

Application for Surrender of a Licence to Take and Use Water and Operate Works

What is this application form for?

Use this form to make application for Surrender (cancellation) of a licence to Take and Use water and to Operate Works.

This application combines the requirements for the surrender under S61 Water Act 1989 of:

- A Licence to Take and Use Water (Section 51 Water Act 1989)
- A Licence to Operate Works (Section 67 Water Act 1989).

What to do:

- Read the accompanying explanatory notes
- Complete the form in full ensuring all relevant information is provided.
- Complete the checklist. Incorrect information may result in your application being refused. **Your application will be returned if it is Ineligible or incomplete.**
- Send the form, any required documentation and the application fee to: Goulburn Murray Water, PO Box 165, TATURA , VIC 3616.

Application form

Surrender a Licence to Take and Use Water and Operate Works



APPLICATION CHECKLIST

Please tick or n/a	Applicants Name:
	The Application has been completed, signed by ALL persons listed on the licence and is attached.
	The current licence document is attached (if available)
	<p>For the surrender of a Licence to Take and Use Groundwater only</p> <p>A Registered Search Statement for the land titles is only required if the works are being retained for Domestic and Stock Purposes.</p> <p>If required please provide 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. Please see attached notes for an example.</p> <p>The Corporation can obtain a Registered Search Statement (copy of title) on your behalf, please tick the box which is applicable:</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please complete the number of title searches required: I require (title search/es) at a cost of \$45.00 per title search</p> <p>If the bore/s being retained are located on land not owned by the licensee, consent from the relevant owner or Authority must be provided - see Annexure 1.</p>
	<p>A copy of the current Company Extract produced within the last three months if licensee is a Company. The Corporation can obtain a Company Extract on your behalf, please tick the box which is applicable:</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please complete the number of searches required: I require (search/es) at a cost of \$45.00 per search</p>
	Payment of any overdue or outstanding charges from previous years is required. Please contact the Customer Accounts Department on 1800 013 357 to confirm if any charges are outstanding.



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1. APPLICATION TYPE

Surrender of a Licence to Take and Use Water - Groundwater

Please refer to the attached notes for information about which sections you need to complete on this form.

Surrender of a Licence to Take and Use Water - Surfacewater

Please refer to the attached notes for information about which sections you need to complete on this form.

2. APPLICANT/S DETAILS

Please list 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 LICENCE TO BE SURRENDERED

Licence Number: BEE reference if known: BEE

Bore Number (Groundwater only):

Service Point Number (Surfacewater only):

Use of Water:

4. DETAILS OF ANY BORE/S TO BE DECOMMISSIONED AS PART OF THIS APPLICATION

Please complete this section if you do not wish to retain the bore for domestic and stock use.

Depth of bore:m Year of Construction:

Bore Number/s to be decommissioned:

Reason for decommissioning:

Proposed decommissioning method:

.....



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5. DESCRIPTION OF LAND WHERE BORES/S TO BE DECOMISSIONED ARE LOCATED

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:.....

Parish

6. DECOMISSIONING CARRIED OUT BY A LICENCED DRILLER

Name of licensed drilling contractor: Drillers licence number:

7. DECLARATION OF APPLICANT/S - GROUNDWATER

I/We understand that any future applications for licence entitlement submitted to Goulburn-Murray Water will be assessed giving consideration to water availability at that time and may not necessarily be approved.

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:

Additional applicants:

Signature(s)..... Date:

Printed name: Date:

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

ACN No: Position (eg director):

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 (eg director):

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8. DECLARATION OF APPLICANT/S - SURFACEWATER

I wish to cancel (surrender) the previously described licence and give notice that:

(a) No water has been taken under the authority of this licence since/...../.....

(b) The pump and diversion works have been removed from the waterway and any damage to the bed and banks of the waterway has been reinstated.

(c) All works (including pipelines and channels) used in relation to this licence have been removed from the frontage reserve or any Crown Land and the area concerned returned to a condition compatible with the surrounding frontage land. (Please note: This condition applies to all situations where occupation of Crown Land is authorised on the licence).

I/We understand that any future applications for licence entitlement submitted to Goulburn-Murray Water will be assessed giving consideration to water availability at that time and may not necessarily be approved.

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.

Signature of applicant 1 Date:

Printed name:

Signature of applicant 2 Date:

Printed name:

Additional applicants:

Signature(s)..... 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.

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 administering your application. It will only be disclosed to appropriate staff in regard to the purpose for which it was provided. Failure to provide the information sought in this form 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

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Surrender a Licence to Take and Use Water and Operate Works



General information and explanatory notes (retain for future reference)

Why do I have to apply to surrender or cancel my Licence?

If you no longer have a requirement to take and use water from a bore, waterway or dam under an existing licence you must make application to surrender the licence. This is because you will continue to be liable for payment of annual fixed charges for the licence until an application to surrender the licence is lodged with G-MW. There is no application fee for the surrender of a licence but all outstanding charges must be paid prior to the application being approved.

Can I retain the works for domestic and stock use?

You can only retain the works if the licence being surrendered relates to the take and use of groundwater. If you wish to take and use surfacewater you must retain a licence for domestic and stock use.

Do I need to decommission the works?

If the licence being surrendered is for surfacewater all works must be removed. This includes pumps and supply works (such as pipes). If the licence is for groundwater, and you do not wish to retain the bore for domestic and stock supply G-MW will send you out a licence authorising the decommissioning of the works. There is no fee for this application and G-MW will contact you if this applies.

Why do I need to decommission a bore?

Generally a bore will need to be removed or decommissioned if it is no longer in use or is beyond repair. If a bore is not decommissioned correctly it may pose a risk to public health and to the long term quality of groundwater resources.

How do I know if my bore needs to be decommissioned?

If you own a bore that is not part of a regular maintenance schedule, it may need to be decommissioned particularly if it is:

- More than 20 years old and not in current use
- Constructed from steel casing
- Damaged or corroded
- Pumping sand
- Yielding saltier/poorer quality water than it has in the past
- Flowing uncontrollably
- Dewatering quickly
- Silted, collapsed or blocked
- No longer needed, or has been replaced by a new bore

G-MW's drilling inspectors can assist you with determining if your bore is beyond repair and/or needs to be decommissioned, and the various methods that can be used to carry out the work.

Why do I need a licence to decommission a bore?

Under the provisions of the Water Act 1989, any work conducted on a bore, including the decommissioning of a bore must not be carried out until a Licence to Decommission Works has been issued. Licensing this activity ensures that works are carried out correctly and will not pose any ongoing risks to the public safety or the environment. It also ensures that accurate records are kept in relation to the status of bores across G-MW's region.

Who can decommission a bore?

In most cases where the bore is shallow and has intersected only a single aquifer system, it is acceptable for the bore owner to carry out the work. A G-MW Drilling Inspector will inspect the site when the works are complete. The decommissioning of bores that are deep, flowing or have intersected more than one aquifer system, can be more complex and it is a requirement that the work be undertaken by a suitably licensed driller.

How can I get more information about decommissioning a bore?

G-MW's Drilling Inspector can assist you with information about decommissioning bores. The Drilling Inspector can be contacted between 8.00am and 4.45pm Monday to Friday on telephone: (03) 5833 5440 or mobile: 0419 513 744.

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Assistance with completing the application form

Groundwater Applicants - Please complete Question 1,2,3 and 7 if you are retaining the bore for domestic and stock. Please complete Questions 1,2,3,4,5,6 and 7 if you wish to decommission the bore as part of this application.

Surfacewater Applicants - Please complete Questions 1,2,3 and 8 only.

Question 1 - Application type

Please indicate whether you are applying to surrender of a Licence to Take Groundwater or Surface water

Question 2 - Applicant/s details

All person/s listed on licence must complete and the application. If the applicant is a company, evidence must be provided that the person/s has authority to act on behalf of the company.

Question 3 - Description of licence to be surrendered

Applicant/s must provide details of the licence to be surrendered. The following information must be provided:

- Licence Number - This number can be found on your current licence or on your Annual Fixed Charges Account
- Bore Number (if Groundwater) - This number can be found on your current licence
- Diversion point number (if Surfacewater) - This number can be found on your current licence
- Use Type/s - Applicants must provide details about the purpose for which the water is used

Question 4 - Details of bore/s to be decommissioned

Please provide details about the bore/s to be decommissioned. Ensure you include the number of bore/s being decommissioned, maximum depth and proposed diameter of bore/s, the reference number for the licence used to construct the works and the reference numbers for the bore/s (if this is available).

Question 5 - Description of land on which the bore/s are located

If the bore is to be retained for domestic and stock purposes the current ownership of this land must also be verified. If this is the case, G-MW requires a current copy of the title/s for all land. A Registered Title Search Statement for each separate title must be provided. Rates notices will not be accepted. An example of an acceptable Registered Search Statement is attached.

If the bore/s are located on land that is not in the applicant's ownership, written consent from the landowner also is required. Please complete Annexure 1 - Consent of Landowner.

Question 6 - Decommissioning by a licensed driller

In most cases you must engage a licensed driller to undertake the decommissioning work. You should contact the Drilling Inspector to determine your requirements. Your nominated driller can not commence drilling until you have obtained a Licence to Decommission Works. The licence conditions must be read and understood by yourself and your nominated driller before the works commence. The drilling contractor must complete a Bore Completion Report and return this to G-MW within 28 days of completing the work.

Question 7 & 8 - Declaration of Applicant/s - Groundwater and Surface water

All person/s listed on the licence must complete and 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 not more than three months old.

How can I get a copy of my Company Search?

You can obtain a company search statement by:

- Accessing the internet service at 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)

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and Operate Works



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-----

Additional information: (not part of the Register Search Statement)
Street Address: 999999 SMITH ST MELBOURNE VIC 3186

Application form

Annexure 1 - Consent of Land owner/ manager



PROFORMA FOR CONSENT OF LAND OWNER/ CROWN LAND MANAGER

Applicants must provide consent from land owners if an application for to surrender a licence includes land owned by a party other than the proposed licensee/s.

I / We (print names):

Of (Postal Address):

being the legal owner/ 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 decommissioning works (bore/s)

Signature(s) of all land owners.....

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).