

# Application to Amalgamate Licences to Take and Use Water and Operate Works

GOULBURN-MURRAY  
WATER



## What is this application form for?

Use this form to make application form to amalgamate a number of Licences to Take and use Water and to Operate Works.

This application combines the requirements for the amalgamation of two or more:

- Licences to Take and Use Water (section 51 *Water Act 1989*) and
- Licences to Operate Works (section 67 *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](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.



## Part 1 – Details of new licence to be issued upon amalgamation

### 1. LICENCES TO BE AMALGAMATED

Licences to Take and Use Groundwater  Licences to Take and Use Surface Water (Unregulated)

Licence Numbers: .....

### 2. DETAILS OF APPLICANTS FOR NEW LICENCE

Please list full names, initials are not acceptable – if more than 2 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 ON WHICH THE WORKS ARE LOCATED AND WATER IS TO BE TAKEN & 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 any land is not in the ownership of the licensee/s please complete *Annexure 1 – Consent of Landowners (attached)*.**

### 4. DETAILS OF NEW LICENCE – TO BE ISSUED UPON AMALGAMATION

BORE/PUMP/ SERVICE POINT NUMBER:	PROPOSED EXTRACTION RATE (ML/DAY)	VOLUME REQUESTED	USE TYPE
Total Volume of new licence: (Must equal the volume of all licenses listed in Part 2)			

**5. DECLARATION OF APPLICANTS FOR NEW LICENCE**

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.

**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: ..... 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 (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](http://www.g-mwater.com.au) or call 1800 013 357 to obtain a copy of this policy.

## Part 2 – Details of existing licences to be amalgamated

If there are more than 2 licences please photocopy this page and complete for other licences.

### 1. CURRENT LICENSEE DETAILS (Licence No. 1)

Please list full names, initials are not acceptable – if more than 2 licensees please note in the space provided

Licence No: ..... Licensed Volume (ML): .....

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: .....

### 2. DECLARATION OF CURRENT LICENCE HOLDER/S – (Licence No. 1)

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.

**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: ..... **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 (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.

**3. CURRENT LICENSEE DETAILS (Licence No. 2)**

Please list full names, initials are not acceptable – if more than 2 licensees please note in the space provided

Licence No: ..... Licensed Volume (ML): .....

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: .....

**4. DECLARATION OF CURRENT LICENCE HOLDER/S – (Licence No. 2)**

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.

**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: ..... 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.**

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

### What is the purpose of amalgamating licences?

If a property is being operated as a single farming and financial enterprise and currently has a number of licenses covering multiple land parcels, the licensees may apply to amalgamate the licenses into a single licence. Existing licenses may only be amalgamated into one licence if the following conditions are met:

- The total volume of the amalgamated licence is equal to the volume of the existing licenses.
- The lands currently included on the various licenses to be amalgamated must be contiguous to each other. That is the boundary of each land parcel must touch the boundary of at least one of the other parcels.
- The properties must be operating as a single farm or financial enterprise

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

Under the provisions of the *Water Act 1989*, any person who wishes to take and use water must first obtain a licence to take and use water and operate the works.

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

A Licence to Take and Use water authorises the licensee to extract water and use it for irrigation, commercial or other purposes. A licence to operate works authorises the licensee to use the works to extract water for this purpose. The licences detail the licence conditions and the volume of water which can be extracted from the licensed works.

### What if I wish to amalgamate a number of licences and the lands are non-contiguous?

To take and use water on a parcel of land which is non-contiguous to land on your existing licence GMW must approve an application to permanently transfer the licensed volume to a new (or existing) licence which includes the other land. Contact the Licensing Unit for details about this application.

### What does the application fee cover?

Application fees cover the full cost of undertaking a licence assessment in accordance with GMW's obligations under the *Water Act 1989*. This includes administering the application, undertaking a full site inspection and reviewing any submissions made in relation to your application. In many cases a technical assessment may be required to determine if extraction of water may have any adverse impacts on other users in your area or the environment. The costs of technical investigations are borne by the applicant.

The base application fee allows for the amalgamation of two licenses into one new licence. If there are more than two licenses to be amalgamated, an additional fee applies per licence for the third and subsequent licenses.

### Do I have to pay all charges on the existing licenses prior to the amalgamation being approved?

Yes, any outstanding charges must be paid in full for all licenses which will be subject to the amalgamation. For specific details about which charges will apply to your licence, please contact the Licensing Unit.

### What happens after I lodge my application?

After you lodge your application GMW 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. There may be delays if you are required to engage a consultant to conduct a technical assessment in support of your application. GMW cannot make a decision in relation to an application until all relevant information is received. If delays are expected you will be notified by GMW. 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.

## Assistance with completing the application form

**This application form is required to be completed when applying for the amalgamation of existing licences.**

**It combines the requirements for:**

- Licence to Take 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: 1800 013 357 (fee call from most fixed line phones)

Facsimile: (03) 5826 3334

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

## Completing Part One

### **Question 1 – Please indicate the type of licences which are to be amalgamated**

Please select the type of licenses you wish to amalgamate. You should also include the licence numbers. If you do not know your licence numbers please contact the Licensing Unit.

### **Question 2 – Details of proposed licensee**

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 works are located and water to be used**

Applicants must provide details of the land/s where the work/s are located and where the water is to be taken and used.

If any land is 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 4 – Details of new licence to be issued after amalgamation**

Please provide details of any known reference numbers for the works (bore/ pump or service points) and the proposed extraction rates and volume for the new licence. If you do not have the reference numbers please provide any known information. Please note that the total volume of the new licence must be equal to the volume of the existing licences.

### **Question 5 – Declaration of Applicant/s (new licensee/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. Two company directors must sign the form, alternatively one director and one secretary can sign. If the company has one sole director then this person must sign.

## Completing Part Two

### **Question 1 & 3– Current Licensee 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 2 & 4 – 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 obtain a copy of my Company Search Extract?**

You can obtain a company search extract by:

- Accessing the internet service at [www ASIC.gov.au](http://www ASIC.gov.au) or phone (03) 5177 3988
- Requesting that GMW complete the searches on your behalf.
- Contacting your solicitor or legal advisor to conduct the search on your behalf (fees may apply).

## ANNEXURE 1

### 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(s).....

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).



## Credit Card Payment Authority

Applicant/company name:

.....

Payment for: **Amalgamation of Licences to Take and Use Water & 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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