

## Works Licence to Operate a Dam on or off a waterway

(Potentially hazardous dam)

### What is this application form for?

Use this form to apply for:

- A Licence to Operate Works under section 67 *Water Act 1989* (Vic), where the works relate to a dam which is located on a waterway or is considered potentially hazardous.

### Why do I need a Licence?

By law (*Water Act 1989* (Vic)), a licence to Operate Works is required for any dam located on a creek, stream, river or waterway or for any off-stream dam which meets the following criteria:

- 5 metres high with a capacity of 50 megalitres or more; or
- 10 metres high with a capacity of 20 megalitres or more; or
- 15 metres high, regardless of the capacity; or
- is a dam belonging to a prescribed class of dams.

The purpose of licensing these dams is to ensure that dam owners carry out the necessary ongoing maintenance and surveillance of their dams to avoid failure. Operating licence conditions require that dam owners take proper precautions to protect life and property.

### What to do:

- Read the accompanying explanatory notes and fact sheet 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))
- Refer to the booklet "Your dam your responsibility – A guide to managing the safety of farm dams", which is available from [www.ourwater.vic.gov.au/saving/farms/dams](http://www.ourwater.vic.gov.au/saving/farms/dams), or contact GMW to obtain a copy
- Complete the form in full ensuring all relevant information is provided
- 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 **ALL** persons listed on the land title/s, and is attached.

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.

GMW can obtain a Registered Search Statement (copy of title) on your behalf, please tick the box which is applicable:

Yes  No

If yes, please complete the number of title searches required:

I require ..... (title search/es) at a cost of \$30.00 per title search

A copy of the current Company Extract produced within the last three 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

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

**Mandatory Fees**

Application Fee \$820.00

**Optional Fees**

Title Search (No of titles.....) @ \$30.00 per search \$.....

Company Search (No of searches.....) @ \$30.00 per search \$.....

**TOTAL PAYMENT ENCLOSED:**

**\$.....**

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

## 1. APPLICATION TYPE

I/ we wish to apply for a new licence to Operate Works for a dam:

- Located on a waterway.
- Not located on a waterway, but meets the criteria as being a potentially hazardous dam.

## 2. APPLICANT / LICENCE HOLDER/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:.....

Parish .....

Note: If additional lands Parcels 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. USE OF WATER FROM THE DAM/S (please indicate all applicable types of use)

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

## 5. CATCHMENT DETAILS

Indicate the approximate catchment area for the dam: .....ha.

Method of calculating area (tick):  Physically measured  Estimated/ observed

Soil type (tick):  Clay  Loam  Sand

Topography(tick):  Flat  Gentle  Hilly  Steep

Vegetation(tick):  Pasture  Bare  Scrubby  Forested

List any environmental features at, above or below the dam:.....

**6. DETAILS OF DAM/S (if more than 2 dams please attach details for additional dams to the form)**

**Dam 1:**

Height of dam from downstream toe to top of wall: .....metres

Capacity of dam at full supply level .....ML Licence entitlement volume:.....ML

Surface area of water: ..... ha Approx. spillway capacity: .....ML/day

Spillway width:.....m Compensation pipe size:.....mm

Spillway height:.....m Size of by-pass:.....mm

*(this is the depth of water through the spillway before overtopping the dam wall)*

**Dam 2:**

Height of dam from downstream toe to top of wall: .....metres

Capacity of dam at full supply level .....ML Licence entitlement volume:.....ML

Surface area of water: ..... ha Approx. spillway capacity: .....ML/day

Spillway width:.....m Compensation pipe size:.....mm

Spillway height:.....m Size of by-pass:.....mm

**7. POTENTIAL DOWNSTREAM IMPACTS OF DAM FAILURE**

**Will the dam/s inundate a neighbouring property if it breaks?**

**Dam 1:**       Yes       No                                      **Dam 2:**       Yes       No

Comments:.....

**Indicate the nearest downstream developments and their approximate distance from the dam:**

**Dam 1:**

Township .....km Occupied dwelling/s .....km Road crossings .....km

Dam: .....km Railway crossing .....km

Please identify the nearest downstream development and its approximate distance:.....

.....

**Dam 2:**

Township .....km Occupied dwelling/s .....km Road crossings .....km

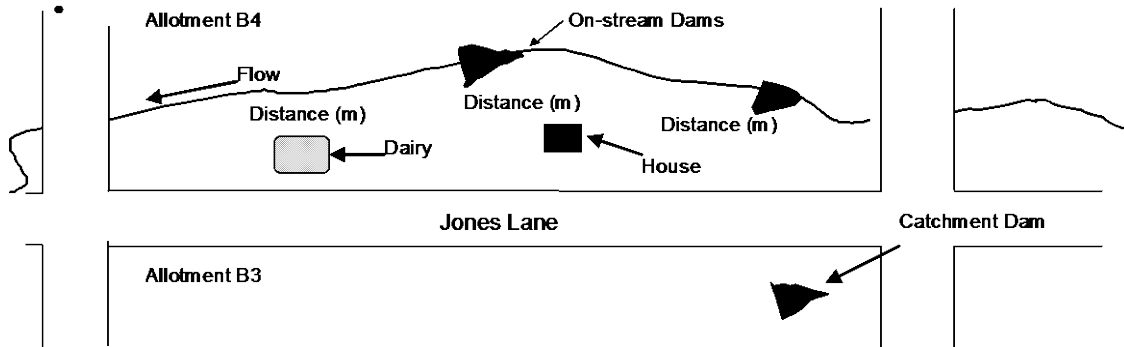
Dam: .....km Railway crossing .....km

Please identify the nearest downstream development and its approximate distance:.....

## 8. SKETCH PLAN

Attach a sketch or photocopy of a locality plan (on the attached template) showing the locations of ALL dams on the property. Show roads, access to property and main features on property as well as approximate distances to property boundaries. You may attach photographs or plans if available.

### EXAMPLE SKETCH PLAN



**9. DAM SAFETY EMERGENCY PLAN AND DAM SAFETY SURVEILLANCE PLAN**

If your application relates to a dam which is deemed to be potentially hazardous you must submit a dam safety emergency plan and a dam safety surveillance plan with this application. Please refer to the explanatory notes for details.

**Please tick the relevant box below:**

- Dam safety emergency plan is attached
- Dam safety surveillance plan is attached

Please Note:

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 (only required if dam has an ANCOLD hazard category other than very low, low or significant)** 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): .....

**10. 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: .....

**Protecting your privacy**

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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: 1800 013 357

Facsimile: (03) 5826 3334

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

<p><b>Question 1</b> <b>Type of Application</b></p>	<p>Please tick the box to indicate if the dam is located on a waterway or meets the criteria as being potentially hazardous.</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 dam/s are located</b></p>	<p>Applicants must provide details of the land/s where the dam/s are located. The current ownership of this land must also be verified. Please ensure this information is up to date and reflects the current land title information.</p> <p>GMW requires a current copy of the title/s for all land. If the works are to be constructed on land that is not in the applicant's ownership, written consent from the landowner is required. Please complete Annexure 1 – Consent of Landowner for this purpose.</p> <p>A Registered Title Search for each separate title must be provided. Rates notices will not be accepted.</p> <p>An example of an acceptable Registered Title Search is attached. <b>How can I obtain a copy of my Registered Title Search?</b> You can obtain a registered title search (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.land.vic.gov.au">www.land.vic.gov.au</a> or phone (03) 8636 2456</li> <li>• Requesting that GMW complete the search/s on your behalf.</li> <li>• Contacting your solicitor or legal advisor to conduct search/s on your behalf (fee may apply)</li> </ul>
<p><b>Question 4</b> <b>Current use of water</b></p>	<p>Please provide details of all current uses of the water extracted from the dam.</p>
<p><b>Question 5</b> <b>Catchment details</b></p>	<p>Please provide details of the catchment where the dam/s are located. If possible identify the catchment area of the dam/s. The catchment area is the area of land above the dam where rainfall runs into the dam. This can normally be calculated from a topographical map. You can access Google Maps at <a href="http://www.google.com.au/maps">www.google.com.au/maps</a> to view images for many locations across Victoria. Include any information you believe relevant to describing the catchment.</p>
<p><b>Question 6</b> <b>Details of dams to be licensed</b></p>	<p>Please provide details for all dams to be licensed. If you require assistance to complete this question please contact the Licensing Unit. If there are more than 2 dams please attach the additional details for all other dams to the application form.</p>
<p><b>Question 7</b> <b>Potential upstream/downstream impacts on dam failure</b></p>	<p>Please provide details about infrastructure (roads, buildings, towns etc) in the locality near the dam/s. If possible you should measure these distances, if not you should estimate the distances as accurately as you can. You can access Google Maps at <a href="http://www.google.com.au/maps">www.google.com.au/maps</a> to view a satellite image for many locations across Victoria.</p>

	<p>This may assist in calculating distances between your dams and other infrastructure.</p> <p>You can mark these distances on a locality sketch plan, or you can mark up the plan provided with your current licence document. Please return a copy of the sketch plan or marked up plans with your questionnaire. If there are more than 2 dams currently licensed please attach the additional details for all other dams to the application form.</p> <p>The information you provide will assist in determining the potential for the dam/s to inundate or damage surrounding infrastructure.</p>
<p><b>Question 8</b> <b>Sketch Plan/drawings or photographs</b></p>	<p>Please provide a sketch plan showing the location of the dam/s either on the template provided. You can use the example as a guide to what information should be included. If you have photographs or drawings of the dams please provide copies. If you cannot photocopy these documents, you can provide the originals. Please indicate if the documents you provide are originals and GMW will take a photocopy and return them to you.</p>
<p><b>Question 9</b> <b>Details of dam safety report, surveillance program and emergency management plans</b></p>	<p>If the dams to be licensed meet the criteria as being potentially hazardous you are required to prepare and lodge a Dam Safety Report, Surveillance Program and Emergency Management 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 10</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> </ul>

## General information and explanatory notes (retain for future reference)

### Why do I need a Licence to Operate Works for my dam/s?

By law (Section 67 of the *Water Act 1989*), a Licence to Operate Works is required to operate any dam located on a creek, stream, river or waterway and for any off-stream dam which meets the criteria as being a “potentially hazardous dam”.

The Licence is required regardless of whether or not the dam is in use.

The purpose of licensing on-stream and potentially hazardous dam/s is to ensure that dam owners are aware of their obligations and carry out the necessary ongoing maintenance and surveillance of their dams to avoid failure.

Operating licence conditions require that dam owners take proper precautions to protect life and property.

### What are the categories of dams which require operating licences?

A licence is required for dam/s located on a waterway or dams which are deemed to be large or potentially hazardous.

A large or potentially hazardous dam is a dam which meets one of the following categories:

- 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.

### What are my obligations in relation to safety and maintenance of the dam if it is deemed to be large or potentially hazardous?

Operating licence conditions require that dam owners take proper precautions to protect life and property by developing and maintaining a surveillance plan and emergency management plan for the dam/s.

Detailed information about your obligations as the owner of a licensed dam can be found in the publication “Your Dam, your responsibility – a guide to managing the safety of farm dams”. A copy of this booklet is supplied to all licensees when licences are issued or renewed. Additional copies can be obtained by contacting the Licensing Unit or you can download a copy online from: [www.ourwater.vic.gov.au/saving/farms/dams](http://www.ourwater.vic.gov.au/saving/farms/dams)

### What is a Dam Safety Surveillance Plan?

A Dam Safety Surveillance Plan should include a hazard category assessment of the dam, the results of visual assessments, geotechnical investigations and spillway calculations as well as detailed assessments of the safety of the dam. The surveillance program must stipulate the recommended intervals for inspections to be carried out by the dam owner relating to checking the structural integrity of the dam and the process for identifying and reporting changes in the condition of the dam.

### What is a Dam Safety Emergency Plan?

A Dam Safety Emergency Plan is a formal plan which must:

- Identify emergency conditions which could endanger the integrity of the dam and which require immediate action;
- Prescribe procedures which should be followed by the dam owner and operating personnel in the event of an emergency;
- Detail procedures for providing timely warning to appropriate emergency management agencies for their implementation of protection measures for downstream community.

### How do I complete these reports and do I need an engineer to complete and/or certify the dam safety surveillance and emergency management plans?

If the dam/s have been assessed as being in the very low, low or significant hazard category according to the guidelines issued by the Australian National Committee on Large Dams (ANCOLD) you can complete the template Dam Safety Surveillance Plan and Dam Safety Emergency Plan attached to this application form. Generally your engineer will be required to conduct a hazard assessment prior to completion of the dam construction. GMW will conduct a hazard category assessment for some dams as part of the licence renewal process. Contact the Licensing Unit for further details.

If your dam/s are assessed as having a hazard category of anything other than very low, low or significant according to the guidelines issued by the Australian National Committee on Large Dams (ANCOLD) you will generally be required to engage an engineer (who is eligible for membership of the Institution for Engineers Australia) to certify the plans and ensure they comply with the provisions of guidelines.

You can locate engineering contractors who may be able to undertake this work for you by searching under "Engineers" in your local Yellow Pages.

**What does the application fee cover?**

Application fees cover the full cost of undertaking a licence renewal assessment in accordance with GMW's obligations under the *Water Act 1989* (Vic). This includes administering the application, undertaking a site inspection and reviewing the documentation provided with your application. If your licence renewal application is approved your new licence will be renewed for a term of five years and recorded in the Victorian Water Register.

**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**

# 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

Name: .....

Position: .....

Address: .....

.....

.....

Date: .....

.....

Director/Secretary

Name: .....

Position: .....

Address: .....

.....

.....

Date: .....

## DAM SAFETY SURVEILLANCE PLANS

### **Purpose**

The Dam Safety Surveillance Plan provides details of how the owner/s of the dam will monitor and evaluate the performance of the above described dam.

The purpose of this plan is to avoid failure of the dam by giving early warning of any potential issues that may impact the performance of this asset. When completed, this plan is intended to satisfy the relevant condition of existing operating licence for the above dam which requires the preparation of a surveillance program.

### **Dam Surveillance Safety goal and Key Requirements**

Generally very low, low or significant hazard category dams are, by definition those dams where there is no potential for the one or more lives being lost, should they fail. Refer to Australian National Committee on Large Dams (ANCOLD) guidelines for more information.

### **Documentation**

Prior to completing the details in the plan please refer to the Department of Environment and Primary Industries website published by the Department of Sustainability and Environment "Your dam your responsibility – A guide to managing the safety of farm dams" for a range of information and frequency of inspections regarding private dam ownership. A copy of this booklet will be provided to you, if you do not receive it please contact GMW.

### **Dam Surveillance and Safety Plan Update**

These documents must be updated following any significant changes to the dam and its associated structures. It will be the responsibility of the dam owner to ensure the surveillance and safety plan are kept up to date.

If the dam's hazard category changes to significant or greater the surveillance plan may have to be prepared or endorsed by a suitably qualified Engineer.

## Credit Card Payment Authority

Applicant/company name:

.....

Payment for: **Application for a Licence to Operate Works – Dam/Weir On or Off 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.**

#### 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, connections 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 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.