

# Application for Surrender of a Licence to Take and Use Water and /or Operate Works

GOULBURN-MURRAY  
WATER



## What is this application form for?

Use this form to make application for Surrender of a licence to Take and Use Water and/or to Operate Works.

This application combines the requirements for the surrender under section 61 *Water Act 1989* (Vic):

- A Licence to Take and Use Water section 51 *Water Act 1989* (Vic)
- A Licence to Operate Works section 67 *Water Act 1989* (Vic)
- A Licence to Decommission Works section 67 *Water Act 1989* (Vic)

## What to do:

- Read the accompanying explanatory notes
- 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)

## Application Check list

Please tick or n/a	Applicants Name: .....
	The Application has been completed, signed by <b>ALL</b> persons listed on the land title/s adjoining the structure and is attached.
	If the bore/s being retained are located on land not owned by the licensee, consent from the relevant owner or Authority must be provided - see Annexure 1.
	The current licence document is attached (if available)
	<p>If the licence holder is a Company, you must provide a copy of the current Company Extract produced within the last twelve months.</p> <p>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:</p> <p>I require ..... (search/es) at a cost of \$30.00 per search</p>
	Payment of any overdue or outstanding charges from previous years is required. Please contact the Customer Accounts Department on 1800 013 357 to confirm if any charges are outstanding.

### **Please note:**

*Before surrendering your entitlement you may have the potential to trade any entitlement associated with this licence. Contact GMW's Licensing Support Team on 1800 013 357 for further information.*

## 1. APPLICATION TYPE

- Surrender of a Licence to Take and Use Water – Groundwater**
  - Bore retained for Domestic and Stock use only
  - Bore failed (complete questions 5-7 for decommissioning requirements)

\*\* refer to criteria for a bore that requires decommission attached\*\*
- Surrender of a Licence to Take and Use Water (S51) – Surface water (unregulated)**
  - All works retained (S67 unchanged)
  - All works removed (cancellation of S67)
  - Has land owners consent been obtained for the decommissioning of works (not on your land)

Please refer to the attached notes for information about which sections you need to complete on this form.

- Surrender of an Operate Works Licences only – Surface water (unregulated)**

Please refer to the attached notes for information about which sections you need to complete on this form.

## 2. APPLICANTS 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 LICENCE TO BE SURRENDERED

Licence Number: ..... BEE reference if known: BEE .....

Bore Number (Groundwater only): .....

Service Point Number (Surface water only): .....

Use of Water: .....

## 4. DETAILS OF ANY BORE/S TO BE DECOMMISSIONED AS PART OF THIS APPLICATION (Groundwater Only)

Depth of bore: .....m Year of Construction: .....

Bore Number/s to be decommissioned: .....

Reason for decommissioning: .....

Proposed decommissioning method: .....

**5. DETAILS OF WORK/S TO BE DECOMMISSIONED AS PART OF THIS APPLICATION (Surface Water Only)**

**Note: Please read explanatory notes**

Has the pump and diversion works been removed from the waterway?

- Yes – If yes, go to question 7
- No – If no, complete below

Work number/s to be decommissioned: .....

Reason for decommissioning: .....

**Note: Once the works have been decommissioned and the notification has been received GMW will then surrender your licence. Any changes to your annual account will be completed at this time.**

**6. DESCRIPTION OF LAND WHERE WORK/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:.....

**7. DECOMMISSIONING CARRIED OUT BY A LICENSED DRILLER ( Groundwater Only)**

Name of licensed drilling contractor: .....

Drillers licence number: .....

**8. 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: .....

**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.



## Credit Card Payment Authority

Applicant/company name:

.....

Payment for: **Application to Surrender a Licence to Take and Use Water & 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.gmwater.com.au](http://www.gmwater.com.au) or call 1800 013 357 to obtain a copy of this policy.

## Assistance with completing the application form

This application form is required to make application for surrender of a licence.

**Groundwater Applicants** - Please complete Question 1,2,3,6 and 8 if you are retaining the bore for domestic and stock.

Please complete Questions 1, 2,3,4,7 and 8 if you wish to decommission the bore as part of this application.

**Surface water Applicants** - Please complete Questions 1, 2,3,5, and 8 only.

### 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)

Facsimile: (03) 5826 3334

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

<p><b>Question 1</b> <b>Application Type</b></p>	<p>Please indicate the options to surrender for Groundwater or Surface water. Note: If the work/s are located on land that is not in the applicant's ownership, written consent from the landowner is required. Please complete Annexure 1 - Consent of Landowner (attached)</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 is a company, the directors must sign the form where appropriate.</p>
<p><b>Question 3</b> <b>Description of licence to be surrendered</b></p>	<p>Applicant/s must provide details of the licence to be surrendered. The following information must be provided:</p> <ul style="list-style-type: none"> <li>• Licence Number – This number can be found on your current licence or on your Annual Fixed Charges Account</li> <li>• Bore Number (if Groundwater) – This number can be found on your current licence</li> <li>• Diversion point number (if Surfacewater) – This number can be found on your current licence</li> <li>• Use Type/s – Applicants must provide details about the purpose for which the water is used</li> </ul>
<p><b>Question 4</b> <b>Detail of bore/s to be decommissioned</b></p>	<p>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 available).</p>
<p><b>Question 5</b> <b>Details of works (pump) to be decommissioned</b></p>	<p>Please provide details about the work/s to be decommissioned.</p>
<p><b>Question 6</b> <b>Description of land on which the work/s are located</b></p>	<p>Please provide land details where the work/s are located for decommissioning.</p>
<p><b>Question 7</b> <b>Decommissioning by a licensed driller (Groundwater only)</b></p>	<p>In most cases you must engage a licensed driller to undertake the decommissioning work. You should contact the licensing team to determine your requirements. Your nominated driller cannot 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.</p>

**Question 8**  
**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, 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.

**How can I obtain a copy of my Company Search?**

You can obtain a company search statement by:

- Accessing the internet service at [www.asic.gov.au](http://www.asic.gov.au) or by phoning (03) 5177 3988.
- Requesting that GMW complete the searches on your behalf.
- Contacting your solicitor or legal advisor to conduct the search on your behalf (fees may apply).



## CRITERIA OF A BORE THAT REQUIRES DECOMMISSION

Scenario	Decommission	Comment
<b>Replacement application-</b> Bores being replaced due to poor bore yield.	Potentially	Poor bore yield due to low water table .(Retained for D&S)
<b>Replacement application-</b> Bore being replaced due to casing/bore failure.	Yes	WL application(Decommission)
<b>Bore no longer required</b> – Owner identifies that the bore is no longer required or wanted.	Yes	WL application(Decommission)
<b>Bore is no longer suitable for clients’ needs.</b> Low Flows, Irrigation, Salinity to great.	Yes	WL application(Decommission)
<b>The casing has deteriorated</b> , leading to poor casing integrity. Examples are severely corroded casing, or brittle PVC.	Yes	WL application(Decommission)
<b>Bore is blocked /collapsed-</b> Pump can’t be removed, full of sand, open hole collapse.	Yes.	WL application(Decommission)
<b>Bore becomes a Physical Hazard.</b> The location of the bore becomes a physical hazard.	Yes	WL application(Decommission)
<b>There are unsealed abandoned test holes.</b> Previously drilled bore holes.	Yes	WL application(Decommission)
<b>There is uncontrolled flow.</b> A bore is identified to have uncontrolled flow that is not repairable or desired.	Yes	WL application(Decommission)
<b>Bore constructed is of a poor standard-</b> unable to repair or achieve minimal standard.	Yes	WL application(Decommission)
<b>Contaminated /Pollution</b> –*Identified through water analysis as a risk to public health or an unacceptable risk to the environment.	Yes	WL application(Decommission)

## General information and explanatory notes

### Why do I have to apply to surrender my Licence?

If you no longer have a requirement to take and use water from a bore, waterway or dam under an existing licence you must make application to surrender the licence. This is because you will continue to be liable for payment of annual fixed charges for the licence until an application to surrender the licence is lodged with GMW. There is no application fee for the surrender of a licence but all outstanding charges must be paid prior to the application being approved.

### Can I surrender my Works Licence (S67) only and retain a Take and use Licence (S51) (surface water)

Yes, you can surrender your works licence upon the following:

- A) if there are no works in place
- B) if you are no longer using the water but works are retained. Before you install or extract water you must make application to the Authority.

### Will Annual Fees still apply if I surrender my Works Licence Only (S67)

Yes, you will be subject to annual fees, service fee, access fee and resource management fee. A service point fee will NOT apply.

### Can I only surrender my Take and Use Licence (S51) and only retain a Works Licence (S67) (surface water)

Yes, you can surrender but you will be subject to service and service point fees. Should you wish to reinstate this licence in the future an application to the Authority will be required.

### Do I need to decommission the works? (Surfacewater)

Yes, if you are surrendering a Works Licence (Section 67) the pump and diversion works must be removed from the waterway and any damage to the bed and banks of the waterway must be reinstated.

All works (including pipelines and channels) used in relation to this licence have been removed from the frontage reserve or any Crown Land and the area concerned returned to a condition compatible with the surrounding frontage land. (Please note: This condition applies to all situation where occupation of Crown Land is authorised on the licence)

Do I require consent if the works are not located on my land?

Yes, consent is required from the relevant Authority's if any of the following applies:

- On freehold land now owned by the applicant, consent of the land owner identifying where the works and associated works are sited
- On an easement, evidence that the applicant has notified the easement owner
- On Crown Land, consent of the Minister administering the *Conversations, Forest and Land Act 1987*
- On a Waterway within a Park referred to in section 30M of the National Parks Act 1975, consent of Minister administering the *National Parks Act 1975*

To obtain consent from the Crown Manager, use the following website to determine location where to send your referral (WEBSITE <http://www.depi.vic.gov.au/about-us/contact-us/office-locations>)

What happens after I lodge my application to surrender a Works Licence(S67) (surfacewater)?

After you lodge your application GMW will issue a Works Licence (S67) to decommission the work/s. The licence is valid for 12 months. Upon completion of the works you should forward the "Notice of Outcome" provided with your licence document to GMW. Once received by GMW we will then surrender your licence. Any changes to your annual account will be completed at this time. to your annual account will be completed at this time

### Do I need to decommission the works? (Groundwater)

You can retain works for domestic and stock purposes once the licence has been surrendered.

### 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 (refer to Criteria for decommissioning a bore) :

- 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

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

Under the provisions of the *Water Act 1989 (Vic)*, 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.

### **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. 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.

### **How can I get more information about decommissioning a bore?**

Contact the Licensing Team on 1800 013 357 for further information.

# ANNEXURE 1

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

Applicants must provide consent from land owners if an application for a licence includes land owned by a party other than the proposed licensee/s.

I / We (print names): .....

Of (Postal Address): .....

being the legal owners 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 operating works (bore/s) and extracting/using groundwater.

Indicate Licence No: (if known).....

Signature(s) of all land owners.....

Print Name(s) .....

Date :.....

**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: .....