

Licence to Construct Works (Bore) for a Licensable Purpose

What is this application form for?

Use this form to make application for a Licence to Construct or Alter works (bore/s) for the purpose of extracting water for a licensable purpose such as irrigation/commercial/dairy etc use.

This application form incorporates provision for an application for:

- Licence to construct works – new bore section 67 *Water Act 1989* (Vic)
- Licence to construct works – replacement bore (incorporating licence to decommission works) section 67 *Water Act 1989* (Vic)
- Licence to alter works section 67 *Water Act 1989* (Vic)
- Renewal of a Licence to Construct or Licence to Alter Works section 72 *Water Act 1989* (Vic)
- Transfer of a Licence to Construct or Licence to Alter Works section 74 *Water Act 1989* (Vic)
- Amendment to a Licence to Construct or Licence to Alter Works section 73 *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) 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. **We will return ineligible or incomplete applications.**
- 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
- 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. Please see attached notes for an example. GMW can obtain a Registered Search Statement (copy of title) on your behalf, please tick the box which is applicable: <div style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> 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 twelve months if applicant is a Company. GMW can obtain a Company Extract on your behalf, please tick the box which is applicable: <div style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> If yes, please complete the number of searches required: I require (search/es) at a cost of \$30.00 per search												
	If the bore/s are on land that is NOT in the applicant's ownership, written consent from the owner is attached. See Annexure 1.												
	<p>Payment of application fees attached including:</p> <p>Mandatory Fees</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Application Fee</td> <td style="width: 10%;"></td> <td style="width: 20%; text-align: right;">\$1,650.00</td> </tr> </table> <p>Optional Fees</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Additional bore/s at the same site</td> <td style="width: 20%;">@\$200.00 per bore</td> <td style="width: 40%; text-align: right;">\$.....</td> </tr> <tr> <td>Title Search (No of titles.....)</td> <td>@\$30.00 per search</td> <td style="text-align: right;">\$.....</td> </tr> <tr> <td>Company Search (No of searches.....)</td> <td>@\$30.00 per search</td> <td style="text-align: right;">\$.....</td> </tr> </table> <p style="text-align: right; margin-top: 10px;">TOTAL PAYMENT ENCLOSED: \$.....</p> <p>Payment by cheque or credit card is accepted (A credit card payment authority is attached to this application form)</p>	Application Fee		\$1,650.00	Additional bore/s at the same site	@\$200.00 per bore	\$.....	Title Search (No of titles.....)	@\$30.00 per search	\$.....	Company Search (No of searches.....)	@\$30.00 per search	\$.....
Application Fee		\$1,650.00											
Additional bore/s at the same site	@\$200.00 per bore	\$.....											
Title Search (No of titles.....)	@\$30.00 per search	\$.....											
Company Search (No of searches.....)	@\$30.00 per search	\$.....											

Please note:

You may be required to advertise, GMW will contact you after the lodgement of the application.

1. APPLICATION TYPE

New Licence to Construct Works (new bore/s)

Are you adding the new bore to an existing Groundwater Licence?

Yes Licence No. **No**

Licence to Alter Works (existing bore/s)

New Licence to Construct Works (replacement bore/s)

Refer to explanatory notes for details on the following:

- This form will be used to amend your existing Groundwater Licence, no fee will apply. Refer Question 7
- Definition of a replacement bore
- A Licence to decommission the existing works will also be issued.

Amendment to an existing licence to construct: (please tick one or more boxes)

Amendment to existing Licence to Construct Works No: to:

Alter the number of bores to be constructed Alter the proposed depth of the bore

Change authorised purpose of the bore to: Change proposed bore site

Renew existing Licence to Construct Works No:

Transfer existing Licence to Construct Works No:

2. APPLICANT 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. CONSULTANT DETAILS

Company Name.....

Contact Person:.....

Postal Address:

..... Postcode:

Telephone number: () Mobile number:

Fax Number: Email:

4. DESCRIPTION OF LAND ON WHICH THE BORE/S WILL BE CONSTRUCTED

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

5. DESCRIPTION OF LAND ON WHICH THE BORE/S WILL 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:.....

Parish

Note: If additional lands 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)*.

If the land listed above is Crown land (Road Reserve etc) documented consent and/or permits from the relevant authorities (e.g. VicRoads, DSE, Shire etc) must accompany this application.

6. NUMBER AND DETAILS OF NEW BORE/S

Number of bores to be constructed..... Proposed depth (m).....

Drilled bore Spear Point Improved Spring

Well or Shaft Multiple bore system Other Specify).....

7. DETAILS OF BORE/S TO BE ALTERED OR REPLACED (see explanatory notes for further details)

Depth of bore: Bore No:

Current use of bore: Year of construction:

Reason for replacement/alteration: Works Licence No (if known):

8. FOR REPLACEMENT BORES – DETAILS OF EXISTING TAKE AND USE LICENCE TO BE AMENDED

Licence No: BEE reference if known: BEE.....

Would you like GMW to amend your existing Groundwater Licence to include the replacement bore?

Yes

No

9. DETAILS OF BORE/S TO BE DECOMMISSIONED

(only complete this section if the application is for a replacement bore)

Number of bore/s to be decommissioned:

Drilled bore

Spear Point

Improved Spring

Single Bore system

Other (please specify):

Depth of bore/s:

Bore diameter:

Present use of bore:

Year of construction:

Works Licence No:

Bores to be decommissioned (if known):

Proposed decommissioning method:

10. PROPOSED USE OF WATER

Irrigation (area to be irrigated(ha)

Dairy washdown /cooling

Commercial or Industrial use*

De-Watering (salinity, excavation)

Communal Domestic and Stock (number of residences.....)

Urban Supply*

* Please refer to the attached notes for more information about commercial and urban supply applications.

11. PROPOSED FUTURE LICENCE VOLUME

(As part of a future application for a Licence to Take and Use Water)

Proposed licence volume:..... Proposed extraction rate:

12. IRRIGATION DEVELOPMENT GUIDELINES

Please tick the most appropriate statement for your application:

The water will be used on land where there has been never been an irrigation licence in the past.

This application proposes to increase the current licence volume on the land that is being irrigated.

This application proposes to increase the area allowed to be irrigated in my current licence.

None of the above statements are relevant to my application.

13. LICENSED DRILLER TO UNDERTAKE CONSTRUCTION

Name:..... Drillers Licence No:

14. DECLARATION OF APPLICANT/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 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 or call 1800 013 357 to obtain a copy of this policy.

PLEASE COMPLETE THE FOLLOWING SECTIONS 14 & 15 ONLY IF THE APPLICATION IS TO TRANSFER A WORKS LICENCE TO A NEW LAND OWNER

15. TRANSFEREE/S DETAILS (details of person/s the licence is to be transferred to)

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:

16. DECLARATION OF TRANSFEREE/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 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 or call 1800 013 357 to obtain a copy of this policy.

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 constructing works (bore/s) and extracting groundwater.

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:

ANNEXURE 2

AUTHORISATION FOR AGENT TO COMPLETE AND SIGN APPLICATION ON BEHALF OF APPLICANT/S

Please complete this form if a consultant or agent is making application for a licence on behalf of another party.

I / We (*print name*):

Of (*Postal Address*):

Authorise:
(name of authorised agent)

Of
(consultancy company/ business name)

(*Postal Address*):
(Address of consultancy)

to make application for a Licence to Construct Works (investigation/observation) on my/our on behalf.

Signature(s):

Print Name(s) & position (if a company/organisation is the applicant):

.....

Date:

Please refer to the application notes for information about who should sign this application.

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 or call 1800 013 357 to obtain a copy of this policy.

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 (free call from most fixed line phones)

Facsimile: (03) 5826 3334

Email: licensingadmin@gmwater.com.au

<p>Question 1 Type of Application</p>	<p>Please indicate whether you intend to apply for a licence to:</p> <ul style="list-style-type: none"> • Construct a new bore/s • Construct a replacement bore (within 20 metres of the existing bore to the same depth and diameter) • Alter an existing bore, or • Make application to renew, transfer or amend an existing licence (see further details below) <p>Renewal of existing Licence to Construct Works – A Licence to Construct Works is valid for 12 months. You may apply to renew a works licence once by lodging an application before the existing licence is due to expire.</p> <p>An existing works licence may only be renewed for one further term, if works have not been carried out within the licence renewal period, an application for a new works licence will be required.</p> <p>Transfer of existing Licence to Construct Works – A Licence to Construct Works may be transferred to the new owners of land provided it has not expired.</p> <p>Amendment to existing Licence to Construct Works - A Licence to Construct Works can be amended providing it has not expired. Amendments may include:</p> <ul style="list-style-type: none"> • Alter number of bore/s to be constructed • Alter proposed depth of bore/s • Change proposed bore site • Change purpose between irrigation / commercial / urban supply
<p>Question 2 Applicant/s details</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>Question 3 Consultant details</p>	<p>If a consultant will be co-ordinating the works, please provide consultant name and details and they will receive the documentation. You will need to complete Annexure 2 – Agent Authorisation.</p>
<p>Question 4 Description of land on which the bore/s will be constructed</p>	<p>Applicants must provide details of the land/s where the bore/s will to be constructed. The current ownership of this land must also be verified. To ensure this information is accurate GMW requires a current copy of the title/s for all land. If the bore/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 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.</p> <p>How can I obtain a copy of my Registered Title Search? You can obtain a registered title search (see attached example of the correct search) by:</p> <ul style="list-style-type: none"> • Accessing the Land Titles office via the internet at www.land.vic.gov.au or phone (03) 8636 2456 • Requesting that GMW complete the search/s on your behalf. • Contacting your solicitor or legal advisor to conduct the search/s on your behalf (fees may apply)

EXAMPLE OF A REGISTERED TITLE SEARCH



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 [TP9999999F](#) 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

Question 5
Description of land on which the bore/s will be used

Please provide details of the land/s where the bore will be used. The current ownership of this land must also be verified. To ensure this information is accurate GMW requires a current copy of the title/s for all land. If the bore/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 for this purpose.

Question 6
Number and details of new bore/s

Please provide details about the proposed bore/s. Ensure you include the number of bore/s being constructed and the maximum proposed depth of the bore/s.

For a multiple bore system indicate the number of bores which will be constructed in the system. A multiple bore system has a number of bores, each fitted separately with a submersible pump installed. A multiple bore system (bore field) may be screened at various depths (usually less than 25m). These bores may be connected by a common header line that directs water to a single outlet. Your licensed driller should be able to provide you with more details.

Question 7
Detail of bore/s to be altered or replaced

Provide details of the current bore (if known) which is being altered or replaced, if you do not have all of this information, please complete any known details.

An application for a replacement bore can only be issued if the new bore will be constructed within 20 metres from the existing bore and will be constructed to the same depth and diameter as the existing bore. Please contact the GMW's Licensing Unit if you are unsure of the proposed construction site.

Question 8
For replacement bores – details of existing Take & Use licence (Groundwater) to be amended

Provide details of your current Take and Use Licence. This number can be found on your Licence Document or on your Annual Fixed Charges Account. This will authorise GMW to amend your licence to include the replacement bore, no application fee will apply.

<p>Question 9 For replacement bores – details of bore/s to be decommissioned</p>	<p>Please provide details about the bore/s to be decommissioned and replaced Ensure you include the number of bore/s, maximum depth and proposed diameter, any reference number/s for the licence used to construct the works and bore identification number/s (if this is available).</p>
<p>Question 10 Proposed use of bore/s</p>	<p>While a Licence to Construct Works does not authorise the extraction of water for any licensable purpose applicants must provide details on the intended future use of the water. Licence applications for urban supply are subject to additional application requirements. In some cases commercial licence applications may require a Planning Permit from local government - please contact the Licensing Unit prior to making application for further information.</p> <p>If the future use of the bore is irrigation, commercial, dairy, de-watering, communal domestic supply or urban supply an application for a Licence to Take and Use & Operate Works must be lodged upon completion of the bore. A Licence to Take and Use & Operate Works must be approved by GMW prior to water being extracted for any of these purposes.</p>
<p>Question 11 Proposed future licence volume</p>	<p>Please provide details of the volume of water which will be sought in a future application for a Licence to Take and Use Water. In determining a licence volume GMW will consider a number of factors. These may include the proposed use of water, area of land to be irrigated, method of irrigation, and crop type.</p> <p>GMW must also consider any potential impacts on other water users, the environment and water quality. Your proposed future volume will also be influenced by how much your bore will yield and the type of pump installed. To calculate water use requirements for irrigation it is advisable that you contact the Department of Environment, Land, Water and Planning (DELWP) for assistance on 136186 or via the web at www.delwp.vic.gov.au</p>
<p>Question 12 Irrigation Development Guidelines (applicable only for bores constructed for irrigation)</p>	<p>An Irrigation Development Guideline assessment may be required as part of the licence application for irrigation developments that meet one of the following criteria:</p> <ul style="list-style-type: none"> • A proposal to irrigate land that has never been irrigation before; • Application to increase the annual use limit on the land in the current licence, or; • Application to increase the area allowed to be irrigated in the current licence. <p>You will be contacted if the Irrigation Development Guidelines apply.</p>
<p>Question 13 Licensed driller to undertake construction</p>	<p>You must engage a licensed driller to drill and construct the bore. Your nominated driller cannot commence drilling until you have obtained a Licence to Construct Works. The licence conditions must be clearly understood by yourself and your nominated driller before the works commence.</p> <p>Upon completion of the bore, the driller must lodge a Bore Completion Report with GMW within 28 days.</p>
<p>Question 14 Declaration of Applicant/s</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>How can I obtain a copy of my Company Search? You can obtain a company search statement by:</p> <ul style="list-style-type: none"> • Accessing the internet service at 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).

<p>Question 15 Transferee/s details (details of person/s licence to be transferred to)</p>	<p>All person/s listed on the Notice of Acquisition or title/s provided with the application must be listed as transferee/s.</p>
<p>Question 16 Declaration of Transferee/s</p>	<p>All transferees 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>

General information and explanatory notes (retain for future reference)

What is a bore?

Bores are usually thought of as drilled holes constructed by drilling rigs. However the definition of a bore also includes sumps, wells and drag lines as well as any excavation used to intercept, collect and store groundwater for the purpose of taking and using it.

Why do I need a licence to construct a bore?

Under the provisions of the *Water Act 1989*, any person who constructs, alters or replaces a groundwater bore greater than three metres in depth must obtain a licence to construct works prior to commencing.

Can I take and use water from my bore when it is completed?

When the bore is constructed and equipped you may commence using the water for domestic and/or stock purposes until a Licence to Take and Use Water has been approved by GMW.

What are domestic and/or stock purposes?

If you are the owner or occupier of land on which a bore is located you may have the right (sometimes called a private right) to take and use water solely for the purposes of:

- household use
- watering of stock and pets
- watering of a kitchen garden (up to 0.4 hectares)

I am constructing the bore for future irrigation or commercial purposes what are the steps to obtaining a licence to take and use the water?

The process of licensing the construction of a bore and the extraction of water for any licensable purpose involves a number of steps:

- Step 1 Complete this application and lodge with GMW with the application fee. The application will be assessed and if approved, a licence to Construct Works will be issued and you can proceed to engage a driller to construct the bore/s.
- Step 2 When the bore is completed, a bore completion report must be issued to GMW by your driller. When this report is received, GMW will forward an application for a Licence to Take and Use Water and Operate Works to you.
- Step 3 Complete the application form and lodge with GMW with the application fee. The application will be assessed and if approved a licence to Take and Use Water and Operate the Works will be issued authorising extraction and use of an annual volume of water from the bore/s for the licensed purpose.

Prior to lodging an Application for a Licence to Construct Works, GMW recommends that you fully investigate the potential for accessing groundwater entitlement in your area. In some areas, such as Water Supply Protection Areas and Groundwater Management areas, licence entitlement will be limited by a cap called a Permissible Consumptive Volume (PCV). A PCV may restrict or prevent the issuing of new licence entitlements. This may mean that trading is the only way to source groundwater licence entitlement.

You are urged to consult with GMW prior to making an application to determine whether restrictions or conditions apply to groundwater entitlement in your area. For information and maps of Groundwater Management Units, visit www.dpi.vic.gov.au.

When I apply for a Licence to Take and Use Water and Operate Works how do I calculate the volume I need?

To determine the proposed volume a number of factors may need to be considered. These include the area of land to be irrigated, method of irrigation and crop type. How much your bore will yield and the type of pump installed should also be considered. Water quality information will also be important depending of how you intend to use the water. Please contact the Licensing Unit for assistance.

Replacement bores:

My bore is in need of repair or replacement. Do I need to apply for a licence?

If you intend to make any structural changes to the bore (including deepening the bore, adding additional spear points to an existing system, repairing or replacing casings or screens) a licensed driller must be engaged to carry out the works and a Licence to Alter Works must be obtained.

If the bore is beyond repair or is not functioning you may decide to construct a replacement bore. In this case you can make application for a licence to construct a replacement providing that the site of the replacement bore is not more than 20 metres from the existing bore and will be constructed to the same depth and diameter as the existing bore. A licence to decommission the bore to be replaced will also be issued.

If the bore site, depth or diameter is to be different, an application for a new licence to construct works must be submitted.

Do I need to amend my existing Groundwater Licence to include the replacement bore?

Yes, once the bore completion report has been submitted to GMW within 28 days of completion of the works GMW will amend your existing Groundwater Licence to include the replacement bore. No application fee will apply to amend the Groundwater Licence for replacement bores only.

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.

What is the process for obtaining a decommissioning licence & what is the cost?

There is no application fee for a Licence to Decommission Works; the licence will be issued with the licence to construct the replacement bore.

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.

You should contact GMW's Licensing Unit to determine if you need to engage a licensed driller prior to commencing any works.

What if I can't get the work completed within the 12 month period of the licence?

If the work has not been completed by the expiry date, the licence may be renewed once only. If works have not been carried out within the licence renewal period, an application for a new licence will be required.

Do I have to advertise my application or notify my neighbor's?

After you lodge your application, GMW will notify you in writing if you are required to advertise and/or notify your neighbours. GMW will send out the proforma for advertising and notification to neighbours, this will include a reference number which relates to your application. If the volume sought in the application is 20ML or greater you will be required to advertise and notify neighbours, if the volume is 19ML or less, only notification of neighbours will apply.

Note: If a replacement bore and drilled with 20 metres of the existing bore you will NOT be required to advertise or notify neighbours.

When can I drill and construct a bore?

You must engage a licensed driller to drill and construct a new or replacement bore or if you are altering an existing bore. Your nominated driller cannot commence drilling until you have obtained a licence to construct works. The licence conditions must be read and understood by yourself and your nominated driller before drilling is undertaken.

Do I need to notify GMW when the bore is completed?

Yes, you should forward the 'Notice of Outcome' provided with your licence document to GMW as soon as works are complete. Your licensed driller is responsible for submitting a bore completion report to GMW within 28 days of completion of the works.

What does the application fee cover?

Application fees cover the full cost of undertaking a licence assessment in accordance with GMW's legal obligations under the *Water Act 1989*. This includes administering the application, undertaking a full site inspection, reviewing any submissions made in relation to your application and if required, referring the application for an Irrigation Development Guidelines assessment.

In most cases a technical assessment will be conducted by a GMW hydro geologist to determine if extraction of groundwater may have any potential impacts on other groundwater users in your area or the environment. If your licence is approved your new licence will be recorded in the Victorian Water Register and you will receive a copy of the licence document.

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. If a technical assessment is required this may delay the decision on our application. If delays are expected you will be notified by GMW. When the decision has been made in relation 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.

Credit Card Payment Authority

Applicant/company name:

.....

Payment for: **Application for Licence to Construct Works (Bore/s) – Licensable Purpose**

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 or call 1800 013 357 to obtain a copy of this policy.