

# Application to Renew a Licence to Operate Works for a Hazardous Dam

GOULBURN-MURRAY  
WATER



## What is this application form for?

Complete this form to make application to renew a Licence to Operate Works for a hazardous dam.

This application meets the requirements for:

- A renewal of a Licence to Operate Works (for a potentially hazardous dam) pursuant to *Section 72 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.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.  
**Your application will be returned if it is illegible or incomplete.**
- Send or email 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	Applicant Full Name: .....
	The Application has been completed, signed by <b>ALL</b> persons listed on the current licence and is attached.
	<p>A copy of the current Company Extract produced within the last 12 months if licensee is a Company. GMW 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>
	Completed/updated Dam Safety Emergency Plan and your Dam Safety Surveillance Plan (attached )
	<p>If the Dam/s is on land that is NOT in the applicant's ownership, written consent from the owner is attached - See Annexure 1.</p> <p style="text-align: center;"><b>AND/OR</b></p> <p>Proof of occupancy – Where occupation of land is under terms of a lease or partnership agreement or subject to approval from the relevant Crown Land Manager a copy of the agreement must accompany this application.</p>
	<p><b>Payment of application fees is attached including:</b></p> <p><b>Mandatory Fees</b></p> <p style="margin-left: 20px;">Application Fee</p> <p style="margin-left: 20px;">- Renewal of Operating Licence <span style="float: right;">\$ 735.00</span></p> <p><b>Optional Fees</b></p> <p style="margin-left: 20px;">Company Search (No of searches.....) @\$30.00 per search <span style="float: right;">\$.....</span></p> <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>

## 1. DETAILS OF CURRENT LICENCE

I/ we wish to renew Licence No: WLE ..... for a further term.

**Have any details of the existing licence changed?**     Yes (complete below)                       No

**Description of change:**

.....  
.....  
.....

## 2. APPLICANT/S DETAILS

*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 DAM/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:.....

Vol.: ..... Fol: ..... Lot No: ..... Plan No: ..... Crown Allotment: ..... Section:.....

Parish .....

**Note: If you are not the owner or occupier of this land please complete – *Consent of Landowners/ occupier/ Crown Land Manager (attached)***

**4. USE OF WATER FROM THE EXISTING DAM/S (please indicate all applicable types of use)**

- Irrigation
- Commercial or Industrial
- Domestic &/or Stock
- Other (please specify).....
- Reuse
- Dairy Washing

**5. DAM SAFETY EMERGENCY PLAN**

Your dam/s has been categorised as 'potentially hazardous' therefore you must complete and submit the Dam Safety Emergency Plan (please refer to the explanatory notes for details and please refer to the attached letter for your hazard category).

- If your dam/s has been assessed as being in the **very low** or **low** hazard category the **applicant** can complete the attached Dam Safety Emergency Plan.
- If your dam/s has been assessed as being in the **significant** or **high** hazard category the **applicant** can complete the attached Dam Safety Emergency Plan and you must engage a suitably **qualified engineer** to complete and/or endorse the Dam Safety Emergency Plan.

**Details of suitably qualified engineer (refer to explanatory notes for further details)**

Contact person: .....

Postal Address: .....

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

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

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

Is the engineer a member of the Institution of Engineers Australia?  Yes  No

Membership No. (If applicable): .....

## 6. 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 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: .....

### Protecting your privacy

Goulburn-Murray Water (GMW) collects, holds and manages personal information under the *Privacy and Data Protection Act 2014 (Vic)*. The personal information collected on this form will be used for the purpose of considering the renewal of your licence and updating our records. If you do not provide us with your personal information, GMW may not be able to renew your licence. Disclosure of such information is usually limited to GMW employees, agents and contractors involved in processing your application as well as external departments such as the Water Register, The Department of Environment, Land, Water and Planning and the relevant Catchment Management Authority and Local Council. At times, GMW may be legally required to disclose your personal information, for instance to the police, courts or other authorised organisations. You may gain access to and correct your personal information under the *Freedom of Information Act 1982 (Vic)*. 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.

**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 make application to renew an Operating Licence.

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  
 Facsimile: (03) 5826 3334  
 Email: [licensingadmin@gmwater.com.au](mailto:licensingadmin@gmwater.com.au)

<p><b>Question 1</b>  <b>Details of current licence</b></p>	<p>Please list the works licence number which is to be renewed for a further term. If you are not sure of the licence number please contact the Licensing Unit.</p> <p>Please indicate if any details have changed by ticking the box relating to the change details.</p>
<p><b>Question 2</b>  <b>Applicant/s details</b></p>	<p>All applicants must complete and sign the application form. If any of the applicants are a company, the directors must sign the form where appropriate in accordance with the <i>Corporations Act 2001</i> (Commonwealth).</p>
<p><b>Question 3</b>  <b>Description of land on which the dam/s are located</b></p>	<p>Applicant must provide details on the land/s where the dam/s are located. If the work/s are located on land that is not in the applicant's ownership, written consent from the landowner also is required. Please complete Consent of Landowner section.</p>
<p><b>Question 4</b>  <b>Current use/s of water</b></p>	<p>Provide details of all current uses of the water extracted from the dam/s.</p>
<p><b>Question 5</b>  <b>Details Dam Safety Emergency Management Plans</b></p>	<p>You are required to lodge a Dam Safety Emergency Plan for the dam/s with GMW as part of this application. If required you must also provide details of the qualified engineer who has prepared and/or certified your plans.</p>
<p><b>Question 6</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>A current company copy of an ASIC Company Search listing all directors and/or office bearers which is not more than 12 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>

## Explanatory notes (retain for future reference)

### **My dam has been in existence for many years without the need for a Licence to Operate Works, why do I need one now?**

Victoria has about 450,000 dams, most operating on privately owned farms as a means to store rainfall for when it is needed. The vast majority of these dams do not require a Licence to Operate Works.

A small number of dams, owing to size or location, pose a potential risk to people or property if they were to fail. Changes to the legislation (*Section 67 1A Water Act 1989*) require all potentially hazardous dams to have a Licence to Operate Works.

This legislation came into effect in 2001. It was amended in 2006 to provide for an application fee set by the Victoria then Department of Environment and Primary Industries (DEPI).

The licence provides you, and the wider community, assurance that any consequences associated with your farm dam are assessed, minimised and monitored.

### **What is a “potentially hazardous dam”?**

A potentially hazardous dam is any dam on a waterway or a dam as described in *Section 67 (1A) of the Water Act 1989*, as follows:

- The dam has a wall that is 5 metres or more high above ground level at the downstream end of the dam and a capacity of 50 megalitres or more; or
- The dam has a wall that is 10 metres or more high above ground level at the downstream end of the dam and a capacity of 20 megalitres or more; or
- The dam has a wall that is 15 metres or more high above ground level at the downstream end of the dam, regardless of the capacity; or
- The dam belongs to a prescribed class of dams.

Your existing licence document will indicate if the dam is on or off a waterway.

### **What is the purpose of licensing a potentially hazardous dam?**

Dam owners need to be aware of their obligations to carry out ongoing maintenance and surveillance of their dams to avoid failure.

A Licence to Operate Works has conditions that require dam owners to take proper precautions to protect life and property.

A licence is required regardless of whether or not the dam is in use.

### **Are there specific licensing requirements for potentially hazardous dams?**

Yes, a potentially hazardous dam must be assessed to determine the potential consequences of dam failure on people and property.

This assessment is based on guidelines established by the Australian National Committee on Large Dams (ANCOLD) and takes into account the consequences of dam failure including potential loss of life or the destruction of major infrastructure.

### **What term is the licence issued for?**

If your licence renewal application is approved, your new licence will be renewed for a term between 5 to 20 years.



## What happens after I lodge my application?

After you lodge your licence renewal application, GMW will:

- Notify you in writing the application has been received;
- Have one of our diversion inspectors contact you to arrange a site inspection;
- Notify you in writing if your application has been approved or refused. Please note that application fees are **not** refundable if an application is refused.

## What is a Dam Safety Emergency Plan?

A Dam Safety Emergency Plan is a document containing procedures for dealing with an emergency as a result of the failure, or likely failure, of the dam, including:

- Identifying emergency conditions which could endanger the integrity of the dam and which require immediate action;
- Detailing procedures to be followed by the dam owner and operating personnel in the event of an emergency;
- Detailing procedures for alerting appropriate emergency agencies to enact protection measures for downstream communities.

## What is a Dam Safety Surveillance Plan?

A Dam Safety Surveillance Plan contains procedures for the continuing monitoring of the condition of a dam and the review of its operation and maintenance. It determines whether a deficiency is developing or appears likely to develop.

A Dam Safety Surveillance Plan includes:

- A hazard category assessment of the dam;
- A report on visual assessments, geotechnical investigations, spillway calculations as well as a detailed report on the safety of the dam;
- A surveillance program specifying the recommended intervals for inspections to be completed by the dam owner. These inspections report on the structural integrity of the dam and the process for identifying and reporting changes in the condition of the dam.

The Dam Safety Surveillance Plan will be further explained by the GMW diversion inspector.

## How do I complete these plans and do I need an engineer?

Your letter to renew your Licence to Operate Works includes an assessment of your dam risk category in the heading.

The categories are:

**Very Low or Low consequence:** If your dam has been assessed as being of low or very low consequence, you (the applicant) can complete the Dam Safety Emergency Plan.

**Significant or High consequence:** If your dam has been assessed as being of significant or high consequence, you (the applicant) must engage a suitably qualified engineer to complete and/or endorse the Dam Safety Emergency Plan.

### **What is a “suitably qualified engineer”?**

A suitably qualified engineer means a person eligible for membership of the Institution of Engineers Australia who is able to demonstrate competence in the design, construction and surveillance of dams.

You must lodge two copies of your Dam Safety Emergency Plan with GMW and provide the results of any Dam Safety Surveillance Plan to GMW within 12 months of the issue of a Licence to Operate Works.

Inspection and monitoring records must be available at any other time requested by GMW.

### **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* (Vic). This includes administering the application and undertaking a full site inspection.

If your application is approved the new expiry date will be recorded in the Victorian Water Register and you will receive a copy of the new licence document.

### **Where can I get more information?**

For more information on managing a potentially hazardous dam, visit [www.g-mwater.com.au/hazardousdams](http://www.g-mwater.com.au/hazardousdams) or contact our Diversions Team on 1800 013 357.

## 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: .....

**Note: If the applicant is a company, you are required to sign and complete the declaration on the next page**

## 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

Name: .....

Position: .....

Address: .....

.....

.....

Date: .....

.....

Director/Secretary

Name: .....

Position: .....

Address: .....

.....

.....

Date: .....

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## Credit Card Payment Authority

Applicant/company name:

.....

Payment for: **Application to Renew a Licence to Operate Works for Hazardous Dam or a dam located on a waterway.**

### 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.**

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