

## Application for a Licence to Take and Use Surface Water and Operate Works

### What is this application form for?

Use this form to make application for a Licence to Take and use Surfacewater and Operate Works. This application combines the requirements for:

- A Licence to Take and Use Water (Section 51 Water Act 1989) and
- A Licence to Operate Works (Section 67 Water Act 1989).
- An amendment to an existing Licence to Take and Use Water and Licence to Operate Works (Section 59 & 73 Water Act 1989)

### What to do:

- Read the accompanying explanatory notes and refer to the current fee schedule (which can be obtained by calling 03 5833 5609 or downloaded from [www.g-mwater.com.au](http://www.g-mwater.com.au)) before you fill out the form.
- 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.
- Goulburn-Murray Water accepts payment by cheque or credit card.





# Application form

## Licence to Take and Use Surface Water and Operate Works

### 1. APPLICATION TYPE

Refer to: *Assistance with completing application form* (attached) to determine the correct application type

**Licence to Take and Use Water and Licence to Operate Works**

Please provide the Works Licence number (if known) .....

**Amend existing Licence to Take and Use Water and Licence to Operate Works - No** .....

**Amendment Type** (please tick one or more boxes)

- |  |  |
|--|--|
| <input type="checkbox"/> Add service point to licence                | <input type="checkbox"/> Remove service point from licence |
| <input type="checkbox"/> Add additional land to licence              | <input type="checkbox"/> Remove land from licence          |
| <input type="checkbox"/> Amend the authorised purpose of the licence | <input type="checkbox"/> Change extraction rate            |

### 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 LAND TO BE LICENSED INCLUDING:

#### (i) LAND ON WHICH THE WATER IS TO BE TAKEN

#### (ii) LAND WHERE WATER IS TO BE USED

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 .....

**Note:** If additional lands are required please attach a separate list to this application. If you are not the owner or occupier of this land please complete *Annexure 1 - Consent of Landowners/ occupier/ Crown Land Manager* (attached).



# Application form

## Licence to Take and Use Surface Water and Operate Works

### 4. PROPOSED USE/S OF WATER

- Irrigation (area to be irrigated ..... (ha)
- Commercial or Industrial
- Urban Supply
- Communal Domestic and/or Stock (number of residences.....)
- Domestic and/or Stock
- Dairy Wash/Cooling
- Aquaculture

### 5. SOURCE OF SUPPLY

Waterway: ..... Tributary of: .....

### 6. AMENDMENT/S REQUESTED TO EXISTING LICENCE DETAILS

Service Point (s) to be licensed: .....

Service Point (s) to be removed from current licence: .....

Change authorised purpose to: .....

### 7. PROPOSED LICENCE DETAILS

Please provide the proposed licence volume for this licence

Service Point No:	Proposed extraction Rate (ML/day)	ML/ Year Volume Requested	Use type
		New:..... Increase: ..... Decrease: .....	
		New:..... Increase: ..... Decrease: .....	
		New:..... Increase: ..... Decrease: .....	
		New:..... Increase: ..... Decrease: .....	

Total Volume..... (ML/Year)

### 8. IRRIGATION DEVELOPMENT GUIDELINES

Please tick the most appropriate statement for your application:

- The water will be used on land where there has been 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.

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## Licence to Take and Use Surface Water and Operate Works



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

### 10. 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.

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: .....

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](http://www.g-mwater.com.au)

# Application form

Licence to Take and Use Surface Water  
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# Application form

Licence to Take and Use Surface Water  
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## Credit Card Payment Authority

Applicant/company name:  
.....

Payment for Application - Licence to Take and Use Water and Operate Works (surfacewater)

### CREDIT CARD DETAILS

Please tick (✓) appropriate card:

CREDIT CARD DETAILS:

MasterCard

Visa

Card No

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

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)

# Application form

## Licence to Take and Use Surface Water and Operate Works



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

#### Why do I need a Licence to Take and Use Surfacewater and Operate Works?

If you wish to access water from a stream or waterway you will normally be required to apply for a licence to take and use water and operate the pump. 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 prior to taking any water as G-MW may be required to undertake a private right determination if it is not clear if you are eligible for private right.

#### How long is a licence valid?

A licence is generally issued for a term of 1 year, and is renewed each year upon payment of annual charges.

#### What does a Licence to Take and Use Water and a Licence to Operate Works authorise?

A Licence to Take and Use surfacewater authorises the licensee to extract surfacewater and use it for irrigation, commercial, domestic and stock or other licensed purposes. A licence to operate works authorises the licensee to use the diversion point to extract water for this purpose. The licences are issued jointly and detail how much water can be extracted from the diversion point/s as well as conditions relating to the extraction and use of water. Licences authorising the take and use of water or operation of works are subject to a number of conditions which are detailed on the licence documents.

#### Can I get access to an entitlement under my licence?

All river basins in Victoria are 'capped'. This means that no new entitlements can be issued under a licence. In some areas, you may be able to purchase existing entitlement from another licensee who does not wish to utilize their full entitlement volume.

In this case you will need to purchase existing licence entitlement and make application for a temporary or permanent transfer of the licence. 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 access surfacewater in your local area you should contact the Licensing Unit prior to making application.

#### What is a winter fill Licence?

A Surface Water Licence is termed a Winter Fill Licence if it is subject to conditions which limit the extraction of water during a specified period. A Winter Fill Licence entitles the holder to take water to fill a dam, tank or other storage, or apply directly to a crop during the period from 1 July to 31 October in any year. All flow occurring outside of this period must be passed downstream.

#### Do I need to meter my surface water use?

Currently all new Surface Water Licenses must be metered. Metering of water use is required under Victorian Government policy to improve management of Surface Water resources. Goulburn-Murray Water will provide you with the necessary information required to purchase and install a flow meter. The meter can be installed by a licensee or alternatively G-MW can carry out the installation. Once a meter is installed it becomes the property of G-MW.

#### 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 and undertaking a full site inspection. The inspector will review the proposed pump site, the volume of water to be extracted and whether there is any potential for interference with other water users or the environment. An assessment of the long term sustainability of the catchments will also be undertaken.

If your licence is approved it will be recorded in the Victorian Water Register and you will receive a copy of the licence document.

# Application form

## Licence to Take and Use Surface Water and Operate Works



### Are there ongoing costs associated with having a Licence?

Yes, a Licence to Take and Use Water is subject to annual fixed charges, issued by G-MW in July each year. For specific details about which charges will apply to your licence, please contact the Licensing Unit.

## Additional Application Requirements

### Aboriginal Cultural Heritage

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). Goulburn-Murray Water has an obligation to ensure applicants are made aware of their obligations under this legislation

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.dpcd.vic.gov.au/indigenous/heritage-tools/areas-of-cultural-sensitivity](http://www.dpcd.vic.gov.au/indigenous/heritage-tools/areas-of-cultural-sensitivity)

The installation of new pumps and/or attached pipelines normally occurs on or near a waterway so it is likely that these works may be located in an area of cultural heritage sensitivity.

If works are proposed to be constructed or altered as part of a licence application, applicants need to be aware of their obligations under the Act and its Regulations.

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.

# Application form

## Licence to Take and Use Surface Water and Operate Works



### Assistance with completing the application form

This application form is required to make application for a new licence or to amend an existing licence. It combines the requirements for:

- Take and use licence (licence to extract and use water - Section 51, Water Act 1989) and
- Licence to operate works (Section 67, Water Act 1989).

#### How do 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 5609 or 1800 013 357 (free call from most fixed line phones)

Facsimile: (03) 58 24 5815

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

#### Question 1 - Please indicate type of Surface Water Licence required

It is important to indicate whether you are applying for a new licence or to amend an existing licence. If the application is for an amendment to an existing licence the reason for the amendment should be nominated by ticking the appropriate box.

#### Question 2 - Applicant/s details

All applicants must complete 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 land on which the diversion point is located and water to be used

The current ownership or proof of occupation of land must be verified. To ensure this information is accurate G-MW requires a current copy of the title/s for all land. Written consent from the landowner or occupier is also required. Please complete Annexure 1 - Consent of land owner/ occupier/ Crown Land Manager for this purpose.

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.

#### How can I obtain a copy of my land title/s?

You can obtain a registered search statement (see attached example of the correct search) by:

- Accessing the Land Titles office via the internet at [www.land.vic.gov.au](http://www.land.vic.gov.au) or phone (03) 8636 2456
- 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)

#### Question 4 - Proposed use of Water

Please indicate the intended use of the water being extracted. This information will be used as part of the licence application assessment process.

#### Question 5 - Source of supply

Please provide the name of the waterway or the tributary where the water will be extracted.

#### Question 6 - Service Details

Applicants must provide details about the new or replacement diversion point/s to be licensed. The number of diversion point/s to be included, added or removed from the licence must be listed. |

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### Question 7 - Proposed Licence Details

The proposed volume of the new licence or the amended volume should be provided. To calculate the volume of water you will require a number of factors may need to be considered. Consideration should be given to the intended use of the water and the type of pump installed.

### Question 8 - Irrigation Development Guidelines

An Irrigation Development Guideline assessment may be required as part of the licence application for irrigation developments that meet one of the following criteria:

- A proposal to irrigate land that has never been irrigated before;
- Application to increase the annual use limit on the land in the current licence, or;
- Application to increase the area allowed to be irrigated in the current licence.

You will be contacted if the Irrigation Development Guidelines apply to you.

### Question 9 - 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 10 - 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).

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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 [AC99999999A](#) 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 [TP99999999P](#) 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/ occupier/  
Crown Land Manager



## 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 accessing and/ or operating works

Indicate Licence No: (if known).....

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).