

Application for Transfer (ownership) of a Licence To Take and Use Groundwater and Operate Works

GOULBURN-MURRAY
WATER



What is this application form for?

Use this form to make application to transfer the ownership with the option to renew a Licence to Take and use Groundwater and to Operate Works upon sale of land.

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 72 & 74 *Water Act 1989*).

What to do:

- Read the accompanying explanatory notes and refer to the current fee schedule (which can be obtained by calling 1800 013 357 or downloaded from 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.

1. APPLICATION TYPE –

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

Transfer of Licence to Take and Use Water and Licence to Operate Works upon sale of land

Fee of \$200.00 will be applicable for this application

OR

Transfer/Renewal of Licence to Take and Use Water and Licence to Operate Works upon sale of land

Fee of \$690.00 will be applicable for this application

Please note: Renewal can only apply if the licence is due to expiry within an 18 month period of receiving this application

2. LICENCE DETAILS

Groundwater Licence No: BEE number if Known: BEE

Has all land currently listed on the licence been sold to the purchaser?

Yes - go to Question 4 No – I wish to change/remove land from the current licence - go to Question 3

3. Complete only if NO ticked in question 2

ONLY INCLUDE LAND WHICH THE PURCHASER WISHES TO HAVE LISTED ON THE NEW LICENCE

(1) Land on which bore/s are located

(2) Land where water is to be taken and 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:.....

Parish

Note: If additional lands are required please attach a separate list to this application.

4. AGENTS DETAILS (Broker or Solicitor)

Contact person:

Postal Address:

..... Postcode:

Telephone number: () Mobile number:

Fax Number: Email:

5. APPLICANTS DETAILS – SELLER/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:.....

6. DECLARATION OF APPLICANTS – SELLER/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 GMW to relevant parties and organisations in accordance with relevant legislation. I approve Goulburn-Murray Water to have discussions with relevant third parties such as the Irrigation Designer, Engineers and Contractors as necessary.

Please note: If the applicant is a company two directors must sign the form, alternatively one director and one secretary must sign, unless there is a sole director of the company.

Signature of applicant 1 **Date:**

Printed name:

Signature of applicant 2 **Date:**

Printed name:

Additional applicants:

Signature(s)..... **Date:**

Printed name:

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 (GMW) protects your privacy by collecting and handling your personal information in accordance with the requirements of the *Privacy & Data Protection Act 2014*. Your personal information is collected on this form and will be used for the purpose of administering this application and updating our records. Information collected is usually disclosed to staff involved in processing your application, contractors, connection staff and other relevant GMW staff. Failure to provide the information sought may result in processing delays or non acceptance of your

application. It may also limit our ability to be able to provide various programs or services. You may gain access to and correct your personal information. For further information please refer to our Privacy Policy at www.g-mwater.com.au or call 1800 013 357 to obtain a copy of this policy.

7. APPLICANTS DETAILS – BUYER/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:.....

8. DECLARATION OF APPLICANTS – BUYER/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.

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Signature of applicant 1 Date:

Printed name:

Signature of applicant 2 Date:

Printed name:

Additional applicants:

Signature(s)..... Date:

Printed name:

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

ACN No: Position (eg director):

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application. It may also limit our ability to be able to provide various programs or services. You may gain access to and correct your personal information. For further information please refer to our Privacy Policy at www.g-mwater.com.au or call 1800 013 357 to obtain a copy of this policy.

Assistance with completing the application form

This application form is required to be completed when apply for a transfer (ownership) of a licence or to renew a licence.

It combines the requirements for:

- Licence to Take and Use Water (Section 51, *Water Act 1989*) and
- Licence to Operate Works (Section 72 & 74, *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: 1800 013 357

Facsimile: (03) 5826 3334

Email: licensingadmin@gmwater.com.au

<p>Question 1 Application Type</p>	<p>It is important to indicate whether you are applying solely for transfer of a licence or transfer and renewing the licence. If the application is for transfer and renewal additional fees applies to the application. If you are unsure which option to choose please contact the Licensing Unit.</p>
<p>Question 2 Licence Details</p>	<p>Please provide the licence number for the licence to be transferred. If you do not have this number please contact the Licensing Unit to obtain the reference number for your licence. GMW may require you to verify your identity prior to providing this information</p> <p>Please nominate whether all the land currently listed on the licence has been sold to the purchaser. If not please tick <i>No</i> and complete question 3. If you are not sure which land is currently licensed please contact the Licensing Unit.</p>
<p>Question 3 Description of land to be included on licence</p>	<p>Only include land which the purchaser wishes to have listed on the new licence</p>
<p>Question 4 Agent's details</p>	<p>If you have a solicitor or broker acting on your behalf, please complete this section so that GMW can send your nominated agent a copy of the licence.</p>
<p>Question 5 Applicant/s details (Seller/s)</p>	<p>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.</p>
<p>Question 6 Declaration of Applicants (Seller/s)</p>	<p>All person/s listed on the buyer's 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.</p> <p>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.</p> <p>How can I get a copy of my Company Search? You can obtain a company search statement by:</p> <ul style="list-style-type: none"> • Accessing the Titles office via the internet at www.asic.gov.au or phone (03) 5177 3988 • Requesting that G-MW complete the searches on your behalf. • This service may be available from your solicitor or legal advisor.

<p>Question 7 Applicant's details (Buyer/s)</p>	<p>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.</p>
<p>Question 8 Declaration of Applicants (Buyer/s)</p>	<p>All person/s listed on the buyer's 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.</p> <p>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.</p> <p>How can I get a copy of my land titles? You can obtain a registered search statement (see attached example of the correct search) by:</p> <ul style="list-style-type: none"> • Accessing the Land Titles office via the internet at www.land.vic.gov.au or phone (03) 8636 2456 • Requesting that GMW complete the searches on your behalf. Contacting your solicitor or legal advisor

General information and explanatory notes (retain for future reference)

Why do I need to transfer my licence when I sell my land?

A Licence to Take and Use Groundwater and Operate Works does not automatically transfer when the ownership of land changes or a notice of acquisition/disposition is lodged with GMW. Under the provisions of the Water Act 1989, if the current licence holder wishes to transfer the licence to the purchaser of their land, they must apply to transfer the licence to the purchaser and both parties must sign the application form.

What if I am not transferring all the land currently listed on the licence?

If only part of the land currently included on the groundwater licence has been sold, the application form must include details of the changes to the land description (including land to be removed or updated) on the licence.

If the licence includes more than one bore and the seller wishes to retain part of the licensed volume to extract from the bore on the land not being sold, they must make application for a sub-division and assignment of the licensed volume. In this case the transfer application form will not be required. Please contact the Licensing Unit for a sub-division application form.

How do I know if I need to renew my Licence?

Licences to Take and Use Water and Operate Works are issued for a fixed term. If the licence is due to expire with 18 months you have the option to renew the licence at time of applying for transfer. If you are unsure please contact the Licensing Unit.

Am I required to renew the licence at time of transfer?

No, you are not obligated to renew the licence at time of transfer. If you do not renew you would be issued with a new licence for the remaining term. G-MW will notify you prior to the expiry date giving you the option of renewing the licence; this would require an application form and fee.

What charges must be paid upon transfer and renewal of a licence?

An application fee of \$690.00 must accompany an application to transfer and renew a licence or application fee of \$200.00 for an application to transfer. You must also ensure that any outstanding charges on your account have been paid when the application is lodged. An application will not be approved if charges are outstanding. GMW will arrange for charges for the current financial year to be transferred to the new licensee once the application to transfer is approved. Please contact the Licensing Unit for details of any outstanding charges prior to making application.

Will my entitlement be reduced upon renewal?

If a licence is located within the Shepparton Water Supply Protection Area there are a range of factors such as changes to the area of land being irrigated, groundwater salinity levels and crop type which may affect the salinity risk which will influence the volume of your entitlement. An assessment of these factors based on current salinity management practises will determine the recommended licence volume at the time of renewal.

What documents do I need to provide to verify the changes to land ownership? To verify the current ownership of land an application to transfer a licence must be accompanied by either a Notice of Acquisition or Disposition, or a registered search statement for all land titles to be included in the new licence.

How can I get a copy of the Notice of Acquisition/Disposition or my land titles?

Your solicitor can provide you with a copy of the notice of Acquisition/Disposition. 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 or phone (03) 8636 2456
- Requesting that GMW complete the searches on your behalf.
- Contacting your solicitor or legal advisor.

How long is a Licence valid for?

Licences are generally valid for 15 years, but in some areas, are issued for a period of 5 years. The application to transfer the ownership of a licence includes provision for renewal of the licence for a further term.

EXAMPLE OF A REGISTERED SEARCH STATEMENT



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 [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



Credit Card Payment Authority

Applicant/company name:

.....

Payment for: **Transfer (ownership) of a Licence to Take & Use Groundwater and Operate Works**

CREDIT CARD DETAILS

Please tick (✓) appropriate card:

CREDIT CARD DETAILS:

MasterCard

Visa

Card Number

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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.

Protecting your privacy

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