

Application for Transfer of a Licence to Take and Use Groundwater and Operate Works

What is this application form for?

Use this form to make application to transfer the ownership of a Licence to Take and use Groundwater and to Operate Works upon sale of land.

This application combines the requirements for transfer of:

- A Licence to Take and Use Water (Section 62 Water Act 1989) and
- A Licence to Operate Works (Section 74 Water Act 1989).

What to do:

- Read the accompanying explanatory notes and refer to the current fee schedule (which can be obtained by calling 03 5826 3429 or downloaded from www.g-mwater.com.au) before you complete 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 form

Application to Transfer - Licence to Take and Use
Groundwater and Operate Works



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 Certificate of Title/s (Registered Search Statement & Plan) produced within the last three months or Notice of Acquisition/Disposition for all land/s. Please see attached notes for an example.</p> <p>The Corporation can obtain a Registered Search Statement (copy of title) 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 title searches required: I require (title search/es) at a cost of \$45.00 per title search</p>																		
	<p>A copy of the current Company Extract produced within the last three 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 \$45.00 per search</p>																		
	The current licence document is attached (if available).																		
	<p>Payment of all outstanding charges has been received by G-MW .</p> <p>Please contact Accounts Receivable on (03) 5833 5500 to confirm charges or to obtain an Information Statement.</p>																		
	<p>Payment of application fees attached including:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Mandatory Fees</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Application Fee</td> <td></td> <td style="text-align: right;">\$ 594.00</td> </tr> <tr> <td colspan="2">Optional Fees</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Title Search</td> <td>(No of titles.....) @\$45.00 per search</td> <td style="text-align: right;">\$.....</td> </tr> <tr> <td style="padding-left: 20px;">Company Search</td> <td>(No of searches.....) @\$45.00 per search</td> <td style="text-align: right;">\$.....</td> </tr> <tr> <td colspan="2">TOTAL PAYMENT ENCLOSED:</td> <td style="text-align: right;">\$.....</td> </tr> </table> <p>Payment by cheque or credit card is accepted (A credit card payment authority is attached to this application form)</p>	Mandatory Fees			Application Fee		\$ 594.00	Optional Fees			Title Search	(No of titles.....) @\$45.00 per search	\$.....	Company Search	(No of searches.....) @\$45.00 per search	\$.....	TOTAL PAYMENT ENCLOSED:		\$.....
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TOTAL PAYMENT ENCLOSED:		\$.....																	

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1. LICENCE DETAILS

Groundwater Licence No: BEE number if Known: BEE

Has all land currently included on the licence been sold to the purchaser?

Yes - go to Question 3 No - I wish to change/remove land from the current licence - go to Question 2

2. Complete only if NO ticked in question 1

DESCRIPTION OF LAND TO BE INCLUDED ON LICENCE TO BE ISSUED TO PURCHASER:

(i) LAND ON WHICH THE BORE/S ARE LOCATED AND (ii) LAND WHERE 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.

3. AGENTS DETAILS (Broker or Solicitor)

Contact person:

Postal Address:

..... Postcode:

Telephone number: () Mobile number:

Fax Number: Email:

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4. APPLICANT/S DETAILS - SELLER/S

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:

5. DECLARATION OF APPLICANT/S -SELLER/S

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 G-MW to relevant parties and organisations in accordance with relevant legislation.

Signature of applicant 1 Date:

Printed name:

Signature of applicant 2 Date:

Printed name:

Additional applicants:

Signature(s)..... Date:

Printed name: Date:

Printed name: Date:

Printed name: Date:

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 protects your privacy by collecting and handling your personal information in accordance with the requirements of the *Information Privacy Act 2000*. The personal information collected in this form will only be used for the purpose of administering your application. It will only be disclosed to appropriate staff in regard to the purpose for which it was provided. Failure to provide the information sought in this form may result in processing delays. You have a right to access and correct the personal information you provide to Goulburn-Murray Water. For further information regarding Goulburn-Murray Water's privacy statement please refer to our website at www.g-mwater.com.au

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6. APPLICANT/S DETAILS - BUYER/S

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:

7. DECLARATION OF APPLICANT/S - BUYER/S

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 G-MW to relevant parties and organisations in accordance with relevant legislation.

Signature of applicant 1 Date:

Printed name:

Signature of applicant 2 Date:

Printed name:

Additional applicants:

Signature(s)..... Date:

Printed name: Date:

Printed name: Date:

Printed name: Date:

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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General information and explanatory notes (retain for future reference)

Why do I need to transfer my licence when I sell my land?

A Licence to Take and Use Groundwater and Operate Works does not automatically transfer when the ownership of land changes or a notice of acquisition/disposition is lodged with G-MW. Under the provisions of the Water Act 1989, if the current licence holder wishes to transfer the licence to the purchaser of their land, they must apply to transfer the licence to the purchaser and both parties must sign the application form.

What if I am not transferring all the land currently listed on the licence?

If only part of the land currently included on the groundwater licence has been sold, the application form must include details of the changes to the land description (including land to be removed or updated) on the licence.

If the licence includes more than one bore and the seller wishes to retain part of the licensed volume to extract from the bore on the land not being sold, they must make application for a sub-division and assignment of the licensed volume. In this case the transfer application form will not be required. Please contact the Licensing Unit for a sub-division application form.

What documents do I need to provide to verify the changes to land ownership?

To verify the current ownership of land an application to transfer a licence must be accompanied by either a Notice of Acquisition or Disposition, or a registered search statement for all land titles to be included in the new licence.

How can I get a copy of the Notice of Acquisition/Disposition or my land titles?

Your solicitor can provide you with a copy of the notice of Acquisition/Disposition.

You can obtain a registered search statement (see attached example of the correct search) by:

- Accessing the Land Titles office via the internet at www.land.vic.gov.au or phone (03) 8636 2456
- Requesting that G-MW complete the searches on your behalf.
- Contacting your solicitor or legal advisor.

What charges must be paid upon transfer of a licence?

An application fee of \$594.00 must accompany an application to transfer a licence. You must also ensure that any outstanding charges on your account have been paid when the application is lodged. An application will not be approved if charges are outstanding. G-MW will arrange for charges for the current financial year to be transferred to the new licensee once the application to transfer is approved. Please contact the Licensing Unit for details of any outstanding charges prior to making application.

How long is a Licence valid for?

A transferred Licence to Take and Use Groundwater and Operate Works will be issued to the new owner for the remainder of the existing licence term. Details about the licence expiry date can be requested by the current licensee by contacting the Licensing Unit.

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Assistance with completing the application form

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: (03) 5826 3429 or free call Number 1800 013 357 (free call from most fixed line phones)

Facsimile: (03) 5824 5815

Email: licensingadmin@g-mwater.com.au

Question 1 - Licence Details

Please provide the licence number for the licence to be transferred. If you do not have this number please contact the Licensing Unit to obtain the reference number for your licence. G-MW may require you to verify your identity prior to providing this information.

Please nominate whether all the land currently listed on the licence has been sold to the purchaser. If not please tick *No* and complete question 2. If you are not sure which land is currently licensed please contact the Licensing Unit.

Question 2 - Description of land to be included on licence

Only include land which the purchaser wishes to have listed on the new licence which will be issued.

Question 3 - Agents details (eg Solicitors or Brokers)

If you have a solicitor or broker acting on you behalf, please complete this section so that G-MW can send your nominated agent a copy of the licence.

Question 4 - Applicant/s details (seller/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 5 - Declaration of Applicants (seller/s)

All person/s listed on the buyer's licence must complete and 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 not more than three months old.

How can I get a copy of my Company Search?

You can obtain a company search statement by:

- Accessing the Titles office via the internet at www.asic.gov.au or phone (03) 5177 3988
- Requesting that G-MW complete the searches on your behalf.
- This service may be available from your solicitor or legal advisor.

Question 6 - Applicant/s details (buyer/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.

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Question 7 - Declaration of Applicants (buyer/s)

All person/s listed on the buyer's licence must complete and 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 not more than three months old.

How can I get a copy of my land titles?

You can obtain a registered search statement (see attached example of the correct search) by:

- Accessing the Land Titles office via the internet at www.land.vic.gov.au or phone (03) 8636 2456
- Requesting that G-MW complete the searches on your behalf.
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Example of a Registered Search Statement produced for a land title from Land Victoria



SAMPLE ONLY

Copyright State of Victoria. This publication is copyright.
No part may be reproduced by any process except in accordance with
the provisions of the Copyright Act and for the purposes of Section
32 of the Sale of Land Act 1962 or pursuant to a written agreement.

The information is only valid at the time and in the form obtained
from the LANDATA REGD TM System. The State of Victoria accepts no
responsibility for any subsequent release, publication or reproduction
of the information.

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 88888 FOLIO 999

Security no : 888888888888E

Produced 17/03/2010 09:30 am

LAND DESCRIPTION

Lot x on Plan of Subdivision 999999.
PARENT TITLE Volume 888888 Folio 999
Created by instrument 888888 24/04/1919

REGISTERED PROPRIETOR

Estate Fee Simple
Joint Proprietors
JOHN DOE
MARY DOE both of 9999 SMITH ST MELBOURNE 3051
[S999999F](#) 09/11/1992

ENCUMBRANCES, CAVEATS AND NOTICES

MORTGAGE [AC9999999A](#) 25/09/2003
BENDIGO BANK LTD

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section
24 Subdivision Act 1988 and any other encumbrances shown or entered on the
plan or imaged folio set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE [TP9999999P](#) FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 999999 SMITH ST MELBOURNE VIC 3186

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Credit Card Payment Authority

Applicant/company name:

Payment for Application for Transfer of a Licence to Take and Use Groundwater and Operate Works

CREDIT CARD DETAILS

Please tick (✓) appropriate card:

CREDIT CARD DETAILS:

MasterCard

Visa

Card No

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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

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