Please refer to the explanatory notes prior to completing this section.

Please tick the box if you agree with the statement below:

- I/ we are aware of, and have fulfilled my/ our obligations under the Aboriginal Cultural Heritage Act 2006 and the Aboriginal Heritage Regulations 2007, in relation to the construction or alteration of any works associated with this application.

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## 7. 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.

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.

I hereby indemnify the Licensing Authority and its officers against all claims, suits or actions arising from injury, loss, damage or death, to any person or property which may arise from the construction, repair, existence or use of the works described in this application.

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

Printed name: .....

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

Printed name: .....

### Additional applicants:

Signature(s)..... Date: .....

Printed name: ..... Date: .....

Printed name: ..... Date: .....

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

ACN No: ..... Position (eg director): .....

**Please Refer to the application notes for information about who should sign this application.**

Goulburn-Murray Water protects your privacy by collecting and handling your personal information in accordance with the requirements of the *Information Privacy Act 2000*. The personal information collected in this form will only be used for the purpose of administering your direct debit request. It will be disclosed to appropriate staff and institutions in regard to the purpose for which it was provided. Failure to provide the information sought may result in processing delays. You have a right to access and correct the personal information you provide to Goulburn-Murray Water. For further information regarding Goulburn-Murray Water's privacy statement please refer to our website at [www.g-mwater.com.au](http://www.g-mwater.com.au)

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## PART 2 - CONSULTING ENGINEER/S INFORMATION

### ENGINEER/S TO COMPLETE

#### 1. DETAILS OF ENGINEER RESPONSIBLE FOR INVESTIGATION, DESIGN AND SURVEILLANCE

Company name: .....

Contact person: .....

Postal Address: .....

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

Telephone number: ( ) ..... Mobile number: .....

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

Is the engineer a member of the Australian Institute of Engineers?  Yes  No

Membership Number (If applicable): .....

Qualifications/experience in Dam Design and Construction: .....

.....

#### 2. DETAILS OF ENGINEER RESPONSIBLE FOR CONSTRUCTION SUPERVISION

As per details listed above

OR if different:

Company name: .....

Contact person: .....

Postal Address: .....

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

Telephone number: ( ) ..... Mobile number: .....

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

Is the engineer a member of the Australian Institute of Engineers?  Yes  No

Membership Number (If applicable): .....

Qualifications/experience in Dam Design and Construction: .....

.....

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## 3. IDENTIFICATION OF POTENTIAL FOR UPSTREAM OR DOWNSTREAM IMPACTS

Will the proposed dam/ works inundate a neighbouring property at full supply level?

- Yes                       No

Please identify the nearest upstream developments and the approximate distance to the works:

Township .....km    Occupied dwelling/s .....km                      Road crossings .....km

Dam: .....km    Railway crossing .....km

Identify the closest downstream development and its approximate distance:.....

.....

Please identify the nearest downstream developments and the approximate distance to the works:

Township .....km    Occupied dwelling/s .....km                      Road crossings .....km

Dam: .....km    Railway crossing .....km

Identify the closest downstream development and its approximate distance:.....

.....

Please indicate on the plan the location of, and distance to the closest high voltage power lines:

Distance upstream.....m                      Distance downstream.....m

Will the proposed storage be sited on or near any easements:     Yes                       No

Please list all environment/ catchments features located at, above or below the Work Site:

.....

.....

## 4. PRIVATE DAMS - HAZARD CATEGORY ASSESSMENT

Please indicate the hazard category (according to ANCOLD Guidelines on the Assessment of the Consequences of Dam Failures, 2000) of the proposed dam. For further information visit the ANCOLD website: [www.ancold.org.au](http://www.ancold.org.au)

- Very low                       Low                       Significant  
 High - A                       High - B                       High - C  
 Extreme

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### 5. BY-PASS DESIGN DETAILS (FOR CONSTRUCTION/ ALTERATION OF DAMS)

A bypass mechanism must be installed for all dams to enable passing of minimum flows. Please refer to explanatory notes for further details.

Type of bypass: .....	Size of bypass: .....
Max flow: .....ML	Min flow: .....ML
Total catchment area: .....HA	Minimum base flow: .....ML

### 6. PROPOSED WORKS SITE - LOCALITY AND SITE PLANS

#### LOCALITY PLAN

Please provide a locality plan for the proposed or existing works. Provide photographs if possible.

The Plan must include:

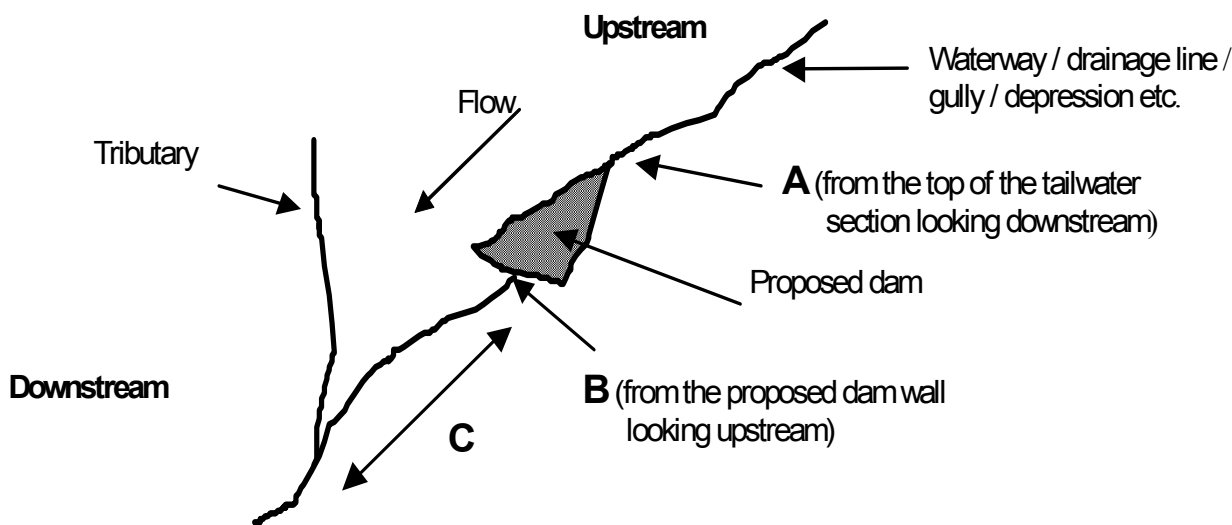
- The site of the proposed works and any existing works - labelled as number 1, 2, 3 etc.
- Roads, access to property and main features on property as well as approximate distances to property boundaries or other features.

#### SITE PLAN

Please provide a site plan for the proposed or existing site. Provide photographs if possible.

The Plan must include:

- Site details and distances clearly labelled
- Clear, specific details of the proposed site and other relevant sites
- Waterway/drainage line/gully/depression etc: downstream of proposed site at several locations and up to 500m downstream or to the next major tributary.



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## 7. DESIGN SPECIFICATION AND PLANS

Your application must be accompanied by the following:

- Five (5) copies of the Engineer's computations and site plan. These must include the date they were prepared and the plan number/version number must be clearly identified on the plan.
- Dam computations designed for annual exceedable probability (AEP) of 1 in 100 years flood specification.

Please ensure the following is clearly labelled on the plans and provide details below where indicated.

### Height

Height of dam/weir or other structure from downstream toe to top of wall: .....metres

### Capacity

Capacity of dam/weir or other structures at full supply level:

Full Supply Level (FSL) .....ML

Proposed storage capacity: .....ML

### Freeboard

All dams must be designed to include 1.0 meter Freeboard, this height must be clearly identified in the plan.

### Spillway

The spillway must be a minimum of 3 metres in width, cut in solid ground. The Spillway return must be constructed clear of the toe of the embankment. The Dam Spillway must be designed to mitigate erosion, installation of rock beaching of varying sizes no less than 300 millimetres.

Spillway capacity.....ML/day

### Crest

The crest width must be increased as the height of the dam increases. The crest width and height must be clearly identified in the plan.

Crest width: .....meters

### Side Batter slope

Side batter slopes, (horizontal to vertical) are to be a minimum of 3 to 1, and clearly indicated in the side elevation plan.

### Compensation pipe

Must be installed and fitted with a gate valve that allows the dam to be fully drained within 72 hours.

Considerations for inflows must be included in design, pipe class and diameters must be indicated on the plan.

Diversion points must be independent and not connected to the compensation pipe unless a fully operational bypass mechanism is installed. Designs must mitigate erosion control of discharge. Anti-seepage cut-off Collars at least 1 metre square in area.

Outlet pipe: Diameter .....mm

Pipe Class.....





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## Credit Card Payment Authority

Applicant/company name: .....

Payment for Application for a Works Licence to construct, alter or decommission works on / off waterway.

### 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.

#### Protecting your privacy

Goulburn-Murray Water protects your privacy by collecting and handling your personal information in accordance with the requirements of the *Information Privacy Act 2000*. The personal information collected in this form will only be used for the purpose of processing your credit card payment and will be destroyed once your payment has been processed. It will only be disclosed to appropriate staff in regard to the purpose for which it was provided. Failure to provide accurate or complete information may result in processing delays. You have a right to access and correct personal information you provide to Goulburn-Murray Water. For further information regarding Goulburn-Murray Water's Privacy Policy please refer to our website at [www.g-mwater.com.au](http://www.g-mwater.com.au)

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### General information and explanatory notes (retain for future reference)

Goulburn-Murray Water strongly recommends that you contact our Licensing Unit prior to submitting this application form. This will enable one of our licensing officers to discuss the licensing process with you in detail and ensure that you are fully aware of your obligations and licensing requirements.

Telephone: (03) 5833 5526, (03) 5833 5709 or 1800 013 357 (toll free from most fixed line phones)

Email: [swlicensingadmin@g-mwater.com.au](mailto:swlicensingadmin@g-mwater.com.au)

The attached Fact Sheet “Licence to Construct - Private dams & works on waterway” provides important information to help you determine if you require a licence for the proposed works.

#### **Why do I need a licence to construct, alter, remove or decommission a dam or other structure on a waterway?**

By law (Section 67 of the Water Act 1989), anyone who proposes to construct, alter, remove or decommission a dam or other works located on a waterway, where the works are associated with the authorised take, use, conveyance or storage of water, must obtain a licence before any works may commence.

If the proposed works are not associated with the take and use of water (such as realignment or erosion control works) there is no requirement for a licence to be issued by Goulburn-Murray Water under Section 67 of the Water Act 1989. However you may still require a licence from the relevant Catchment Management Authority. You should visit [www.dse.vic.gov.au/land-management/catchments/catchment-management-authorities](http://www.dse.vic.gov.au/land-management/catchments/catchment-management-authorities) to obtain further details from your local catchment management authority.

#### **Do I need a licence to construct a dam or other structure which is not on a waterway?**

A licence is only required if you intend to construct, alter or decommission a dam which is considered large or potentially hazardous regardless of whether or not it is located on a waterway.

A large or potentially hazardous dam is a dam which meets one of the following categories:

- The dam has a wall that is 5 metres or more high above ground level at the downstream end of the dam and a capacity of 50 megalitres or more; or
- The dam has a wall that is 10 metres or more high above ground level at the downstream end of the dam and a capacity of 20 megalitres or more; or
- The dam has a wall that is 15 metres or more high above ground level at the downstream end of the dam, regardless of the capacity.

#### **How do I determine if the proposed works are on a waterway?**

It is important that the proposed site is assessed to determine if it is on a waterway, and to obtain details about the catchment yield. If you are uncertain whether the proposed site is on a waterway, in most cases you will be required to make application for a Waterway Determination. Please contact the Licensing Unit for further details.

#### **Do I require a licence if I am only making remedial repairs or carrying out maintenance on a dam, weir or other structure on a waterway?**

If you are conducting routine maintenance works to a dam or other structure which will include excavation up to a 1,000mm in the dam wall (other than vertical in the spillway crest) providing the back fill is compacted appropriately, a licence is not required. If the works being undertaken are remedial rehabilitation works you must submit engineering design plans prepared by a suitably qualified and experienced engineer to G-MW prior to commencing any work. G-MW will assess the plans and advise in writing if proposed works require an application for a works licence to be submitted and approved.

If you are notified that a licence is not required the works must still be supervised by a suitably qualified and experienced engineer. An engineers report must be completed by the engineer and provided to G-MW within 30 days of the completion of the maintenance and rehabilitation works.

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If the remedial or maintenance works will put at risk the integrity of the dam or structure they are not considered to be routine maintenance and you will be required to make application for a licence. This would include works to:

- Alter an existing dam or weir which will increase the storage capacity;
- Alter or repair a dam, weir or other structure that an engineers report has identified as having failed (any breach to a dam wall or weir is considered failed).
- Decommission or remove a dam, weir or other structure.

### **Do I need to notify neighbouring properties of my proposed works?**

Yes, you must notify your neighbours of your intent to apply for a licence to construct, alter or decommission a dam or other structure if it is located on a waterway.

- The notification must be a written notice issued to the owner or occupier of all properties immediately upstream, and the owner or occupier of all properties downstream for two kilometres, or the first three downstream owners or occupiers (whichever is the lesser number of properties).
- The notification must be completed and either delivered in person by the applicant, or by registered mail through Australia Post. Your local post office may be able to organise a mail out for you in the required area.

A proforma document is provided in Annexure 1 which you can complete, photocopy and distribute to your neighbours.

### **Why do I need to sign a Statutory Declaration?**

When the notifications have been distributed, applicants must complete the Statutory Declaration in Annexure 1 and attach it to the application. Completion of the statutory declaration is required as proof that the notification of neighbouring properties has been undertaken in accordance with G-MW's requirements.

By signing the statutory declaration you are making a solemn statement in relation to authenticity of the details included in the notification given to your neighbours. It is an offence to make a false or misleading declaration and such matters may be referred to the police

### **Are there any other legal obligations I should be aware of?**

Yes, other statutory obligations may apply, some of these are outlined below but you should check with your consulting engineer to obtain information relating to all of your legal obligations.

### **Planning Applications**

In addition to licensing requirements under the Water Act 1989, most local Shire Councils require a planning permit application to be lodged prior to any works commencing. You should contact your local Shire Council for information.

### **The Environment Protection and Biodiversity Conservation Act 1999 (the EPBC Act)**

The *Environment Protection and Biodiversity Conservation Act 1999* includes a number of relevant provisions which ensure that matters of national environmental significance are protected including:

- World heritage properties;
- Ramsar listed wetlands;
- Nationally threatened flora and fauna and ecological communities;
- Internationally protected migratory birds; and
- Commonwealth marine areas.

You should contact Environment Australia at: [www.deh.gov.au/epbc](http://www.deh.gov.au/epbc) or telephone: 1800 803 772 for further information and to determine your obligations prior to completing your application.

### **The Aboriginal Heritage Act 2006 and the Aboriginal Heritage Regulations 2007.**

In Victoria, Aboriginal cultural heritage is protected and managed under the Aboriginal Heritage Act 2006 (the Act) and the Aboriginal Heritage Regulations 2007 (the Regulations).

Under the provisions of the Act a waterway, or land within 200m of a waterway, may be considered an area of cultural heritage sensitivity. To determine if the site of your proposed works may be in an area of cultural heritage sensitivity you can access an interactive map at: [www.dpcc.vic.gov.au/indigenous/heritage-tools/areas-of-cultural-sensitivity](http://www.dpcc.vic.gov.au/indigenous/heritage-tools/areas-of-cultural-sensitivity)

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If works are proposed to be constructed or altered as part of a licence application, applicants need to be aware of their obligations. Applicants should also be aware that if your proposal to install (or alter) works meets the criteria for a high impact activity under Regulation 43 of the Act you may be subject to further obligations.

High impact activities include, among other things,

- the installation of any works affecting an area exceeding 25 square metres.
- the works are a linear project that is the construction of a pipeline (of any diameter) with a length exceeding 500 metres; or
- the works are a linear project with a length exceeding 100 metres (with a pipe diameter not exceeding 150 millimetres).

If the construction or alteration of works is considered a high impact activity and occurs in all or part of an area of cultural heritage sensitivity you may be required to prepare a Cultural Heritage Management Plan (CHMP).

You can check whether a Cultural Heritage Management Plan is required by accessing the “Aboriginal Heritage Planning Tool” developed by Aboriginal Affairs Victoria. The interactive online tool will guide you through a series of questions to help you determine your obligations. The website also has information to assist you with contacting the relevant Registered Aboriginal Party or Cultural Heritage Advisor if you require further assistance. You should access the tool available at <http://www.dpcd.vic.gov.au/indigenous/heritage-tools> and print a receipt of your results for inclusion in your application. If you do not have access to the internet please contact the Licensing Unit for further assistance.

### **Electricity Safety (Network Assets) Regulations**

You must comply with the provisions of the *Electricity Safety (Network Assets) Regulations* for safe clearance from any works to powerline infrastructure. Please contact SP-AusNet prior to commencing any works using the details below: Contact: Neil McLeod, Property Officer, Networks, Phone: 1300 360 795 or 03 9695 6000, email [csc@sp-ausnet.com.au](mailto:csc@sp-ausnet.com.au) fax: 03 9695 6666, postal Address: Locked Bag 14051 Melbourne City Mail Centre Victoria 8001

### **How can I find out more about the minimum standards for dam construction?**

A range of information is available from the Australian National Committee on Large Dams Incorporated (ANCOLD Inc), which is an incorporated voluntary association of organisations and professionals with an interest in dams in Australia. ANCOLD has developed guidelines relating to minimum standards for dam construction which can be viewed at: [www.ancold.org.au](http://www.ancold.org.au).

### **Do I need to make any further applications or meet any other requirements?**

If you are constructing a dam, when the works are complete you will be required to lodge an application for a licence to operate the works. This application should be submitted to G-MW one week prior to completing works and before the expiry of the Licence to Construct Works. You cannot operate the dam until a licence to operate the works has been issued. Please contact the Licensing Unit for a copy of the application form.

Prior to proceeding with this application, you must ensure that if you are constructing a dam for the purpose of taking and using water you have submitted a separate application for a Licence to Take and Use Water. You will also be required to arrange to purchase a water entitlement from another licence holder. Applications are subject to approval by G-MW and specific rules apply to particular catchments and waterways. You should ensure you fully understand the potential to trade an entitlement in your local area. Please contact the Licensing Unit for further information about the licensing requirements.

Under very limited circumstances you may have what is called a private right to access water for domestic or stock purposes. You should contact the Licensing Unit to determine if this applies to you as you may be required to make application for a private right determination.

### **What does the application fee cover?**

Application fees cover the full cost of undertaking a licence assessment in accordance with G-MW’s obligations under the Water Act 1989. This includes administering the application, undertaking a site inspection and reviewing any submissions and referrals to other agencies made in relation to your application. If your licence is approved your new licence will be recorded in the Victorian Water Register and you will receive a copy of the licence document.

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### Assistance with completing the application form

#### How can I get more information or assistance with completing this form?

Read the information included below, and if you need further assistance contact the Licensing Unit between 8.00am and 4.45pm Monday to Friday

Telephone: (03) 5833 5526, (03) 5833 5709 or 1800 013 357 (toll free from most fixed line phones)

Email: [swlicensingadmin@g-mwater.com.au](mailto:swlicensingadmin@g-mwater.com.au)

#### This application form is in two parts:

- Part 1 should be completed and signed by the licence applicant/s.
- Part 2 should be completed and signed by the design and construction engineer/s.

### Part 1 - Applicants Details

#### Question 1 - Please indicate the purpose of the licence

Please indicate whether you are applying for a licence to construct new works, alter existing works or to decommission or remove works. You can also use this form to renew an existing licence. If this is an application to renew an existing licence please indicate by ticking the box in this section. If the work has not been completed by the expiry date, the licence may be renewed once only. If works have not been carried out within the licence renewal period, an application for a new licence will be required.

#### Question 2 - Applicant/s details

All person/s listed on the land titles for the land described in the licence must complete the application. If the applicant is not the owner of the land, a letter from the land owner/s authorising the applicant must be provided with the application. If the applicant is a Company name, evidence must be provided that the person/s has authority to sign on behalf of the Company (eg. A current copy of Company Search not more than three months old)

#### Question 3 - Description of land on which the works are to be constructed or existing works are located.

Applicants must provide details of the land where the works are to be undertaken or the dam is being constructed. 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. If the works are to be constructed on land that is not in the applicant's ownership, written consent from the landowner is required. Please use Annexure 1 for this purpose.

A registered title search statement for each separate title must be provided. Rates notices cannot be acceptable. An example of an acceptable Registered Search Statement is attached.

#### 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 - Proposed take and use of water

Please indicate if you have an existing licence to take and use water, and if so list the licensed volume. If you do not have an entitlement and you intend to take water from the proposed dam you will be required to apply for a licence to take and use water and purchase the required volume of water from an existing water entitlement owner prior to lodging your application for a works licence. A licence to take and use water is generally issued for a term of 1 year, and is renewed each year upon payment of annual charges. A Licence to Take and Use Water authorises the licensee to extract surface water and use it for irrigation, commercial, domestic and stock or use the dam for aesthetic or other licensed purposes.

Under very limited circumstances you may have what is called a private right to access water for domestic or stock purposes. You should contact the Licensing Unit to determine if this applies to you as you may be required to make application for a private right determination.

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### Question 5 - Water harvesting arrangements and environmental assessment

You will need to provide details about whether the proposed dam is on a waterway with high ecological values or a water course. Generally this can only be determined by applying to G-MW to undertake a waterway determination for the proposed site.

To make application for a waterway determination please contact the Licensing Unit. If you have already undertaken a waterway determination previously for this site please attach a copy of the determination or list the named waterway or water course. You should indicate if the proposed dam will collect run-off from the catchment. Generally this information will be provided to you in the letter issued to you by G-MW when the Waterway Determination has been completed.

Please indicate if you intend to pump water from a stream into the proposed dam. If so please list the details of the proposed pump including the pump type, manufacturer, make and output of the pump you intend to install.

### Question 6 - Aboriginal Cultural Heritage Requirements

If new works will be installed (pumps/pipes etc) as part of this application you must ensure that you comply with any obligations under the Aboriginal Heritage Act 2006 - Please refer to the explanatory notes for further information before answering this question.

### Question 7 - Declaration of Applicant/s

All applicants must sign the application. 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 applicant is a company, evidence must be provided that the person/s signing the application has authority to sign on behalf of the Company. This must be in the form of a current copy of an ASIC Company Search listing all directors and/or office bearers which is not more than three months old.

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

You can obtain a company search statement by:

- Accessing the internet service at [www.asic.gov.au](http://www.asic.gov.au) or phone (03) 5177 3988
- Requesting that G-MW complete the searches on your behalf.
- Contacting your solicitor or legal advisor to conduct the search on your behalf (fees may apply)

## Part 2 - This section should be completed by the engineer/s

### Question 1 - Engineer responsible for investigation, design and surveillance

The engineer co-ordinating the investigation, design and surveillance of the works should provide details. Please include membership details for the Australian Institute of Engineers if applicable and list recent experience in this field.

### Question 2 - Engineer responsible for construction

The engineer co-ordinating the construction of the works should provide details (if different to the engineer referred to in question 1). Please include membership details for the Australian Institute of Engineers if applicable and list recent experience in this field.

### Question 3 - Identification of potential for upstream or downstream impacts

Indicate in that plan and note distance between the proposed dam location and any high voltage transmission lines. Confirm the proposed storage will not inundate a neighbouring property. List all environment/ catchments features located at, above or below the proposed Site.

### Question 4 - Hazard Category

Please indicate the hazard category of the dam according to ANCOLD Guidelines on the Assessment of the Consequences of Dam Failures, 2000: (For further information refer to the ANCOLD website, [www.ancold.org.au](http://www.ancold.org.au))

### Question 5 -By-Pass Design Details

A bypass mechanism must be installed in all new dams to pass minimum flows, please contact the Licensing Unit for specific requirements. To calculate these requirements please contact Goulburn Murray Water on (03) 5833 5702. There are a number of Bypass mechanism methods available for harvesting water in the catchments whilst maintaining flows in the waterway.

# Application form

## Works Licence for a dam (or other structure) on or off a waterway



### Question 6 - Proposed Works site and locality plans

#### *Locality Plan*

Provide copies of the site and locality plans for the proposed works showing the location of the works and any existing dams or structures. Roads and access points must be included along with approximate distances to property boundaries and other features.

Please attach photographs of the locality if possible.

#### *Site Plan*

Provide a plan which clearly shows details of the proposed site and any other relevant works sites. You should include waterway/drainage line/gully/depressions etc downstream of the proposed site at several locations and up to 500m downstream or to the next major tributary.

Please attach photographs of the proposed site and other relevant features.

### Question 7 - Design specification and plans

Please carefully read and complete the questions in this section in full. This information should also be included in the design plans.

The application form must be accompanied by:

- Five (5) copies of the Engineer's computations and site plan. These must include the date they were prepared and the plan number/version number must be clearly identified on the plan.
- Dam computations designed for annual exceedable probability (AEP) of 1 in 100 years flood specification.

### Question 8 - Declaration of Engineer/s

The Engineer/s responsible for completing the information on the application form must sign the declaration. In making this declaration you are confirming that you are the engineer/s responsible for design and construction of the dam and hold professional indemnity insurance for an amount of \$20 million or greater, with an undertaking to maintain the cover for at least seven years following the construction of the dam.

# Application form

Works Licence for a dam (or other structure)  
on or off a waterway



Example of a Registered Search Statement produced for a land title from Land Victoria



## SAMPLE ONLY

Copyright State of Victoria. This publication is copyright.  
No part may be reproduced by any process except in accordance with  
the provisions of the Copyright Act and for the purposes of Section  
32 of the Sale of Land Act 1962 or pursuant to a written agreement.

The information is only valid at the time and in the form obtained  
from the LANDATA REGD TM System. The State of Victoria accepts no  
responsibility for any subsequent release, publication or reproduction  
of the information.

### REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 88888 FOLIO 999

Security no : 888888888888E

Produced 17/03/2010 09:30 am

### LAND DESCRIPTION

Lot x on Plan of Subdivision 999999.  
PARENT TITLE Volume 888888 Folio 999  
Created by instrument 888888 24/04/1919

### REGISTERED PROPRIETOR

Estate Fee Simple  
Joint Proprietors  
JOHN DOE  
MARY DOE both of 9999 SMITH ST MELBOURNE 3051  
S999999F 09/11/1992

### ENCUMBRANCES, CAVEATS AND NOTICES

MORTGAGE AC9999999A 25/09/2003  
BENDIGO BANK LTD

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section  
24 Subdivision Act 1988 and any other encumbrances shown or entered on the  
plan or imaged folio set out under DIAGRAM LOCATION below.

### DIAGRAM LOCATION

SEE TP9999999P FOR FURTHER DETAILS AND BOUNDARIES

### ACTIVITY IN THE LAST 125 DAYS

NIL

END OF REGISTER SEARCH STATEMENT

# Application form

## Annexure 1 - Notification of Neighbours



### PROFORMA FOR NOTIFICATION OF NEIGHBOURS

#### Notification by buyer - Application for a Licence to Construct/ Alter Works on or off waterway

I /We (print name/s).....

of (property address) .....

Intend to make application for a works licence to:

Alter existing dam/weir                      OR                      construct a dam/ weir                      (circle relevant licence application)

Which will be located:

On a waterway                      OR                      off a waterway                      (circle relevant licence type)

The dam/weir is / will be located land/s identified as:

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 .....

Any person able to demonstrate that their interests will be affected by the issuing of this Licence including any intended groundwater use, is invited to make a formal submission setting out the nature of the impact within **14 days** of receipt of this written notification.

Prior to making a submission please read the information available to download from [www.g-mwater.com.au/downloads/Groundwater/Fact\\_Sheets/submissions.pdf](http://www.g-mwater.com.au/downloads/Groundwater/Fact_Sheets/submissions.pdf) (or contact G-MW to arrange for a copy to be posted to you)

Only written submissions will be accepted. Submissions can be lodged by mail or email to Ms Jodie Thornton Licensing Administration, PO Box 165, TATURA VIC 3616 or email [swlicensingadmin@g-mwater.com.au](mailto:swlicensingadmin@g-mwater.com.au)

# Application form

## Annexure 1 - Notification of Neighbours



### STATUTORY DECLARATION

When notifications have been distributed please complete the statutory declaration below and attach to your application.

---

I / We.....

Of.....

.....

I have given written notice of my Application for a Works Licence to all owners/occupiers of land immediately upstream and downstream for two (2) kilometres OR the first three (3) downstream owners/occupiers.

The licensed works will be undertaken on land(s) identified as:

Property address: .....

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

Vol: .....Fol: .....Lot No: .....Plan No: .....Crown Allotment: .....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 Signature(s) (All applicants are required to sign) .....

.....

Before me (Authorised person)

Signature .....Print name: .....

Position: .....

(Position of person authorised to witness Statutory Declaration - see next page for list of authorised persons.)

# Application form

## Annexure 1 - Notification of Neighbours



### PERSONS AUTHORISED TO WITNESS STATUTORY DECLARATIONS

- A Justice of the Peace or a Bail Justice
- A Notary Public
- A Barrister or Solicitor of the Supreme Court
- A clerk to a Barrister or 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 of Probates or an Assistant Registrar of Probates
- The Associate to a Judge of the Supreme Court or the County court
- The Secretary of a Master of the Supreme Court 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 legal 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 form

## Annexure 2 Consent of Land Owner



### PROFORMA FOR CONSENT OF LAND OWNER/ OCCUPIER/ CROWN LAND MANAGER

If an application for a licence includes land owned or occupied by a party other than the proposed licensee/s applicants must provide consent from land owners, occupiers or the relevant Crown Land Manager

I / We (print names): .....

Of (Postal Address): .....

being the legal owners/ occupiers/ Crown Land Manager of the land known as:

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:.....

Parish: .....

Authorise: .....

please include names of all Licence Holder(s)

of (Postal Address):.....

to access this land for the purpose of constructing/ altering or decommissioning works

Signature(s) of owner/ occupier/ Crown Land Manager.....

Print Name(s) .....

Date: .....

\*if land title(s) are in the name of a company or other legal entity, an authorised officer (eg Director) must sign and provide evidence of this authorisation (ie Company extract).