

## Renew/Amend/Surrender a Licence to Take and Use Surfacewater and Operate Works (unregulated)

### What is this application form for?

Use this form to make application for a renewal of a Licence to Take and use Surfacewater and to Operate Works.

This application combines the requirements for renewal, amendment and surrender of:

- A Licence to Take and Use Water section 58 *Water Act 1989* (Vic)
- A Licence to Operate Works section 72 *Water Act 1989* (Vic)
- The surrender of a Licence to Take & Use Water and Licence to Operate Works section 61 *Water Act 1989* (Vic)
- An amendment to an Licence to Take and Use Water and Licence to Operate Works section 59A *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: .....
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The Application has been completed, signed by **ALL** persons listed on the current licence and is attached.

A copy of the current Company Extract produced within the last twelve months if licensee is a Company. GMW can obtain a Company Extract on your behalf, please tick the box which is applicable:  
 Yes                     No

If yes, please complete the number of searches required:  
 I require ..... (search/es) at a cost of \$30.00 per search

If the diversion point is on land that is NOT in the applicant's ownership, written consent from the owner is attached - See Annexure 1.  
  
**AND/OR**  
 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.

**Payment of application fees is attached including:**

<b>Mandatory Fees</b>	
Application Fee	
- Renewal of licence	\$ 710.00
- Surrender of licence	No fee
<b>Optional Fees</b>	
Company Search (No of searches.....) @\$30.00 per search	\$.....
<b>TOTAL PAYMENT ENCLOSED:</b>	<b>\$.....</b>

Payment by cheque or credit card is accepted (A credit card payment authority is attached to this application form)

**1. DETAILS OF CURRENT LICENCE**

I/ we wish to renew/amend Licence No: ..... BEE reference if known: BEE.....  
for a further term.

OR

I/ we wish to surrender Licence No: ..... BEE reference if known : BEE.....

**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 INCLUDING:**

**(i) Land on which the water is to be taken      (ii) Land where water is to be 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 you are not the owner or occupier of this land please complete *Annexure 1 – Consent of Landowners/ occupier/ Crown Land Manager (attached)*.**

#### 4. DESCRIPTION OF LAND TO BE REMOVED

Do you wish to remove any land parcels from the Licence?  Yes  No

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 .....

#### 5. CURRENT USE OF WATER

- Irrigation (area to be irrigated .....(ha)  Domestic and/or Stock
- Commercial or Industrial  Dairy Wash/Cooling
- Urban Supply  Aquaculture
- Communal Domestic and/or Stock (number of residences.....)

#### 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/amendment/surrender of your licence and updating our records. If you do not provide us with your personal information, GMW may not be able to renew/amend/surrender 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/amend or surrender a licence.

### 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

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 licence number which is to be renewed or surrendered. This number can be found on your current licence document or on your annual account issued by GMW (shown as the Property number). If you are not sure of the licence number please contact the Licensing Unit.</p> <p>If this application is to surrender your licence please list the licence number you wish to surrender and indicate whether you intend to retain the bore for domestic and stock use.</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 land on which the work/s are located and water is to be taken and used</b></p>	<p>The current ownership of this 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 work/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><b>Question 4</b> <b>Description of land to be removed</b></p>	<p>Applicants to provide details of land/s which will be removed from the licence. This may be due to the land/s no longer being irrigated, or if the land/s are no longer owned by the applicant.</p>
<p><b>Question 5</b> <b>Current use/s of water</b></p>	<p>Applicants must provide details about the current use of water. If this is different to what is specified in the existing licence, an application to amend the licence may be required. Please contact the Licensing Unit for assistance.</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>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)

### **Why do I have to renew my Licence to Take and Use Surfacewater and Operate Works?**

Licences to Take and Use Water and Operate Works are issued for a fixed term. Sections 58 and 72 of the *Water Act 1989 (Vic)* state that the holder of a licence may, before the expiry of the licence, make application to renew the licence.

### **When does my current licence expire?**

Your current licence is due to expire on 30 June 2018. If you wish to retain the right to take and use surfacewater and operate works for the purpose specified in your licence after that date, you must make application to renew the licence prior to the expiry date. If you do not make application to renew the licence prior to the expiry date, the licence will expire and you are no longer able to take and use water or operate works. If you continue to take and/or use water without a licence, you are committing an offence/s pursuant to the *Water Act 1989 (Vic)*.

### **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, until further notice. If you have not made application to renew the licence prior to the expiry date you are not authorised to take and use water.

### **How long is a Licence valid for?**

Licences to Take and Use surfacewater and operate works are normally issued for a period of between 5 and 15 years. GMW will notify licensees six months prior to the expiry date to request the submission of an application to renew the licence.

### **Is approval of the application automatic?**

Approval of an application to renew a licence is not automatic and is subject to an assessment by GMW. Under some circumstances an application to renew may not be approved. Affected applicants will be notified.

### **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. 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.

### **What if I no longer need a Surfacewater licence – do I need to cancel it?**

If you no longer have a requirement to take and use water and operate works you can cancel the licence by completing and lodging this form. There is no fee for surrendering a licence. Any outstanding charges must be paid before a licence can be cancelled and licensees continue to be liable for fees and charges until an application to cancel the licence is received by GMW.

### **Are there ongoing costs associated with having a Licence?**

Yes, a Licence to Take and Use Water and Operate Works is subject to annual fixed charges, issued by GMW in July each year. For specific details about which charges will apply to your licence, please contact the Licensing Unit.

### **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.

## 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: .....

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

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**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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## Credit Card Payment Authority

Applicant/company name:

.....

Payment for: **Application to Renew a Licence to Take and Use Surface Water and 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

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.