

Application for the Issue or Renewal of a Works Licence or Issue of a Works Consent

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Explanatory Notes

Process for obtaining approval

Lodgement

1. The applicant must complete the *Issue or Renewal of a Works Licence or Issue of a Works Consent* application form, and lodge the completed form including payment of the application fee and accompanying documents with the Water Authority over the counter or by mail.
2. A Works siting, construction and operation plan MUST be provided when applying for the issue of a Works Licence.
3. The Water Authority will not accept:
 - Photocopied forms as the application number on the top right-hand corner must be unique.
 - Faxed forms as original signatures are required.
4. The *Issue or Renewal of a Works Licence or Issue of a Works Consent* application form and the schedule of application fees are available from the Water Authority.

If you require further information please contact your Water Authority:

Goulburn-Murray Water
40 Casey Street
PO Box 165, TATURA 3616 T: (03) 5833-5500

Lower Murray Water
741-759 Fourteenth Street
PO Box 1438, MILDURA 3502 T: (03) 5051-3400

First Mildura Irrigation Trust
120 Ninth Street
PO Box 5024, MILDURA 3502 T: (03) 5021-1811

Processing

5. Once an application for a Works Licence/Works Consent is lodged, the application will be reviewed to determine if the application needs to be referred to other authorities before approval can be granted. The internal review will consider:
 - i. Whether or not the works is a dam;
 - ii. Whether or not the works should be constructed on authority works;
 - iii. Which set of engineering standards should apply to the construction of the works; and/or
 - iv. Which set of referral authorities need to be advised.
6. The application may be referred for an Irrigation Development Guidelines Assessment:
 - i. Where the works are being constructed to deliver water to the land specified in a new water-use licence application; and/or
 - ii. Where existing works are being modified, for water to be delivered to the land specified in a new water-use licence application.

Approval of the Application

7. The Water Authority will send a letter addressed to the first applicant listed advising that the *Issue or Renewal of a Works Licence or Issue of a Works Consent* has been approved. A copy of the letter will be forwarded to the water broker if applicable.
8. A copy of the Works Licence/Works Consent record will be provided (stating the Works licence/consent number and all conditions for the Works licence/consent). If a licence is issued to construct or alter any works and the licence is subject to any condition relating to the future maintenance or operation of the works, a person who operates the works without complying with that condition is guilty of an offence.

Refusal of the Application

9. The Water Authority will send a letter to the first applicant listed stating the reasons for the refusal. A copy of the letter will be forwarded to the water broker if the water broker coordinated the application.
10. Reasons for refusal of the Works Licence/Consent may include:
 - i. another application of relevance is refused;
 - ii. the application relates to works to deviate, in the opinion of the Minister, a waterway in a major way and the Department Head does not consent to the issue of a licence;
 - iii. if the occupier or Crown Land Manager has not signed the application; and/or
 - iv. if the Works siting, construction and operation plan is not provided.
11. If the applicant(s) wish to re-apply for the *Issue or Renewal of a Works Licence or Issue a Works Consent*, a new application for the *Issue or Renewal of a Works Licence or Issue of a Works Consent* must be lodged with an application fee.

More information required

12. If the Water Authority requires more information a letter will be sent to the first applicant listed advising of the missing information and/or incorrect information that requires correction. A copy of the letter will be sent to the water broker if the water broker coordinated the application.
13. If the applicant(s) do not provide missing information or correct information within two calendar months (from the date of lodgement) the application for the *Issue or Renewal of a Works Licence or Issue of a Works Consent* will lapse and a new application must be lodged with another application fee.

How to complete the Application for the Issue or Renewal of a Works Licence or Issue of a Works Consent

Question 1 – What is the Application for?

A Works Licence may be issued to construct, operate, construct and operate, alter and operate, remove or decommission some private dams, works on a waterway or a bore.

Some activities (e.g Diverting drainage waters into an Authority's district) may require consent of an authority.

Question 2 – What is the Works Licence for?

You may wish to construct and operate works or to alter works to allow for the installation of a bigger pump for example.

Alternatively, you may wish to remove works that are no longer required or if you believe the cost of removal is prohibitive, you may apply for a licence to decommission the works.

Question 3 – Type of Work

It is important that you detail the type of works. If for example the licence is approved for a bore with a depth of 5 metres, the licence will be approved on that basis and it is an offence to then construct and operate for example a bore with a depth of 8 metres.

Question 5 – Existing Water-use Licence/Registration

If you have an existing Water-Use Licence/Registration that you wish to link to the Works Licence/Works Consent please provide the Water-Use Licence/Registration number.

If you are currently applying for a Water-Use Licence/Registration, please provide the application number that is on the top right hand corner of the form.

Question 6 – Land

Each certificate of title for a land parcel/lot has a unique volume and folio reference used to identify the title – the volume and folio reference appears in the top right hand corner of the certificate of titles. Copies of certificates of titles can be obtained by searching the register at Land Victoria, at the Land Information Centre on level 10 570 Bourke Street Melbourne 3000 or online at landata.vic.gov.au. A fee for search is payable. Detail of a title

volume /folio numbers may also be included in your rates notice, or other notice like land tax. The volume/folios number is per your certificate of land title.

Question 7 – Crown Land Description

Please provide the Crown Land description. This can be obtained from the Crown Land Manager.

Question 8 – Signature of Occupier or Crown Land Manager (if Relevant)

If the applicant (as filled in at question 7) is not the occupier of the land or the land is Crown Land, please provide the consent of the occupier of the land or the Crown Land Manager.

Question 9 – Signatures

All applicant(s) who wish to be listed as the works licence holder(s) or works consent holder(s) must sign. If there are to be more than 4 works owner(s) please fill out the same information for the additional works owners in Annexure 8. If the applicant is a company Annexure 8 will need to be completed.

Question 10 – Water Broker

Please provide the name, signature, contact telephone number and party identification number if a water broker is coordinating the application. If the water broker has not received a party identification number, an identification number will be issued on receipt of this application. A letter regarding the approval, refusal or a requirement of more information will also be sent to the water broker (if relevant).

6. Please list the Volume/Folio Reference Number(s) relevant to where the works are located and attach the Works siting, construction and operation plan. If the works are on Crown Land please complete question 7.

Volume	Folio	Volume	Folio
i.		vi.	
ii.		vii.	
iii.		viii.	
iv.		ix.	
v.		x.	

7. If the Works are on Crown Land please provide the Crown Land description.

Allotment

Section

Parish

Consent of Occupier/Crown Land Manager

8. If you are not the occupier of the land where the works are located or the land is Crown Land, please print the occupiers name or the Crown Land Managers name in capital letters and arrange for them to sign the below consent.

I hereby consent to this application.

Name of Crown Land Manager/Occupier

Signature/Execution

Dated

Applicant Signature(s)

9. Please print name(s) in full and in capital letters of the person who is to be the owner of the Works. If there are more than 4 owners or the applicant is a company please fill out details in Annexure 8. All notices will be sent to the postal address of the first named person.

Given name(s)	Surname	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Dated

10. Water Broker (if Water Broker coordinated the Application)

Given name(s) Surname

Postal Address

Party ID Phone Number

Annexure 8

Water Act 1989

This is page _____ of Approved Form 29, 31

dated _____ between:

Signatures of the Parties

Privacy Collection Statement

The information from this form is collected under the Water Act 1989, in order to process this transaction. The information is used for the purpose of maintaining the water register and for the provision of statistical water market information. Most of the information in the water register is available to the public. Incomplete forms cannot be processed.

To be Completed by the Applicant(s) or Works Licence/Consent Holder(s)

Given name(s)	Surname	Signature

Dated

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To be Completed if Company is Applicant or Works Licence/Consent Holder

All notices and invoices will be sent to the postal address of the first named company.

1. Name of Company ABN

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Postal Address

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Dated

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Given name(s)	Surname	Signature	Position

2. Name of Company ABN

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Postal Address

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Dated

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Given name(s)	Surname	Signature	Position