

# Application for a Licence to Construct Works (Bore) for Investigation or Observation

GOULBURN-MURRAY  
WATER



## What is this application form for?

Use this form to make application for a Licence to Construct or Alter works (bore) for the purpose of groundwater investigation or observation.

This application form incorporates provision for an application for:

- Licence to construct works– new or replacement bore/s (Section 67, Water Act 1989)
- Renewal of a Licence to Construct or Licence to Alter Works (Section 72 Water Act 1989)
- Amendment to a Licence to Construct or Licence to Alter Works(Section 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 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. **We will return Ineligible or incomplete applications.**
- Send the form to Goulburn-Murray Water, PO Box 165, TATURA, VIC 3614 and return all relevant information from the checklist below.
- Goulburn-Murray Water accepts payment by cheque or credit card.

## Please note:

This application can now be completed online through the Victorian Water Register for a lesser fee. Please visit [www.waterregister.vic.gov.au](http://www.waterregister.vic.gov.au) or contact GMW on 1800 013 357 for further details.

Application to construct new/replacement bore for investigation or observation	\$395.00
Each additional observation bore at the site	\$170.00
Application to renew/amend a licence	\$200.00

# Application Checklist

Please tick or n/a	Applicants Name: .....												
	The Application has been completed, signed by <b>ALL</b> persons listed on the land title/s, and is attached.												
	If a person other than the applicant has signed the declaration, written authorisation from the applicant is attached. Annexure 1 is provided for this purpose												
	<p>A copy of the current Certificate of Title/s (Registered Search Statement &amp; Plan) produced within the last three months or Notice of Acquisition/Disposition for all land/s.</p> <p>The Corporation can obtain a Registered Search Statement (copy of title) 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 title searches required:</p> <p>I require ..... (title search/es) at a cost of \$30.00 per title search</p>												
	<p>A copy of the current Company Extract produced within the last three months if applicant is a Company.</p> <p>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:</p> <p>I require ..... (search/es) at a cost of \$30.00 per search</p>												
	If consultant has completed and signed application form on behalf of another party written authorisation is attached. See Annexure 1.												
	If the bore/s is to be constructed on land that in NOT in the applicant's ownership, written consent from the owner is attached. See Annexure 2.												
	If the land is on Crown Land (road reserve etc), documented consent and/or permits from the relevant Authorities (eg. Vic Roads, DSE, Shire etc) are attached to the application.												
	<p><b>Payment of application fees attached including:</b></p> <p><b>Mandatory Fees</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Application Fee</td> <td style="width: 30%;"></td> <td style="width: 10%; text-align: right;">\$.....</td> </tr> </table> <p><b>Optional Fees</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 45%;">Additional bore sites</td> <td style="width: 15%;">@\$170.00 site</td> <td style="width: 40%; text-align: right;">\$.....</td> </tr> <tr> <td>Title Search (No of titles.....)</td> <td>@\$30.00 per search</td> <td style="text-align: right;">\$.....</td> </tr> <tr> <td>Company Search (No of searches.....)</td> <td>@\$30.00 per search</td> <td style="text-align: right;">\$.....</td> </tr> </table> <p><b>TOTAL PAYMENT ENCLOSED:</b> <span style="float: right;"><b>\$.....</b></span></p> <p>Payment by cheque or credit card is accepted (A credit card payment authority is attached to this application form)</p>	Application Fee		\$.....	Additional bore sites	@\$170.00 site	\$.....	Title Search (No of titles.....)	@\$30.00 per search	\$.....	Company Search (No of searches.....)	@\$30.00 per search	\$.....
Application Fee		\$.....											
Additional bore sites	@\$170.00 site	\$.....											
Title Search (No of titles.....)	@\$30.00 per search	\$.....											
Company Search (No of searches.....)	@\$30.00 per search	\$.....											

## 1. APPLICATION TYPE

New Licence to Construct Works (new bore/s) for investigation

New Licence to Construct Works (new bore/s) for observation\*

\*Please refer to notes section before making an application for a licence to construct an observation bore

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

**Amendment to an existing licence** (please tick one or more boxes)

Amendment to existing Licence to Construct Works No: ..... to change proposed bore site (add additional land titles)

*For applications for Observation only:*

Amendment to existing Licence to Construct Works No: ..... to add additional bores (change or add additional land titles)

## 2. APPLICANT 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. CONSULTANT DETAILS

Company Name.....

Contact Person:.....

Postal Address: .....

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

Telephone number: ( ) ..... Mobile number: .....

Fax Number: ..... Email: .....

**Note: If a consultant is making this application on behalf of another party you must attach written authorisation. Please use Annexure 2 – Agent authorisation (attached)**

**4. DESCRIPTION OF LAND ON WHICH THE BORE/S WILL BE CONSTRUCTED**

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. If any land is not in the ownership of the licensee/s please complete Annexure 1 – Consent of Landowners (attached).**

*If the land listed above is Crown land (Road Reserve etc) documented consent and/or permits from the relevant authorities (e.g. VicRoads, DSE, Shire etc) must accompany this application.*

**5. NUMBER AND DETAILS OF NEW BORE/S**

Number of bores to be constructed..... Proposed depth (m).....  
Proposed diameter of bore/s: .....(Note: the diameter of the bore MUST not exceed 130mm)  
 Drilled bore  Other (specify).....

**6. LICENSED DRILLER TO UNDERTAKE CONSTRUCTION**

Name:..... Drillers Licence No: .....

**7. DECLARATION OF APPLICANTS**

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: .....

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

ACN No: ..... Position (eg director): .....

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

### What is a bore?

The most common type of bore is a hole which is drilled by a large drilling rig. The definition of a bore also include a sump, well, drag line or any excavation used to intercept, collect and store groundwater for the purpose of taking and using it.

### Why do I need a licence to construct a bore?

Under the provisions of the Water Act 1989, any person who constructs, alters or replaces a groundwater bore greater than three metres in depth must obtain a licence to construct works prior to commencing.

### What is the difference between an investigation and observation bore?

**Investigation bores** are constructed for the purpose of investigating the potential to access underground water resources at a specified location. A works licence issued for investigation authorises the drilling of a number of test holes but does not authorise any bores to be retained or constructed after the drilling rig has been removed from the site.

If a works licence is issued for investigation, groundwater may not be taken or used for any purpose.

**Observation bores** are constructed for the purpose of monitoring groundwater levels at a particular site. Bores may only be constructed to a maximum diameter of 130mm unless specifically approved by GMW. Water may only be extracted from these bore(s) for the purposes listed below:

- measurement of offsite impacts
- as part of a state or authority measurement network
- observation of environmental issues
- undertaking hydro geological assessments if directed as part of an application for a licence to take and use water

### What if I can't get the bore/s drilled or constructed within the 12 month period of the licence?

If the work has not been completed by the expiry date, the licence may be renewed once only. If works have not been carried out within the licence renewal period, an application for a new licence will be required.

### Who can drill the bore and when can they start work?

You must engage a licensed driller to drill and construct a new or replacement bore or if you are altering an existing bore. Your nominated driller cannot commence drilling until you have obtained a licence to construct works. The licence conditions must be clearly understood by yourself and your nominated driller before drilling is undertaken.

### Do I need to notify G-MW when the bore is completed?

Yes, you should forward the form provided with your licence called the *Notice of Outcome* to GMW as soon as works are complete. Your licensed driller is responsible for submitting a formal bore completion report to GMW within 28 days of completion of the works.

### What does the application fee cover?

Application fees cover the full cost of undertaking a licence assessment in accordance with GMW's legal obligations under the *Water Act 1989*.

### 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. When the decision has been made in relation 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

### 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 (free call from most fixed line phones)  
Facsimile: (03) 5826 3315  
Email: [licensingadmin@g-mwater.com.au](mailto:licensingadmin@g-mwater.com.au)

### Question 1 – Application Type

Indicate whether you intend to construct a new bore/s for either investigation or observation. Refer to the notes under general information to determine the correct application type.

Please note the following information if this application is to renew or amend an existing licence.

**Renewal of existing Licence to Construct Works** – A Licence to Construct Works is valid for 12 months. You may apply to renew a works licence once by lodging an application before the existing licence is due to expire. An existing licence may only be renewed for one further term, if works have not been carried out within the licence renewal period, an application for a new licence will be required.

**Amendment to existing Licence to Construct Works** - A Licence to Construct Works can be amended providing it has not expired.

You can apply to amend an existing Investigation licence to:

- Change proposed bore site or add additional land/s

You can apply to amend an existing observation licence to:

- Add additional no of bores to be constructed or
- Change proposed bore site or add additional land/s

### Question 2 – Applicant/s details

All applicants must complete 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.

### Question 3 – Consultant details

If a consultant will be co-ordinating the works, please provide consultant name and details and they will receive the documentation. If a consultant is making application on behalf of a company, evidence of their authority to make application on behalf of the company must be provided. *Annexure 2 - Proforma for authorisation of agent to sign application form on behalf of applicant* is provided for this purpose.

### Question 4 – Description of land on which the bore/s will be constructed

Applicants must provide details of the land/s where the bore/s are to be constructed. The current ownership of this land must also be verified. To ensure this information is accurate GMW requires a current copy of the title/s for all land. If the bore/s are 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* for this purpose.

A Registered Title Search Statement for each separate title must be provided. Rates notices cannot be accepted. An example of an acceptable Registered Search Statement is attached.

If the bore is to be constructed on crown land, consent and/or permits issued by the relevant authorities (eg. Vic Roads, DSE, Shire etc) must accompany the application. If you need to obtain copies of these documents please contact the local office of the Department of Sustainability and Environment or the Shire administering the permits for this crown land.

### How can I get a copy of my titles?

You can obtain a registered search statement for land titles 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 5 – Number and details of new bore/s to be constructed**

Please provide details about the proposed bore/s. Ensure you include the number of bore/s being constructed and the maximum proposed depth of the bore/s.

**Question 6 – Licensed driller to undertake construction**

You must engage a licensed driller to drill and construct the bore. Your nominated driller can not commence drilling until you have obtained a Licence to Construct Works. The licence conditions must be clearly understood by yourself and your nominated driller before the works commence.

Upon completion of the bore, the driller must lodge a Bore Completion Report with GMW within 28 days.

**Question 7 - 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 Titles office via the internet 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)



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**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 TP9999999P 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



## 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 constructing works (bore/s) and extracting groundwater.

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).

## ANNEXURE 2

### AUTHORISATION FOR AGENT TO COMPLETE AND SIGN APPLICATION ON BEHALF OF APPLICANT/S

Please complete this form if a consultant or agent is making application for a licence on behalf of another party.

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

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

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

Of  
.....  
(consultancy company/ business name)

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

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

Signature(s): .....

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

Date: .....

**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.



## Credit Card Payment Authority

Applicant/company name:

.....

Payment for: **Application for a Licence to Construct (bore/s) – Observation or Investigation**

### CREDIT CARD DETAILS

Please tick (✓) appropriate card:

#### CREDIT CARD DETAILS:

MasterCard

Visa

Card Number

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--	--	--	--

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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

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.