

## Application to Renew a Licence to Take and Use Surfacewater and Operate Works

(for licences due to expire 30/6/2011)

### What is this application form for?

Use this form to make application for a renewal of a Licence to Take and use Surfacewater and to Operate Works.

This application combines the requirements for renewal of:

- A Licence to Take and Use Water (Section 58 Water Act 1989) and
- A Licence to Operate Works (Section 72 Water Act 1989).

and if required:

- Application to surrender a Licence to take and use Water (Section 61 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

Renew a Licence to Take and Use Surface Water and Operate Works



## Application Checklist

|                        |   |                 |  |                      |          |                        |        |
|------------------------|---|-----------------|--|----------------------|----------|------------------------|--------|
| Please tick or n/a     | Applicants Name: .....  |                 |  |                      |          |                        |        |
|                        | The Application has been completed, signed by <b>ALL</b> persons listed on the current licence and is attached.   |                 |  |                      |          |                        |        |
|                        | <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:<br/>I require ..... (search/es) at a cost of \$45.00 per search</p>   |                 |  |                      |          |                        |        |
|                        | <p>If the diversion point is on land that is NOT in the applicant's ownership, written consent from the owner is attached - See Annexure 1.</p> <p style="text-align: center;"><b>AND/OR</b></p> <p>Proof of occupancy - Where occupation of land is under terms of a lease or partnership agreement or subject to approval from the relevant Crown Land Manager a copy of the agreement must accompany this application.</p>   |                 |  |                      |          |                        |        |
|                        | <p><b>Payment of application fees is attached including:</b></p> <p><b>Mandatory Fees</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Application Fee</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">- Renewal of licence</td> <td style="text-align: right;">\$742.00</td> </tr> <tr> <td style="padding-left: 20px;">- Surrender of licence</td> <td style="text-align: right;">No fee</td> </tr> </table> <p><b>Optional Fees</b></p> <p style="padding-left: 20px;">Company Search (No of searches.....) @\$45.00 per search \$.....</p> <p><b>TOTAL PAYMENT ENCLOSED:</b> \$.....</p> <p>Payment by cheque or credit card is accepted (A credit card payment authority is attached to this application form)</p> | Application Fee |  | - Renewal of licence | \$742.00 | - Surrender of licence | No fee |
| Application Fee        |   |                 |  |                      |          |                        |        |
| - Renewal of licence   | \$742.00  |                 |  |                      |          |                        |        |
| - Surrender of licence | No fee  |                 |  |                      |          |                        |        |

# Application form

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



### 1. DETAILS OF CURRENT LICENCE

I/ we wish to renew Licence No: ..... BEE reference if known: BEE..... for a further term.

OR

I/ we wish to surrender Licence No: ..... BEE reference if known: BEE.....

### 2. APPLICANT/S DETAILS - to be completed by the current licensee/s

*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 INCLUDING:

(i) LAND ON WHICH THE WATER IS TAKEN (ie pump or other works)

(ii) LAND WHERE WATER IS 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

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

### 4. CURRENT 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. 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

Renew a Licence to Take and Use Surface Water and Operate Works

## Credit Card Payment Authority

Applicant/company name: .....

Payment for Application – Renew a Licence to Take and Use Surface water and Operate Works.

### CREDIT CARD DETAILS

Please tick (✓) appropriate card:

#### CREDIT CARD DETAILS:

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.**

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# Application form

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



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

#### **Why do I have to renew my Licence to Take and Use Surfacewater and Operate Works?**

Licences to Take and Use Water and Operate Works are issued for a fixed term. Under the Provisions of Section 58 and 72 of the Water Act 1989, the holder of a licence may, before the expiry of the licence, make application to renew the licence.

#### **When does my current licence expire?**

Your current licence is due to expire on 30 June 2011. If you wish to retain the right to take and use surfacewater for the purpose specified in your licence after that date you must make application to renew the licence prior to the expiry date. If you do not make application to renew the licence prior to the expiry date the licence will lapse and after a period of three months, G-MW will begin the process to formally cancel the licence.

#### **Can I continue to use water once the licence has expired?**

If you have lodged an application to renew the licence prior to the expiry date you may continue to take and use water in accordance with the conditions of the expired licence. If you have not made application to renew the licence prior to the expiry date you are not authorised to take and use water.

#### **How long is a Licence valid for?**

Licences to Take and Use surfacewater and operate works are normally issued for a period of between 5 and 15 years. G-MW will notify licensees six months prior to the expiry date to request the submission of an application to renew the licence.

#### **Is approval of the application automatic?**

Approval of an application to renew a licence is not automatic and is subject to an assessment by G-MW. Under some circumstances an application to renew may not be approved. Affected applicants will be notified.

#### **What happens after I lodge my application?**

After you lodge your application G-MW will notify you in writing that it has been received. The timeframe to complete an assessment will vary depending on the nature of your application. When the decision has been made to your application you will be notified in writing of the outcome, either that the application has been approved or refused. Application fees are not refundable if an application is refused.

#### **What if I no longer need a Surfacewater licence - do I need to cancel it?**

If you no longer have a requirement to take and use water you can cancel the licence by completing and lodging this form. There is no fee for surrendering a licence. Any outstanding charges must be paid before a licence can be cancelled and licensees continue to be liable for fees and charges until an application to cancel the licence is received by G-MW.

#### **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.

#### **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.

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

# Application form

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



### Assistance with completing the application form

#### 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: [swlicensingadmin@g-mwater.com.au](mailto:swlicensingadmin@g-mwater.com.au)

#### Question 1 - Details of current licence

Please list the licence which is to be renewed. This number can be found on your current licence document or on your annual account issued by G-MW (shown as the Property number). If you are not sure of the licence number please contact the Licensing Unit.

If this application is to surrendering your Take & Use Licence please list the licence you wish to cancel.

#### 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 land on which the diversion point/s are located and water is to be used

The current ownership or proof of occupation of land must be verified. To ensure this information is accurate G-MW requires you to list the most current land parcel description available. If the pump or other works are located on land not in your ownership 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.

#### Question 4 - Current use/s of water

Applicants must provide details about the current use of water. If this is different to what is specified in the existing licence, an application to amend the licence may be required. Please contact the Licensing Unit for assistance.

#### Question 5 - Declaration of Applicant(s)

All person/s listed on the current 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 is 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](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)

# Application form

## Annexure 1 - Consent of Landowner



### 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).