



## Renew/Amend/Surrender a Licence to Take and Use Groundwater and Operate Works

### What is this application form for?

Use this form to make application for a licence to take and use groundwater and to operate works.

This application combines the requirements for:

- A renewal of a Licence to Take and Use Water section 58 *Water Act 1989* (Vic)
- A renewal of a Licence to Operate Works section 72 *Water Act 1989* (Vic)
- The surrender of a Licence to Take and Use Water and Licence to Operate Works section 61 *Water Act 1989* (Vic)
- An amendment to a Licence to Take and Use Water and Licence to Operate Works sections 59A *Water Act 1989* (Vic)

### Application Check List

Complete the checklist. Incorrect information may result in your application being refused.

**Your application will be returned if it is ineligible or incomplete.**

Have you read the accompanying explanatory notes and referred 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.

The Application has been completed, signed by **ALL** persons listed on the land title/s, and is attached.

If the bore/s are located on land that is NOT in the applicant's ownership, written consent from the land owner is attached (Annexure 1))

A copy of the current Company Extract produced within the last twelve months if applicant 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 by cheque or credit card is accepted. A credit card payment authority is attached to this application form.

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)

## 1. DETAILS OF CURRENT LICENCE

Licence No	BEE reference:	Entitlement Volume (in Megalitres):
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Renew	Amend	Surrender
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If surrendering will the bore be retained for Domestic and Stock use? Yes No  
No Application fee will apply to surrender a licence.

## 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 LAND INCLUDING:

(1) Land on which the bore/s are located.

Property address: .....

(2) Land where the water is used.

Vol	Fol	Lot No.	Plan No.	Crown Allotments	Section	Parish

**Note: If additional lands are required please attach a separate list to this application.**

**If there are any land parcels to be removed from the groundwater licence, refer to and complete question 4.**

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

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

Vol	Fol	Lot No.	Plan No.	Crown Allotments	Section	Parish

**5. CURRENT USE/S OF WATER**

Irrigation (area to be irrigated .....(ha)	Domestic and/or Stock
Commercial or Industrial	Dairy Wash
Urban Supply	De-Watering (salinity, excavation etc)

**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: .....

**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) 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.

## 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>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 please 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 bore/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.</p> <p>If the bore/s or irrigated land 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 current licence, please tick the appropriate tick box.</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

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

Licences to Take and Use Water and Operate Works are issued for a fixed term. Section 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?**

If you wish to retain the right to take and use groundwater and operate works for the purpose specified in your licence, you must make application to renew the licence prior to the expiry date. If you take and/or use groundwater 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 and Operate Works in accordance with the conditions of the expired licence, until further notice.

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

Licences issued by GMW can be issued up to 15 years, but in some areas, licences are issued for 5 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 a decision has been made you will be notified in writing of the outcome. Application fees are not refundable if an application is refused.

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

If you no longer have a requirement to Take and Use Water and Operate Works from the bore/s for any other purpose other than domestic and stock supply, you can surrender the licence by completing and lodging this form. There is no fee for surrender of a licence. Any outstanding charges must be paid before a licence can be surrendered and licensees continue to be liable for fees and charges until the application to surrender the licence is received and approved by GMW.

### **Are there ongoing costs associated with having a Take and Use and Operate Works 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 on 1800 013 357.

### **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)*.

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 renewed licence document.

# ANNEXURE 1

## PROFORMA FOR CONSENT OF LAND OWNER

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 Allotments	Section	Parish

Authorise: .....

please include names of all Licence Holder(s)

of (Postal Address): .....

to access this land for the purpose specified in this licence.

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 complete the declaration on the next page**

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:

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) 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.

# Credit Card Form

Application Payments



To pay your application fee by credit card, please complete this form and return with the application to;



Goulburn-Murray Water  
Po Box 165  
TATURA VIC 3616



reception@gmwater.com.au



(03) 5826 3334

## Credit Card Details

Mastercard  Visa

Card Number

-  -  -

Expiry Date

/

Amount \$

.

\_\_\_\_\_  
Card Holders Name

\_\_\_\_\_  
Card Holders Signature

## Application Details

Type of Application:

\_\_\_\_\_

Property Owner:

\_\_\_\_\_

Property Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This page will be destroyed by Goulburn-Murray Water once your credit card transaction has been processed.**

Note: Please put the correct payment fee amounts for the relevant application. Fees are available on the Goulburn-Murray Water website [www.gmwater.com.au](http://www.gmwater.com.au) or at your local Customer Service Centre.

### Protecting your privacy

Goulburn-Murray Water protects your privacy by collecting and handling your personal information in accordance with the requirements of the Privacy and Data Protection Act 2014 (Vic). Personal information collected on this form will be used for the purpose of processing your credit card payment and will be destroyed once your payment has been processed. It will be disclosed to relevant staff in regard to the purpose for which it was provided. Failure to provide accurate or complete information may result in processing delays. You are able to request access to your personal information by applying under the Freedom of Information Act 1982. For further information regarding Goulburn-Murray Water's privacy policy please refer to our website.