



## APPLICATION KIT FOR A LICENCE TO CONSTRUCT WORKS

### Investigation & Observation Bore

This kit is required when making application for a licence to construct works, amending, renewing an existing works licence.

This kit is in two parts:

**PART ONE:** Application form, documentation and checklist which must be returned with the application fee to G-MW.

**PART TWO:** Information for the applicant to keep. It is important to retain this information and refer to it during the licensing process.







<b>Application for a Works Licence (Bore Construction) Investigation &amp; Observation</b>	
To construct or alter a bore for Investigation or Observation	\$466.00
Each additional Observation bore at the site	\$325.00
Renewal of a Works Licence (Bore Construction) Investigation or Observation	\$466.00
Category 3 - Amendment to current Works Licence (Bore Construction) <ul style="list-style-type: none"> <li>▪ Alter number of Observation bores to be constructed</li> <li>▪ Alter proposed depth of bore/s</li> <li>▪ Change proposed bore site (add additional land)</li> </ul>	\$509.00

**Please note: Failure to supply Goulburn-Murray Water with all of the above requirements will result in return of your application. Applicants should also note that once an application is lodged, a full refund will not be provided should you choose not to proceed. If a bore is not constructed a partial refund may apply. Please contact Goulburn-Murray Water for details.**

I declare and acknowledge that I have submitted the attached application in its entirety in accordance with the above checklist. I further acknowledge that if the application is incomplete it will be returned and will not be considered lodged with Goulburn-Murray Water.

Signature: ..... Date: .....  
 Print name: .....  
 Position: .....

<b>Office Use Only</b>	
Lodgement Officer signature: .....	Date: .....

# Application for a Licence to Construct Works (Investigation/Observation bore)

## APPLICATION FORM

### 1. Please indicate the purpose of the Licence to Construct Works

Licence to Construct Works for the purpose of: (Please tick one box)

**Investigation**

Bore(s) drilled for the purpose of investigation of potential water resources that may be present at the site. This purpose does not authorise any bore(s) to be retained or constructed after the drilling rig has been removed from the site.

**Observation**

Bore(s) drilled for the purpose of monitoring of groundwater levels. Bores may only be constructed to a maximum diameter of 130mm unless specifically approved by G-MW. Water may only be extracted from these bore(s) for the purpose of obtaining water samples.

**Renewal of existing Licence to Construct Works No:** .....

**Amendment to existing Licence to Construct Works No:**.....

**To:**

- Add additional land titles
- Add additional bores (Observation only)

### 2. Licensee / Applicant(s) details

Surname: .....

Given names: .....

Postal address: .....

..... Postcode: .....

Telephone number: ..... Mobile number: .....

Fax number: ..... Email: .....

### 3. Consultant (complete if a consultant has been engaged to manage the works)

Company name: ..... Contact person: .....

Postal address: .....

Postcode: ..... Email address: .....

Phone No: ..... Fax No: .....

### 4. Postal Address for Licence Document to be sent

Postal address: .....

.....

Postcode: ..... Email address: .....

## 5. Description of land on which the bore(s) will be constructed

**\*\* Mandatory – This section must be completed\*\***

Property address: .....

Volume: ..... Folio: .....

Lot Number: ..... Plan No.: .....

Crown Allotment/s: ..... Section: .....

Parish: .....

## 6. Details of new bore/s

Drilled

Other (please specify) .....

No. of bores to be constructed: .....

Maximum depth proposed for bore(s): .....m

Proposed diameter of bore(s): .....mm

**Please note: The diameter of the bore MUST not exceed 130mm**

## 7. Licensed Driller to undertake construction

Name: ..... Drillers licence No.: .....

## 8. Licensee / Applicant(s) declaration

Goulburn Murray Water may release information contained in this application at the discretion of GMW to relevant parties and organisations in undertaking its duties in accordance with relevant legislation.

I tender this information to you in the knowledge that it is factual. I am fully aware that it is an offence to supply false or misleading information to Goulburn-Murray Water.

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 (e.g. Director, Secretary): .....

*Please note: All person/s listed as the applicant must sign the application. If any person executes the document on behalf of another person or party, they must provide evidence of their authorisation. If the applicant is a Company name, evidence must be provided that the person(s) has authority to sign on behalf of the Company. (e.g. A current copy of Company Search not more than three months old).*

The ABN of Goulburn Murray Water is 46 761 336 846. This document becomes a Tax Invoice upon payment. Please retain a copy of this form for your own Taxation records.

**Application for Licence to Construct Works  
Investigation/ Observation Bore  
PROFORMA FOR AUTHORISATION OF AGENT TO SIGN  
APPLICATION FORM ON BEHALF OF APPLICANT**

I / We (*print name*):.....

Of (*Postal Address*): .....

Authorise: .....  
(name of authorised agent)

Of (*Postal Address*):.....

to make application for a Licence to Construct Works (investigation/observation) on our behalf.

Signature(s):.....

Print Name(s) & position (if a company/organisation is the applicant): .....

.....

Date: .....

**Application for a Licence to Construct Works  
Investigation/ Observation Bore  
PROFORMA FOR LAND OWNER CONSENT FOR APPLICANT TO  
CONSTRUCT WORKS ON THEIR LAND**

I / We (*print names*): .....

Of (*Postal Address*): .....

*being the legal owners of the land described in the attached application* authorise:

.....  
(name of authorised agent)

of (*Postal Address*):.....

to conduct bore construction works in accordance with the licence issued for investigation/  
observation purposes.

Signature(s): .....

Print Name(s) & position: .....

Date: .....

# CREDIT CARD PAYMENT FORM

To pay by Credit Card please complete and return with your application to:

Goulburn-Murray Water  
PO Box 165  
TATURA VIC 3616

or fax to (03) 5824 5815

Applicant/ Company name: .....

Licence to Construct Works Application (Inv/Observation Bore) - Service No. (if applicable)  
.....

## CREDIT CARD DETAILS

Please tick appropriate card (✓):

Bankcard

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.**



## **PART TWO**

**LICENCE TO CONSTRUCT WORKS  
INVESTIGATION, OBSERVATION BORE**

**ESSENTIAL BACKGROUND INFORMATION**

**PLEASE RETAIN THIS SECTION  
FOR FUTURE REFERENCE**

## ESSENTIAL BACKGROUND INFORMATION

*You must read and understand the following information before applying for a Groundwater Licence.*

### FREQUENTLY ASKED QUESTIONS

#### **Who is responsible for managing groundwater?**

Goulburn-Murray Water (G-MW) is responsible for managing groundwater resources and licensing the construction of bores in our region to ensure groundwater users and the environment are considered and protected.

The Department of Sustainability and Environment (DSE) is responsible for co-ordinating groundwater management activities across Victoria.

#### **What does a Licence to Construct Works (investigation bore) authorise?**

Investigation bores are constructed for the purpose of investigating potential water resources that may be present at a nominated location.

A licence to construct works is issued for this purpose does not authorise any bore(s) to be retained or constructed after the drilling rig has been removed from the site.

#### **What does a Licence to Construct Works (observation bore) authorise?**

Observation and monitoring bores are constructed for the purpose of observing and/or monitoring groundwater levels.

A licence to construct works issued for this purpose authorises bore(s) to be constructed to a diameter of no more than 130mm unless specifically approved by the Corporation.

Water may only be extracted from an observation/ monitoring bore to a volume that would allow water samples to be taken

Typically, observation and monitoring bores are constructed using a slotted PVC casing.

#### **How long is a Licence to Construct Works valid for?**

A licence to construct works is valid for 12 months. The licence can be renewed once only by lodging an application before the existing licence expires.

#### **Why must I obtain permission from landowners and crown land managers?**

Goulburn-Murray Water cannot issue a licence to construct works to a party other than the owner

of the land without permission from the owner (ie the person(s) listed on the title).

It is important that documents confirming the approval of the landowner are obtained prior to the licence application being submitted. A proforma which can be used for this purpose is included with the application kit.

If the land where the bore is to be constructed is on Crown Land, the authority managing the land on behalf of the Crown must authorise the applicant to construct the works on the land.

#### **Are there specific requirements for consultants?**

If a consultant (or any other agent) is making application on behalf of a person or company, the application must be accompanied by a letter of authorisation stating that the consultant can sign or act on behalf of the licensee.

It is important that documents confirming the authorisation are obtained prior to the licence application being submitted. A proforma which can be used for this purpose is included with the application kit.

#### **Why do I need to provide current copies of titles for all land listed on the licence?**

Applicants are required to provide titles (Registered Search Statement and plan) for the land(s) to be licensed. Titles must have been printed within the last three months. It is important we have an up to date land description for the application to be assessed so that the licence can be issued with the correct land details. The use of incorrect or old land details may result in the licence being invalid.

You can obtain a current copy of your title (Registered Search Statement) from the titles office via the internet at [www.land.vic.gov.au](http://www.land.vic.gov.au) or from your solicitor, your bank, or G-MW can conduct a registered search statement on your behalf for a fee of \$45.00. If you require this service please include the fee with your application.

#### **Do I need to provide a company extract?**

If any of the applicants listed on the application form is a registered company you are required to submit a copy of a company extract printed within the last three months. This is required to confirm the correct ownership of the land to be licensed. Company extracts can be obtained from your solicitor or via the internet at [www ASIC.gov.au](http://www ASIC.gov.au).

## Application for a Works Licence (Bore Construction)

### GROUNDWATER INFORMATION

Nature of Enquiry	Contact	Advice available
Finding groundwater	Environmental Consultant / hydrogeologist  Department of Sustainability and Environment (DSE) and Department of Primary Industries (DPI)  Licensed borehole drillers  Other groundwater users in your area	Information on depth to groundwater, aquifer yields and groundwater salinity.  General information about groundwater is available from the DSE's website <a href="http://www.dse.vic.gov.au">www.dse.vic.gov.au</a> , DPI website <a href="http://www.dpi.vic.gov.au">www.dpi.vic.gov.au</a>  Information about licensed drillers is available from the Australian Drilling Industry Association website <a href="http://www.adia.com.au">www.adia.com.au</a>
Groundwater quality	National association of Testing Laboratories (NATA)  Department of Primary Industries	Sampling, testing and identifying acceptable limits  Water quality information may be available in your area from Victorian Water Resource Data Warehouse website <a href="http://www.vicwaterdata.net/">http://www.vicwaterdata.net/</a>
Financial assistance	Goulburn-Murray Water	Grants may be available to assist with locating drilling sites and installing a groundwater pumping system in the Shepparton Irrigation District to assist with managing land salinity. Visit <a href="http://www.g-mwater.com.au">www.g-mwater.com.au</a> and follow the links to groundwater for more information. To obtain information about the grants contact G-MW on 58335 553.
Bore licensing	Goulburn-Murray Water	To obtain information about bore construction licensing contact G-MW on 5833 5445 or visit <a href="http://www.g-mwater.com.au">www.g-mwater.com.au</a> and follow the links to groundwater.
Drilling and Licensed drillers	Australian Drilling Industry Association  Licensed borehole drillers	A listing of licensed drillers is available from <a href="http://www.adia.com.au">www.adia.com.au</a> and follow the links to contractors  Drilling method, conditions and standards
Hydrogeological assessment	Environmental consultant / hydrogeologist	Assess the impacts of groundwater pumping on authorised users and the environment.
Pump selection	Environmental consultant / hydrogeologist  Licensed borehole driller	Pump type, specification and performance
Information about Groundwater Management levels and areas.	Goulburn-Murray Water	For groundwater level information, groundwater management area maps, and management plans visit <a href="http://www.g-mwater.com.au">www.g-mwater.com.au</a>
Economics	Department of Primary Industries	Economics of groundwater use, irrigation and drainage  General information is available from the DPI website at <a href="http://www.dpi.vic.gov.au">www.dpi.vic.gov.au</a>
Bore maintenance	Licensed borehole driller	Bore refurbishment
Metering	Specialist pump retailer  Goulburn-Murray Water	Approved meters, specifications and installation.  Contact the G-MW metering department on 5833 5000
Mineral Springs	Mineral Springs Committee	Information about potential impacts on mineral springs resources
Environmental Concerns	Environmental Protection Authority	Advice available about Groundwater use in areas where sites have been contaminated such as feedlots and information about secondary use of water