

# Fact Sheet



## Renewing a Licence to Take and Use Groundwater & Operate (Groundwater)

Your Licence has a limited tenure of either 5 or 15 years

To continue to hold the licence you must apply to renew before the expiry date

If you do not renew your licence it will expire and you cannot take and use water (other than for domestic and stock)

### Why do I have to apply to renew my licence?

Your licence to Take and Use Water and Operate Works was issued for a fixed term. Under the provisions the Water Act 1989, the holder/s of the licence may, before the expiry of the licence, make application to renew the licence.

### When does my current licence expire?

The expiry date is listed on your licence. If you wish to retain the right to take and use water under the licence after that date you must make application to renew the licence. If you do not apply to renew the licence prior to the expiry date it will lapse and G-MW will formally cancel the licence.

### How do I renew my licence?

G-MW will send you a licence renewal kit in the first few months of the year the licence is due to expire. You will need to complete and return the application form and pay the renewal fee. If you are planning to be away during that period please contact G-MW to make alternative arrangements.

### Why is there a fee to renew my licence?

The fee covers the cost of the administrative and on-site inspection work required to assess your renewal application as outlined under the Water Act 1989. This application fee is NOT your annual fixed charges, it is solely to cover the costs of undertaking the licence renewal assessment.

### Can I continue to use water once the licence has expired?

If you have lodged an application to renew the licence prior to the expiry date you may continue to take and use water in accordance with the conditions of the expired licence. If you have not made application to renew the licence prior to the expiry date you will not be authorised to take and use water after that date.

### What happens after I lodge my application?

After you lodge your application G-MW will notify you in writing that it has been received. The timeframe to complete an assessment will vary depending on the number of applications received. G-MW will contact you to arrange to inspect your property and the licensed works at a time convenient to you.

The inspector will record information about the licensed land area, the works (bore etc) used to extract water and obtain information about the current extraction and use of water. Following the inspection a report will be prepared and submitted for approval.

Upon approval, you will be notified in writing and receive copies of your new licence documents. If an application cannot be approved you will be contacted to discuss the issues preventing approval. Application fees are not refundable if an application is refused.

### How long will my new licence be valid for?

Your new licence will generally be valid for the same term as the previous licence. Licences issued by G-MW are generally valid for 5 years, but in some areas, licences are issued for a period of up to 15 years.

### Are there ongoing costs associated with having a licence?

Yes, a Licence to Take and Use Water is subject to annual fixed charges, issued by G-MW in July each year. Your annual account will be sent to you when your application to renew the licence has been approved. For specific details about which charges will apply to your licence, please contact the Licensing Unit.

### What if the ownership of the licence has changed?

If the ownership of your property has changed and the licence is still in the name of the previous owner you must apply to transfer the licence to the new owner. An application form will be forwarded to you if G-MW has received notice of this change.

If you have not received a transfer application form you can download a groundwater licence transfer application from the G-MW website at: [www.g-mwater.com.au/customer-services/forms/groundwaterforms](http://www.g-mwater.com.au/customer-services/forms/groundwaterforms)

You should ensure the form is completed and signed by the current and proposed licence holders and returned with your licence renewal application. If both applications are submitted together, there is no additional fee for the transfer application.

### What if the licence holder/s are deceased?

In this instance, a licence can be usually be updated should one of the surviving licence holders provides us with a death certificate, will or copy of probate. If all licence holders are deceased, the executor/s of the estate will need to arrange to formally transfer the licence and provide copy of the will or probate documents.

### What if I no longer need a licence?

If you no longer have a requirement for the licence you can nominate on the renewal application form to surrender the licence. There are no application fees to surrender a licence, however any outstanding annual charges must be paid before a licence can be cancelled.

### If I cancel my licence, what happens to my water entitlement?

In some areas, you may be able to trade your water entitlement to another licence holder prior to cancelling your licence. Approval of an application to trade water is subject to a range of trading rules and requires a water resource assessment. For more information contact the Licensing Unit.

### More Information

For more information about groundwater licensing visit [www.g-mwater.com.au/water-resources/groundwater/groundwater-licensing](http://www.g-mwater.com.au/water-resources/groundwater/groundwater-licensing)

If you have any questions in relation to the licence renewal process or completing your application form please contact the Groundwater Licensing Unit on 1800 013 357 or email [licensingadmin@g-mwater.com.au](mailto:licensingadmin@g-mwater.com.au)

*For general information call or visit*

**1800 013 357**

**[www.g-mwater.com.au](http://www.g-mwater.com.au)**