

Explanatory Notes

General

1. This application can facilitate the transfer of one Works Licence only.

Process for obtaining approval

Lodgement

2. The applicant must complete the *Application to Transfer of a Works Licence* 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.
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 *Transfer of a Works Licence* 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 to *Transfer a Works Licence* is lodged, the application will be reviewed to determine if the application needs to be referred to other authorities before approval to the transfer can be granted. The internal review will consider:
 - i. Which set of engineering standards should apply to the maintenance or the renewal of the works; and/or
 - ii. Which set of referral authorities need to be advised.
6. The application may need to be referred for an Irrigation Development Guidelines Assessment to ensure that the Works do not pose a significant threat to the environment.

Approval of the application

7. The Water Authority will send a letter to the first applicant listed advising that the *Transfer of a Works Licence* has been approved. A copy of the letter will be forwarded to the water broker if the water broker coordinated the application.
8. A copy of the Works Licence record will be provided (stating the Works Licence number and all conditions for the Works Licence). Under the Water Act 1989, it is an offence to fail to comply with licence conditions.

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 *Transfer of a Works Licence* may include:
 - i. the transfer is likely to have an adverse effect on the maintenance of the environmental water reserve in accordance with the environmental water reserve objective;
 - ii. to preserve the environmental water reserve in accordance with the environmental water reserve objective;
 - iii. the owner(s) of the Works Licence have not signed the application; and/or
 - iv. applicant is not the owner of the Works Licence.

How to complete the Application to Transfer a Works Licence

11. If the applicant(s) wish to attempt the *Transfer of a Works Licence* again a new application for the *Transfer of a Works Licence* would need to 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. Applicants must provide missing information or correct information within two calendar months or the application for the *Transfer of a Works Licence* will lapse and a new application would need to be lodged with another application fee.

Question 1 – Works Licence Number

This number is on the copy of the Works Licence record that was issued when the Works Licence was approved.

Alternatively, you may apply to your Water Authority for a copy of the Works Licence record.

Question 2 – Signatures (Seller(s))

All applicants that were recorded as owner(s) of the Works Licence (when the Works Licence was approved) must sign the application. If there are more than 4 works licence owner(s) please fill out the same information for the additional works owners in Annexure 7.

Question 3 – Existing Water-Use Licence/ Water-Use Registration

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

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

Question 4 – Signatures (Buyer(s))

All applicants who wish to be listed as the Works Licence owners 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 7.

Question 5 – 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).

Application to Transfer a Works Licence

Form 32

Application No: WLT

Application for Minister's approval to transfer a Works Licence (under section 74 of the Water Act 1989).

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 can not be processed.

To be Completed by the Works Licence Owner (Seller)

1. Works Licence Number to be transferred

Works Licence Owner(s) Signature(s) (Seller)

2. Please print name in full and in capital letters (All registered owners of the relevant Works Licence must sign. If there are more than 4 owners or the owner is a company or a Crown Land Manager please fill out details in Annexure 7). 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

To be Completed by the Buyer

3. Do you have a Water-Use Licence/Registration?

Yes. If yes, please provide your Water-Use Licence/Registration Number.

No. If no, please provide the application number for your pending Water-Use Licence/Registration

No. No Water-Use Licence or Water-Use Registration is required.

Signature(s) (Buyer)

4. Please print name in full and in capital letters (All prospective owners of the relevant Works Licence must sign. If there are more than 4 owners or if the owner is a company or Crown Land Manager, please ensure that Annexure 7 is also completed). 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

Annexure 7

Water Act 1989

This is page _____ of Approved Form 32

dated _____ between:

Signatures of the Parties

Privacy Collection Statement

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To be Completed by the Seller(s)

Given name(s)	Surname	Signature

Dated

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To be Completed by the Buyer(s)

Given name(s)	Surname	Signature

Dated

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To be Completed if Company is Seller

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

1. Name of Company	ABN

Postal Address

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Dated

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Given name(s)	Surname	Signature	Position

2. Name of Company	ABN

Postal Address

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Dated

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Given name(s)	Surname	Signature	Position

Annexure 7

To be Completed if Company is Buyer

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

1. Name of Company	ABN
<input type="text"/>	<input type="text"/>

Postal Address	<input type="text"/>
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Dated	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Given name(s)	Surname	Signature	Position
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Name of Company	ABN
<input type="text"/>	<input type="text"/>

Postal Address	<input type="text"/>
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Dated	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Given name(s)	Surname	Signature	Position
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SAMPLE