

Application to Subdivide a Licence to Take & Use Water and Operate Works

GOULBURN-MURRAY
WATER



What is this application form for?

Use this form to make application form to subdivide a Licence to Take and use Water and to Operate Works.

This application combines the requirements for subdivision and assignment of:

- A Licence to Take and Use Water (section 51 *Water Act 1989*) and
- A Licence 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) 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.

Application Checklist

Please tick or n/a	Applicants Name:
	The Application has been completed, signed by ALL persons listed on the land title/s, and is attached.
	<p>A copy of the current Company Extract produced within the last twelve months if licensee is a Company. 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: I require (search/es) at a cost of \$30.00 per search</p>
	If the works (bore or pump) is on land that in NOT in the applicant's ownership, written consent from the owner is attached. See Annexure 1.
	<p>Payment of application fees attached including:</p> <p>Mandatory Fees</p> <p style="padding-left: 20px;">Application Fee \$ 850.00</p> <p>Optional Fees</p> <p style="padding-left: 20px;">Company Search (No of searches.....) @\$30.00 per search \$......</p> <p>TOTAL PAYMENT ENCLOSED: \$......</p> <p>Payment by cheque or credit card is accepted (A credit card payment authority is attached to this application form)</p>

Part 1 – Assignment of Licence by Licensee

1. LICENCE TO BE SUBDIVIDED & ASSIGNED

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

- Licence to Take and Use Groundwater Licence to Take and Use Surface water (Unregulated)

Licence Number:

2. CURRENT LICENSEE 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. SUBDIVISION & ASSIGNMENT DETAILS – NEW LICENCES TO BE ISSUED AFTER SUBDIVISION

Total volume of existing licence(ML)

ASSIGNEE REFERENCE NO.	NAME/S OF ASSIGNEE	VOLUME TO BE ASSIGNED (ML)
1		
2		
3		
4		
5		
Total volume: (must equal the volume of the existing licence:		

Each assignee must provide their individual details in Part 2 of this application form. If the licence is to be subdivided into more than 3 portions please photocopy pages from Part 2 and complete for additional portions.

4. DECLARATION OF EXISTING LICENCE HOLDERS

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 (G-MW) protects your privacy by collecting and handling your personal information in accordance with the requirements of the Information Privacy Act 2000. Your personal information is collected on this form under the provisions of the Water Act 1989 and will be used for the purpose of administering this application and updating the Victorian Water Register. Information collected on this form may be made publicly available via the Victorian Water Register. You may apply to G-MW to restrict public access to all or some of your personal information. Information collected is usually disclosed to staff involved in processing your application, contractors and other relevant G-MW 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 5826 3500 to obtain a copy of this policy.

Part 2 – Details of assignment/s of the subdivided licence

Assignee Reference No. 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. 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).

3. DETAILS OF NEW LICENCE TO BE ISSUED AFTER SUBDIVISION

BORE/PUMP/ SERVICE POINT NUMBER:	PROPOSED EXTRACTION RATE (ML/DAY)	VOLUME REQUESTED	USE TYPE
Total (must equal the volume listed in Reference 1 in Part 1:			

4. DECLARATION OF APPLICANTS – ASSIGNEE REFERENCE 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:

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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Assignee Reference No. 2

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. 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).

3. DETAILS OF NEW LICENCE TO BE ISSUED AFTER SUBDIVISION

BORE/PUMP/ SERVICE POINT NUMBER:	PROPOSED EXTRACTION RATE (ML/DAY)	VOLUME REQUESTED	USE TYPE
Total (must equal the volume listed in Reference 1 in Part 1:			

4. DECLARATION OF APPLICANTS – ASSIGNEE REFERENCE 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:

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 (G-MW) protects your privacy by collecting and handling your personal information in accordance with the requirements of the Information Privacy Act 2000. Your personal information is collected on this form under the provisions of the Water Act 1989 and will be used for the purpose of administering this application and updating the Victorian Water Register. Information collected on this form may be made publicly available via the Victorian Water Register. You may apply to G-MW to restrict public access to all or some of your personal information. Information collected is usually disclosed to staff involved in processing your application, contractors and other relevant G-MW 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 5826 3500 to obtain a copy of this policy.

Assignee Reference No. 3

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. 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).

3. DETAILS OF NEW LICENCE TO BE ISSUED AFTER SUBDIVISION

BORE/PUMP/ SERVICE POINT NUMBER:	PROPOSED EXTRACTION RATE (ML/DAY)	VOLUME REQUESTED	USE TYPE
Total (must equal the volume listed in Reference 1 in Part 1:			

4. DECLARATION OF APPLICANTS – ASSIGNEE REFERENCE 3

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 (G-MW) protects your privacy by collecting and handling your personal information in accordance with the requirements of the Information Privacy Act 2000. Your personal information is collected on this form under the provisions of the Water Act 1989 and will be used for the purpose of administering this application and updating the Victorian Water Register. Information collected on this form may be made publicly available via the Victorian Water Register. You may apply to G-MW to restrict public access to all or some of your personal information. Information collected is usually disclosed to staff involved in processing your application, contractors and other relevant G-MW 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 5826 3500 to obtain a copy of this policy.

General information and explanatory notes (retain for future reference)

What is the purpose of subdividing a Licence?

If land which is supplied under an existing licence is subdivided, the licensee may consider the option of subdividing the licence and assigning a portion of the existing licensed volume to each of the resulting properties. An existing licence may only be subdivided into a number of new licenses if the following conditions are met:

- The total volume of the new licences are equal the original licence volume.
- All proposed assignee/s can demonstrate the ability to access the source of supply (via a waterway or bore).
- The land title which has been subdivided was already included on the existing licence.

Why do I need to ensure the subdivided lots only access water under a Licence to Take and Use Water

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 assign a portion of my licensed volume to the owner or occupier of land which is not currently on the licence?

To assign a whole or part of a licence to land other than the land currently licensed, GMW must approve an application to permanently transfer the licence. 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 subdivision of one licence into two. If there are to be more than two new licenses assigned an additional fee applies per licence for the third and subsequent licenses.

Are there ongoing costs associated with having a Licence?

Yes, each Licence to Take and Use Water is subject to annual fixed charges, issued by GMW in July each year. Each of the licenses resulting from a subdivision will attract a separate annual charge. If there are any outstanding charges on the licence to be subdivided they will be transferred proportionally to the new licenses which are issued upon subdivision. For specific details about which charges will apply to the licenses, 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 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 a subdivision of an existing licence. 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 Leasing & 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@gmwater.com.au

Completing Part 1	
Question 1 Type of Application	Please select the type of licence you wish to subdivide. You should also include the licence number. If you do not know your licence number please contact the licensing unit.
Question 2 Details of current licence	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 Subdivision and assignment details – new licences to be issued after subdivision	Each person or party who is to be assigned a portion of the licence should be listed in the table and allocated a reference number. Part 2 of the application form should then be completed by the person/s listed under each reference number. If the licence is to be subdivided into more than three portions, the relevant pages from Part 2 should be photocopied and completed by the other assignees and attached to the application form. Multiple parties can apply under one assignment, providing all details are included on the application form.
Question 4 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.
Completing Part 2	
Question 1 Applicant/s details (assignee/s)	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 Description of land on which works are located & water to be used	You can obtain a registered search statement (see attached example of the correct search) by: <ul style="list-style-type: none"> • Accessing the Land Titles office via the internet at www.landata.vic.gov.au or phone (03) 8636 2456 • Requesting that GMW complete the searches on your behalf. (fees apply) • Contacting your solicitor or legal advisor to conduct the search on your behalf (fees may apply)
Question 3 Details of new licence to be issued after subdivision	Please provide details of any known reference numbers for the works (bore/ pump or service points) and the proposed extraction rates and volume. If you do not have the reference numbers please provide any known information. Please note that the total volume of all new licences must be equal to the volume of the existing licence.
Question 4 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. Please note that two directors or one director and one secretary must sign unless the company just has one sole director and secretary. How can I obtain a copy of my Company Search Extract? You can obtain a company search extract by: <ul style="list-style-type: none"> <input type="checkbox"/> Accessing the internet service at www.asic.gov.au or phone (03) 5177 3988 <input type="checkbox"/> Requesting that GMW complete the searches on your behalf. <input type="checkbox"/> 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: **Application to Subdivide a Licence to Take and 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

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.