

# Application for a Licence to Decommission Works (bore)

GOULBURN-MURRAY  
WATER



## What is this application form for?

Use this form to make application for a Licence to decommission works (bore) under Section 67, Water Act 1989).

## What to do:

- Read the accompanying explanatory notes 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 complete 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 to: Goulburn Murray Water, PO Box 165, TATURA, VIC 3616.
- Please note there is no application fee for this application.

## 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.
	<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 the bore/s are located on land not owned by the licensee, Crown Land or public reserve the consent and/or Permit from the relevant owner or Authority (eg. Vic Roads, DSE, Shire etc) must be provided - see Annexure 1.

## 1. APPLICANT/S 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: .....

## 2. CONSULTANT DETAILS (if applicable)

Company Name.....

Contact Person:.....

Postal Address: .....

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

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

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

## 3. DESCRIPTION OF LAND ON WHICH THE BORE/S ARE LOCATED

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)*.**

## 4. DETAILS OF BORE/S TO BE DECOMMISSIONED – see explanatory notes for assistance with this section. (please complete this section with any available information)

Number of bore/s to be decommissioned: .....

Drilled bore  Spear Point  Improved Spring

Single Bore system  Other (please specify): .....

Depth of bore/s:..... Bore diameter: .....

Present use of bore: ..... Year of construction: .....

Works Licence No: .....

Bores to be decommissioned (if known): .....

Reason for decommissioning: .....

Proposed decommissioning method: .....

**5. BORES ASSOCIATED WITH A LICENCE TO TAKE AND USE WATER (only applicable if the bore was used for a licensable purpose – irrigation, commercial etc)**

List any Licenses to Take and Use Groundwater associated with the bore/s to be decommissioned:

.....

**6. LICENSED DRILLER TO UNDERTAKE CONSTRUCTION**

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

**7. 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 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: .....

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

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

### Why do I need to decommission a bore?

Generally a bore will need to be removed or decommissioned if it is no longer in use or is beyond repair. If a bore is not decommissioned correctly it may pose a risk to public health and to the long term quality of groundwater resources.

### How do I know if my bore needs to be decommissioned?

If you own a bore that is not part of a regular maintenance schedule, it may need to be decommissioned particularly if it is:

- More than 20 years old and not in current use
- Constructed from steel casing
- Damaged or corroded
- Pumping sand
- Yielding saltier/poorer quality water than it has in the past
- Flowing uncontrollably
- Dewatering quickly
- Silted, collapsed or blocked
- No longer needed, or has been replaced by a new bore

G-MW can assist you with determining if your bore is beyond repair and/or needs to be decommissioned, and the various methods that can be used to carry out the work.

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

Under the provisions of the Water Act 1989, any work conducted on a bore, including the decommissioning of a bore must not be carried out until a Licence to Decommission Works has been issued. Licensing this activity ensures that works are carried out correctly and will not pose any ongoing risks to the public safety or the environment. It also ensures that accurate records are kept in relation to the status of bores across GMW's region.

### How much does a licence to decommission a bore cost?

There is no application fee for a Licence to Decommission Works.

### Who can decommission a bore?

In most cases where the bore is shallow and has intersected only a single aquifer system, it is acceptable for the bore owner to carry out the work. G-MW will inspect the site when the works are complete.

The decommissioning of bores that are deep, flowing or have intersected more than one aquifer system, can be more complex and it is a requirement that the work be undertaken by a suitably licensed driller.

You should contact GMW to determine if you need to engage a licensed driller prior to commencing any works.

## Assistance with completing the application form

### How can 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 3334

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

### Question 1 - Applicant/s details

All applicants must complete 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 – Consultant details

If a consultant will be co-ordinating the works, please provide details so they will receive the documentation.

### Question 3 – Description of land on which the bore/s will be decommissioned

Applicants must provide details of the land/s where the bore/s are to be decommissioned. 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.

### Question 4 – Details of bore/s to be decommissioned

Please provide details about the bore/s to be decommissioned. Ensure you include the number of bore/s being decommissioned, maximum depth and proposed diameter of bore/s, the reference number for the licence used to construct the works and the reference numbers for the bore/s (if this is available).

### Question 5 – Bore's associated with a Licence to Take and Use Water

Applicant/s must provide their licence number for any licences to Take and Use Water linked to the bore, this can be found on your licence document or on your Annual Fixed Charges Account issued by GMW.

### Question 6 – Licensed Driller to decommission

In most cases you must engage a licensed driller to undertake the decommissioning work. You should contact the Drilling Inspector to determine your requirements. Your nominated driller can not commence drilling until you have obtained a Licence to Decommission Works. The licence conditions must be read and understood by yourself and your nominated driller before the works commence. The drilling contractor must complete a Bore Completion Report and return this to GMW within 28 days of completing the work.

### 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:

- Via the internet 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)

## 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 decommissioning 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).