

# 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* (Vic) and
- Licences to Operate Works section 67 *Water Act 1989* (Vic)

## 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.gmwater.com.au](http://www.gmwater.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 or email to [licensingadmin@gmwater.com.au](mailto:licensingadmin@gmwater.com.au)
- 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 <b>ALL</b> persons listed on the land title/s, and is attached.
	Buyers & Sellers must provide a copy of the current Company Extract produced within the last twelve months if the current or proposed licensee is a Company. GMW can obtain a Company Extract on your behalf, please tick the box which is applicable: <div style="text-align: center;"> <input type="checkbox"/> Yes                  <input type="checkbox"/> No                 </div> If yes, please complete the number of searches required: I require ..... (search/es) at a cost of \$30.00 per search
	If the works (bore or pump) is on land that is not in the applicant's ownership, written consent from the owner is attached. See Annexure 1.
	The Statutory Declaration stating the properties are being operated as a single farming and financial enterprise has been completed, signed, witnessed and is attached (if applicable) See Annexure 2
	Payments of any overdue charges have been made to GMW. Please contact Accounts Receivable on (03) 5826 3500 to confirm charges.
	<b>Payment of application fees is attached including:</b> <b>Mandatory Fees</b> Application Fee   \$ 900.00 <b>Optional Fees</b> Company Search (No of searches.....) @\$30.00 per search     \$.....  <b>TOTAL PAYMENT ENCLOSED:</b> \$..... Payment by cheque or credit card is accepted (A credit card payment authority is attached to this application form)

## 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*

Applicant No 1: (Individual or company name).....

Date of Birth: ...../...../.....

Applicant No 2: (Individual or company name).....

Date of Birth: ...../...../.....

Applicant No 3: (Individual or company name).....

Date of Birth: ...../...../.....

Applicant No 4: (Individual or company name).....

Date of Birth: ...../...../.....

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 GMW may release information contained in this application, at the discretion of GMW to relevant parties and organisations in accordance with relevant legislation. I approve GMW to have discussions with relevant third parties such as the Irrigation Designer, Engineers and Contractors as necessary.

**Signature of applicant 1** ..... Date: .....

Printed name: .....

**Signature of applicant 2** ..... Date: .....

Printed name: .....

**Signature of applicant 3** ..... Date: .....

Printed name: .....

**Signature of applicant 4** ..... Date: .....

Printed name: .....

**DECLARATION OF COMPANY**

**Please note:** If the applicant is a Company, please ensure that the form is signed by two directors, alternatively one director and one secretary, unless there is a sole director and secretary of the company

**Signed by Company (name) .....ACN .....  
in accordance with section 127(1) of the Corporations Act 2001 by being signed by those persons duly  
authorised to sign on behalf of the company:**

.....  
Director Director/Secretary

Name: ..... Name: .....

Position: ..... Position: .....

Address: ..... Address: .....

.....

.....

Date: ..... Date: .....

**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.gmwater.com.au](http://www.gmwater.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

Applicant No 1: (Individual or company name).....

Date of Birth: ...../...../.....

Applicant No 2: (Individual or company name).....

Date of Birth: ...../...../.....

Applicant No 3: (Individual or company name).....

Date of Birth: ...../...../.....

Applicant No 4: (Individual or company name).....

Date of Birth: ...../...../.....

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 GMW may release information contained in this application, at the discretion of GMW to relevant parties and organisations in accordance with relevant legislation. I approve GMW to have discussions with relevant third parties such as the Irrigation Designer, Engineers and Contractors as necessary.

Signature of applicant 1 .....

Date: .....

Printed name: .....

Signature of applicant 2 .....

Date: .....

Printed name: .....

Signature of applicant 3 .....

Date: .....

Printed name: .....

Signature of applicant 4 .....

Date: .....

Printed name: .....

**DECLARATION OF COMPANY**

**Please note:** If the applicant is a Company, please ensure that the form is signed by two directors, alternatively one director and one secretary, unless there is a sole director and secretary of the company

**Signed by Company (name) .....ACN .....  
in accordance with section 127(1) of the Corporations Act 2001 by being signed by those persons duly  
authorised to sign on behalf of the company:**

.....  
Director Director/Secretary

Name: ..... Name: .....

Position: ..... Position: .....

Address: ..... Address: .....

.....

.....

Date: ..... Date: .....

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

*Please list full names, initials are not acceptable*

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

Applicant No 1: (Individual or company name).....

Date of Birth: ...../...../.....

Applicant No 2: (Individual or company name).....

Date of Birth: ...../...../.....

Applicant No 3: (Individual or company name).....

Date of Birth: ...../...../.....

Applicant No 4: (Individual or company name).....

Date of Birth: ...../...../.....

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 GMW may release information contained in this application, at the discretion of GMW to relevant parties and organisations in accordance with relevant legislation. I approve GMW to have discussions with relevant third parties such as the Irrigation Designer, Engineers and Contractors as necessary.

**Signature of applicant 1** .....

Date: .....

Printed name: .....

**Signature of applicant 2** .....

Date: .....

Printed name: .....

**Signature of applicant 3** .....

Date: .....

Printed name: .....

**Signature of applicant 4** .....

Date: .....

Printed name: .....



**DECLARATION OF COMPANY**

**Please note:** If the applicant is a Company, please ensure that the form is signed by two directors, alternatively one director and one secretary, unless there is a sole director and secretary of the company

**Signed by Company (name) .....ACN .....  
in accordance with section 127(1) of the Corporations Act 2001 by being signed by those persons duly  
authorised to sign on behalf of the company:**

.....  
Director Director/Secretary

Name: ..... Name: .....

Position: ..... Position: .....

Address: ..... Address: .....

.....

.....

Date: ..... Date: .....

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## 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 (Vic) and
- Licence to Operate Works section 67 *Water Act* 1989 (Vic)

### 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 3334

Email: [licensingadmin@gmwater.com.au](mailto:licensingadmin@gmwater.com.au)

<p><b>Completing Part 1</b></p> <p><b>Question 1</b> <b>Type of Application</b></p>	<p>Please select the type of licence you wish to amalgamate. You should also include the licence number. If you do not know your licence number, please contact the licensing unit.</p>
<p><b>Question 2</b> <b>Details of current licence</b></p>	<p>All person/s listed on licence must complete and sign the application form. If the applicant is a company, the directors must sign the form where appropriate.</p>
<p><b>Question 3</b> <b>Subdivision and assignment details – new licences to be issued after subdivision</b></p>	<p>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.</p>
<p><b>Question 4</b> <b>Declaration of Applicant/s</b></p>	<p>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.</p> <p>If the applicant is a company, the directors and/or secretary must sign the form. A current company copy of an ASIC Company Search listing all directors and/or office bearers which is not more than twelve months old. Two directors or one director and one secretary must sign the form, unless the company has a sole director and secretary.</p> <p><b>How can I obtain a copy of my Company Search?</b> You can obtain a company search statement by:</p> <ul style="list-style-type: none"> <li>• Accessing the internet service at <a href="http://www.asic.gov.au">www.asic.gov.au</a> or by phoning (03) 5177 3988.</li> <li>• Requesting that GMW complete the searches on your behalf.</li> <li>• Contacting your solicitor or legal advisor to conduct the search on your behalf (fees may apply).</li> </ul>

<p><b>Completing Part 2</b></p> <p><b>Question 1</b> <b>Applicant/s details (assignee/s)</b></p>	<p>All person/s listed on licence must complete and sign the application form. If the applicant is a company, evidence must be provided that the person/s has authority to act on behalf of the company.</p>
<p><b>Question 2</b> <b>Description of land on which works are located &amp; water to be used</b></p>	<p>The current ownership of the land must also be verified. To ensure this information is accurate GMW requires you to list the most current land parcel description available. 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</p> <p>You can obtain a registered search statement (see attached example of the correct search) by:</p> <ul style="list-style-type: none"> <li>• Accessing the Land Titles office via the internet at <a href="http://www.landata.vic.gov.au">www.landata.vic.gov.au</a> or phone (03) 8636 2456</li> <li>• Requesting that GMW complete the searches on your behalf. (fees apply)</li> <li>• Contacting your solicitor or legal advisor to conduct the search on your behalf (fees may apply)</li> </ul>
<p><b>Question 3</b> <b>Details of new licence to be issued after subdivision</b></p>	<p>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.</p>
<p><b>Question 4</b> <b>Declaration of Applicant/s</b></p>	<p>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.</p> <p>If the applicant is a company, the directors and/or secretary must sign the form. A current company copy of an ASIC Company Search listing all directors and/or office bearers which is not more than twelve months old. Two directors or one director and one secretary must sign the form, unless the company has a sole director and secretary.</p> <p><b>How can I obtain a copy of my Company Search?</b> You can obtain a company search statement by:</p> <ul style="list-style-type: none"> <li>• Accessing the internet service at <a href="http://www.asic.gov.au">www.asic.gov.au</a> or by phoning (03) 5177 3988.</li> <li>• Requesting that GMW complete the searches on your behalf.</li> <li>• Contacting your solicitor or legal advisor to conduct the search on your behalf (fees may apply).</li> </ul>

## 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 (Vic)*, 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 may 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.

## 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).

**Note: If a company you are required to sign and completed the declaration on the next page**

**ANNEXURE 1**

**PROFORMA FOR CONSENT OF LAND OWNER/ OCCUPIER/ CROWN LAND  
MANAGER**

**Declaration of Company:**

**Please note:** If the applicant is a Company, please ensure that the form is signed by two directors, alternatively one director and one secretary, unless there is a sole director and secretary of the company

**Signed by Company (name) .....ACN .....**  
**in accordance with section 127(1) of the Corporations Act 2001 by being signed by those persons duly authorised to sign on behalf of the company:**

.....  
Director Director/Secretary

Name: ..... Name: .....

Position: ..... Position: .....

Address: .....  
.....  
..... Address: .....  
.....  
.....

Date: ..... Date: .....



## 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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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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