



APPLICATION KIT FOR A GROUNDWATER LICENCE TRANSFER

-This kit is required when making application for

- Permanent transfer of a groundwater licence
- Change of ownership of a groundwater 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 10-12 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.



PART ONE

APPLICATION FORM AND CHECKLIST

PLEASE RETURN TO GOULBURN-MURRAY WATER

BY POST: PO BOX 165 TATURA VIC 3616

IN PERSON: 40 CASEY ST TATURA VIC 3616

If you require assistance with completing this application please contact the Groundwater Licensing Unit on 5833 5601.

Assistance for applicants with English as a second language is available upon request.

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:
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Application for Transfer of a Groundwater Licence APPLICATION FORM

1. Please indicate type of Groundwater Licence transfer required

Permanent transfer Change of ownership

2. Agents details (i.e. Broker or Solicitor)

Name:

Contact person:*

Postal address:

..... Postcode:

Telephone number: Mobile number:

Fax number: Email:

**Please note: only agents listed on this application form will receive a copy of the letter of approval.*

3. Licensee / Seller(s) details

Surname:.....

Given names:

Postal address:

..... Postcode:

Telephone number: Mobile number:

Fax number: Email:

Groundwater Licence No:

Bore No:..... G-MW Ref No. (office use only).....

Volume of groundwater to be transferred:ML

4. Licensee / Seller(s) declaration

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

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(s) 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 deceased, a copy of the death certificate or probate is required. 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). This can be obtained from www.asic.gov.au or your solicitor.

5. Buyer(s) details

Surname:.....

Given names:

Postal address:

..... Postcode:

Telephone number: Mobile number:

Fax number: Email:

Water to be transferred to (for a Permanent Transfer only):

Groundwater Licence No..... Bore No.:

G-MW Ref No. (office use only).....

If you do not have an existing Groundwater Licence, you are required as part of a Permanent Transfer to complete an 'Application for a Groundwater Licence'. Both Applications must be submitted with payment of the Licence Application Fee. The Transfer Application Fee will not be applicable in this case.

Please provide details about how the groundwater is to be used:

- | | |
|---|--|
| <input type="checkbox"/> Domestic and/or Stock | <input type="checkbox"/> Irrigation (Area to be irrigatedha) |
| <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.....) | |

Please provide details on the land on which the groundwater will be used:

Property address:

Lot Number: Plan No.:

Crown Allotment/s: Section:

Parish:

6. Irrigation Development Guidelines (for irrigation applicants only)

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

- The water will be used on land where there has never been an irrigation licence in the past.
- This application proposes to increase the current licence volume on the land that is being irrigated.
- This application proposes to increase the area allowed to be irrigated in my current licence.
- None of the above statements are relevant to my application.

7. Buyer(s) declaration

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

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):

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.

**Application for Transfer of a Groundwater Licence
STATUTORY DECLARATION -
NOTIFICATION TO NEIGHBOURING PROPERTIES**

PLEASE NOTE: This is a requirement for the buyer of a Permanent Transfer only. All Buyers are required to sign.

It is not a requirement for:

- **Change of land ownership transfers**

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 to permanently transfer groundwater entitlement to all neighbouring properties within a one kilometre radius of the bore where the additional groundwater is to be extracted.

(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:

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 Transfer of a Groundwater Licence BUYERS PROFORMA FOR NOTIFICATION OF NEIGHBOURS

Applicants are required to notify neighbouring properties within a 1 km radius of the bore for permanent transfer applications (not change of land ownership).

Application to Permanently Transfer Water Entitlement - Pursuant to the Water Act 1989

Date of Notification.....

I / We (*print name*)

Of (property address)

.....
have applied to transfer additional entitlement to our existing groundwater licence which is to be pumped from bore/s located on land described as

Lot Number: Plan No.:

Crown Allotment/s: Section:

Parish:

This will increase the current licence entitlement byML of water per year.

Any person able to demonstrate that their interests will be affected by the transfer of this Groundwater Licence, 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 letter. Submissions should be sent to:

Manager Diversions Licensing

Goulburn-Murray Water

PO Box 165

TATURA VIC 3616

**Application for Transfer of a Groundwater Licence
SELLERS PROFORMA FOR NOTIFICATION OF NEIGHBOURS**

Applicants are required to notify neighbouring properties within a 1 km radius of the proposed bore for permanent transfer applications. This is not required for change of land ownership.

Application to Permanently Transfer Water Entitlement - Pursuant to the Water Act 1989

Date of Notification.....

I / We (*print name*)

Of (property address)

.....

being the registered owner of Groundwater Licence No:.....

which authorises the water to be diverted to the land(s) identified as:

Lot Number: Plan No.:

Crown Allotment/s: Section:

Parish:

intend to make application to Goulburn-Murray Water for approval to permanently transferML
of Water Entitlement.

Any person with a prescribed interest in the said holding may lodge notice in writing of that interest with the Manager Water Administration, Goulburn-Murray Water, PO Box 165, TATURA VIC 3616, within 28 days from receipt of this letter.

Application for Transfer of a Groundwater Licence BUYERS PROFORMA FOR NEWSPAPER ADVERTISEMENT

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

Advertising is only required for Permanent Transfers

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

Advertising Requirements:	No of Weeks to appear in newspaper <small>(Advertisement only needs to be published 1 day of the week/s)</small>
If the intention is to construct the bore to extract groundwater to a volume from 20ML to 199ML, one advertisement is required.	<input type="checkbox"/> One week
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.	<input type="checkbox"/> Two weeks

Application to Permanently Transfer Water Entitlement - Pursuant to the Water Act 1989

I / We (*print name*)

Of (property address)

.....
have applied to transfer additional entitlement to our existing groundwater licence which is to be pumped from bore/s located on land described as

Lot Number: Plan No.:

Crown Allotment/s: Section:

Parish:

This will increase the current licence entitlement byML of water per year.

Any person able to demonstrate that their interests will be affected by the transfer of this Groundwater Licence, 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 Diversions Licensing
Goulburn-Murray Water
PO Box 165
TATURA VIC 3616

CREDIT CARD PAYMENT FORM

Goulburn-Murray Water
PO Box 165
TATURA VIC 3616

or fax to (03) 5824 5815

Applicant/ Company name:

Please tick relevant box (✓):

Application for Change of Ownership of a Groundwater Licence

Application for Permanent Transfer of a Groundwater Licence

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

GROUNDWATER LICENCE TRANSFER ESSENTIAL BACKGROUND INFORMATION

**PLEASE RETAIN THIS SECTION
FOR FUTURE REFERENCE**

Application for Transfer of a Groundwater Licence

ESSENTIAL BACKGROUND INFORMATION

You must read and understand the following information before applying for Transfer of a Groundwater Licence.

This kit allows you to transfer a Groundwater Licence on the following basis:

Permanent Transfer of a Groundwater Volume-

A permanent transfer is moving licensed volume from one groundwater licence to another groundwater licence permanently.

Change of ownership- Where a Licence is transferred as part of a sale of land, change of business name, Deceased Party, etc.

FREQUENTLY ASKED QUESTIONS RELATING TO PERMANENT TRANSFERS

Why transfer groundwater?

Transfer of groundwater entitlement provides existing licensed groundwater users with the opportunity to maximise the value of their Licence by selling their unused entitlement, or to buy additional entitlement in areas where no new entitlement is being issued.

Who grants applications to transfer groundwater entitlement?

Goulburn-Murray Water (G-MW) facilitates the transfer of groundwater licence entitlement under the provisions of Section 62 of the *Water Act 1989*.

What rules apply to a Permanent Transfer?

Permanent transfer of groundwater entitlement may only be available in Water Supply Protection Areas where a Groundwater Management Plan is in place. It is important that you refer to the relevant Groundwater Management Plan for specific transfer rules and conditions, or contact G-MW for further information. Please ensure that you are familiar with groundwater management plan rules. Copies can be accessed at www.g-mwater.com.au

How does the buyer calculate the volume of water required?

A number of factors may need to be considered in calculating 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. Advice may also be sought from consulting Agronomists or specialist irrigation suppliers.

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.

Do I need to advertise?

Note: advertising and notification of neighbours is only required for permanent transfer applications and NOT for change of land ownership applications.

Where required, you must advertise your intent permanently transfer groundwater (including the volume you have applied for) in a newspaper circulating in the vicinity of the works.

A copy of the advertisement showing the name of the newspaper and the date advertised must be sent to G-MW as part of the Groundwater Licence Application.

Advertising is not required for volumes between 0 and 19ML per year.

One advertisement is required for Groundwater Licence Applications for volumes from 20ML to 199 ML per year. However if the application is for a volume of 200 ML or more per year applicants are required to advertise one day per week for two consecutive weeks.

Applications for zero volume licences must be advertised if the potential extraction is greater than 20ML per year.

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

The advertisement must be done not be more than within three months old at the time of lodging your Application. Your application needs to contain a copy of the advertisement.

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

Permanent Transfer applicants are not required to advertise if one of the following conditions applies:

- If the transfer is for change of ownership only.
- In the last 12 months you advertised your intent to extract groundwater as part of Works Licence (Bore Construction) process relating to the bore/s you are now seeking to include on a Groundwater Licence.
- The volume requested is less than 20 ML and it is not a high risk application.

Any party may submit written objections to the application to Goulburn-Murray Water within 14 days of an advertisement appearing in a newspaper. These submissions will be considered as part of the approval process.

Do I need to notify neighbouring properties?

Permanent Transfer applicants are required to notify neighbouring properties within a 1 km radius of the bore.

Note: This is not a requirement for change of land ownership transfers.

Written notifications must 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.

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) 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 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 sellers listed on the application form is a registered company sellers 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.

POTENTIAL HIGH RISK GROUNDWATER LICENCE APPLICATIONS

When assessing groundwater applications, 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* and other specific rules are found in groundwater management plans.

High risk Groundwater Licence applications are those that may have impacts on other groundwater users or the environment. The following list, contains issues that may generally make an application high risk:

- Near a National Park, Environmental Reserve or Heritage River (eg within 2km of the Murray 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.

Application for Transfer of a Groundwater Licence

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. General information about groundwater is available from the DSE's website www.dse.vic.gov.au , DPI website www.dpi.vic.gov.au
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.
Bore licensing	Goulburn-Murray Water	To obtain information about bore construction licensing contact G-MW on 03 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 03 5833 5000
Mineral Springs	Mineral Springs Committee	Information about potential impacts on mineral springs resources www.mineralwater.vic.gov.au
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