

## Application for Licence to Construct Works (Bore) for Domestic & Stock purposes

### What is this application form for?

Use this form to make application for a Licence to Construct or Alter works (bore) for the purpose of extracting water for domestic and stock use.

This application form incorporates provision for an application for:

- Licence to construct works – new bore section 67 *Water Act 1989* (Vic) (incorporating licence to decommission works)
- Licence to alter works section 67 *Water Act 1989* (Vic)
- Renewal of a Licence to construct works or Licence to alter works section 72 *Water Act 1989* (Vic)
- Transfer of a Licence to construct works or Licence to alter works section 74 *Water Act 1989* (Vic)
- Amendment to a Licence to construct works 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](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. ‘

#### **We will return ineligible or incomplete applications.**

- 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)
- Goulburn-Murray Water accepts payment by cheque or credit card.

### Please note:

This application can now be completed online through the Victorian Water Register for a lesser fee. Please visit [www.waterregister.vic.gov.au](http://www.waterregister.vic.gov.au) or contact GMW on 1800 013 357 for further details.



## 1. APPLICATION TYPE

Refer to: *Assistance with completing application form (attached)* to determine the correct application type

- New Licence to Construct Works (new bore)
- Licence to Alter Works (alter an existing bore)
- Renewal of existing Licence to Construct Works No: .....
- Transfer of existing Licence to Construct Works No: .....

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

- Amendment to existing Licence to Construct Works No: .....  
to:
- Alter number of bores to be constructed
- Change proposed bore site

## 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 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 .....

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)*.

#### 4. NUMBER AND DETAILS OF NEW BORE/S

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

Drilled  Single bore system

Well or shaft  Other (specify).....

Improved spring

#### 5. DETAILS OF BORE TO BE ALTERED (see explanatory notes for further details)

Depth of bore to be altered: ..... Bore No: .....

Current use of bore: ..... Year of construction: .....

Works Licence No (if known): .....

Reason for proposed alterations .....

#### 6. DETAILS OF BORE/S TO BE DECOMMISSIONED - A Licence to decommission the existing works will be issued upon completion of this section. (Note: A bore that has failed must be decommissioned)

Number of bore/s to be decommissioned: .....

Drilled

Well or shaft

Improved Spring

Dragline Hole

Multiple bore system (no of bores.....)

Single bore system (specify).....)

Spearpoint system (no of spears.....)

Other

Depth of bore/s: ..... Bore Diameter: .....

Present use of bore: ..... Year of construction: .....

Works Licence No: .....

Bore numbers (if known): .....

.....

Proposed decommissioning method: .....

.....

.....

#### 7. LICENSED DRILLER TO UNDERTAKE CONSTRUCTION

Name: ..... Drillers licence No: .....

## 8. 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](http://www.gmwater.com.au) or call 1800 013 357 to obtain a copy of this policy.

**ONLY COMPLETE SECTIONS 9 & 10 IF THIS APPLICATION IS  
TO TRANSFER AN EXISTING WORKS LICENCE TO NEW LAND OWNER/S**

**9. TRANSFEREE/S DETAILS**

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: .....

**10. 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: .....

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

**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](http://www.gmwater.com.au) or call 1800 013 357 to obtain a copy of this policy.

## 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](mailto:licensingadmin@gmwater.com.au)

<p><b>Question 1</b> <b>Application Type</b></p>	<p>Please indicate whether you wish to apply for a licence to:</p> <ul style="list-style-type: none"> <li>• Construct a new bore</li> <li>• Alter an existing bore, or</li> <li>• Make application to renew, transfer or amend an existing licence (see further details below)</li> </ul> <p><b>Renewal of existing Licence to Construct Works</b> – 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. An existing 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 licence will be required.</p> <p><b>Transfer of existing Licence to Construct Works</b> – A Licence to Construct Works may be transferred upon sale of land to the new owners of land provided it has not expired.</p> <p><b>Amendment to existing Licence to Construct Works</b> - A Licence to Construct Works can be amended providing it has not expired. Amendments may include:</p> <p><input type="checkbox"/> Altering the number of bores to be constructed</p> <p><input type="checkbox"/> Altering proposed depth of the bore</p> <p><input type="checkbox"/> Changing proposed bore site or add additional land/s</p> <p><input type="checkbox"/> Changing the purpose from Domestic and Stock to a licensable purpose (irrigation, commercial etc)</p>
<p><b>Question 2</b> <b>Applicant 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 will be constructed</b></p>	<p>Applicants must provide details of the land/s where the bore/s will 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><b>How can I obtain a copy of my land titles?</b> You can obtain a registered search statement (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 searches on your behalf.</li> <li>• Contacting your solicitor or legal advisor to conduct the search on your behalf (fees may apply)</li> </ul>
<p><b>Question 4</b> <b>Number and details of new bore/s</b></p>	<p>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.</p>
<p><b>Question 5</b> <b>Details of bore/s to be altered</b></p>	<p>Provide details of the current bore (if known) which is being altered, if you do not have all of this information, please complete any known details.</p>
<p><b>Question 6</b> <b>Details of bore/s to be decommissioned</b></p>	<p>Generally a bore/s will need to be removed or decommissioned if it is no longer in use or failed beyond repair. If a bore/s is not decommissioned correctly it may pose a risk to public health and to the long term quality of groundwater resources. Please provide details about the bore/s which need to be decommissioned. 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><b>Question 7</b>  <b>Licensed driller to undertake construction</b></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><b>Question 8</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>
<p><b>Question 9</b>  <b>Transferee/s details (details of person/s licence to be transferred to)</b></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><b>Question 10</b>  <b>Declaration of Transferee/s</b></p>	<p>All person/s listed under question 9 must also sign the application as the transferee.</p>

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

### What is a bore?

The most common type of bore is a hole which is drilled by a large drilling rig. The definition of a bore also include a sump, well, drag line or 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 (Vic), any person who constructs, alters a groundwater bore greater than three metres in depth must obtain a licence to construct works prior to commencing.

### 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 domestic and stock purposes what are the steps to obtaining a licence?

The process for constructing of a bore for domestic and stock purposes involves a number of steps:

- Step 1 Complete this application and lodge with GMW along 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.
- 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 register your bore for domestic and stock use and you can commence using the water

### 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 only. However, at any time if you wish to use the water for any licensable purpose (see next question for details about licensable purposes) you must make application for a licence to take and use water and operate the works.

### What type of water use is considered a licensable purpose?

A licence to take and use water is required if you intend to use the water for irrigation or for supplying a dairy shed, feedlot, piggeries or poultry farm. A licence is also required if the water is to be used on recreational or sporting fields or in conjunction with the operation of a commercial business or premises. This includes mining, aquaculture, water bottling, the provision of guest accommodation and watering commercial grounds or gardens.

### My bore is in need of repair. 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 you must apply for a licence to alter the works.

If the bore is beyond repair you can make application for a licence to construct a new bore.

### 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 bore/s across GMW's region.

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

There is no application fee for a Licence to Decommission Works.

**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 bore/s 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.

**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 will only be renewed once. If works have not been carried out within the licence renewal period, an application for a new licence will be required.

**Do I need to advertise my application or notify my neighbours?**

No, there is no requirement for notification of neighbouring properties or the wider community where a bore is being constructed solely for the purposes of domestic and stock supply.

**When can I drill and construct a bore?**

You must engage a licensed driller to drill and construct a new 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 clearly 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 form provided with your licence called the *Notice of Outcome* to GMW as soon as works are complete. Your licensed driller is responsible for submitting a formal bore completion report to GMW within 28 days of completion of the works.

**What happens after I lodge my application?**

The timeframe to complete an assessment may vary depending on the nature of your application. 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.

**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* (Vic).

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

### ACTIVITY IN THE LAST 125 DAYS

NIL

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

Additional information: (not part of the Register Search Statement)  
Street Address: 999999 SMITH ST MELBOURNE VIC 3186

**ANNEXURE 1**  
**PROFORMA FOR CONSENT OF LAND OWNER**

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 / altering 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

.....  
Director/Secretary

Name: .....

Name: .....

Position: .....

Position: .....

Address: .....

Address: .....

.....

.....

.....

.....

Date: .....

Date: .....



## Credit Card Payment Authority

Applicant/company name:

.....

Payment for: **Application for a Licence to Construct Works (Bore/s) – Domestic & Stock**

### 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.