

## Surrender of a Licence to Take and Use Water or Operate Works

Form suitable for use for Surface Water or Ground Water Properties

### What is this application form for?

Use this form to make application for Surrender of a licence to Take and Use Water and/or to Operate Works.

- This application combines the requirements for the surrender under section 61 *Water Act 1989 (Vic)*:
- A Licence to Take and Use Water section 51 *Water Act 1989 (Vic)*
- A Licence to Operate Works section 67 *Water Act 1989 (Vic)*
- A Licence to Decommission Works section 67 *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.**

Read the accompanying explanatory notes

Complete the form in full ensuring all relevant information is provided.

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

If the bore/s being retained are located on land not owned by the licensee, consent from the relevant owner or Authority must be provided - see Annexure 1.

If the licence holder is a Company, you must provide a copy of the current Company Extract produced within the last twelve months.

Payment of any overdue or outstanding charges from previous years is required. Please contact the Customer Accounts Department on 1800 013 357 to confirm if any charges are outstanding.

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

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)

### **Please note:**

*Before surrendering your entitlement you may have the potential to trade any entitlement associated with this licence. Contact GMW's Licensing Support Team on 1800 013 357 for further information.*

## 1. DETAILS OF CURRENT LICENCE TO BE SURRENDERED

Licence No	BEE reference:	Entitlement Volume (in Megalitres):
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## 2. LICENCE TYPE

### Surrender Take and Use Water – Groundwater

Will the bore be retained for Domestic and Stock use? Yes No

Bore Number : WRK.....

Bore failed (complete questions 4&5 for decommissioning requirements)

\*\* refer to criteria for a bore that requires decommission attached\*\*

### Surrender of a Licence to Take and Use Water – Surface water (unregulated)

All works retained

All works removed

Has land owners consent been obtained for the decommissioning of works (not on your land)

### Surrender of an Operate Works Licences only – Surface water (unregulated)

## 3. 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: .....

**4. DETAILS OF ANY BORE/S TO BE DECOMMISSIONED (Groundwater Only)**

Depth of bore: .....m Year of Construction: .....

Bore Number/s to be decommissioned: .....

Reason for decommissioning: .....

Proposed decommissioning method: .....

**5. DECOMMISSIONING CARRIED OUT BY A LICENSED DRILLER ( Groundwater Only)**

Name of licensed drilling contractor: .....

Drillers licence number: .....

**6. DETAILS OF WORK/S TO BE DECOMMISSIONED (Surface Water Only) Note: Please read explanatory notes**

Has the pump and diversion works been removed from the waterway?

- Yes  No – If no, complete below

Work number/s to be decommissioned: .....

Reason for decommissioning: .....

**Note: Once the works have been decommissioned and the notification has been received GMW will then surrender your licence. Any changes to your annual account will be completed at this time.**

**7. DESCRIPTION OF LAND WHERE WORK/S ARE LOCATED**

Property address: .....

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

## 8. DECLARATION OF APPLICANTS

I confirm that the information supplied in this application is complete and correct to the best of my knowledge. I am aware that it is an offence to supply false or misleading information.

I acknowledge that GMW may release information contained in this application, at the discretion of GMW to relevant parties and organisations in accordance with relevant legislation. I approve GMW to have discussions with relevant third parties such as the Irrigation Designer, Engineers and Contractors as necessary.

**Signature of applicant 1** ..... Date: .....

Printed name: .....

**Signature of applicant 2** ..... Date: .....

Printed name: .....

**Signature of applicant 3** ..... Date: .....

Printed name: .....

**Signature of applicant 4** ..... Date: .....

Printed name: .....

### Protecting your privacy

Goulburn-Murray Water (GMW) collects, holds and manages personal information under the *Privacy and Data Protection Act 2014 (Vic)*. The personal information collected on this form will be used for the purpose of considering the renewal/amendment/surrender of your licence and updating our records. If you do not provide us with your personal information, GMW may not be able to renew/amend/surrender your licence. Disclosure of such information is usually limited to GMW employees, agents and contractors involved in processing your application as well as external departments such as the Water Register, The Department of Environment, Land, Water and Planning and the relevant Catchment Management Authority and Local Council. At times, GMW may be legally required to disclose your personal information, for instance to the police, courts or other authorised organisations. You may gain access to and correct your personal information under the Freedom of Information Act 1982 (Vic). For further information please refer to our Privacy Policy at [www.gmwater.com.au](http://www.gmwater.com.au) or call 1800 013 357 to obtain a copy of this policy.

## Declaration of Company:

If the applicant is a Company, please ensure that the form is signed by two directors, alternatively one director and one secretary, unless there is a sole director and secretary of the company

**Signed by Company (name) .....ACN .....**  
**in accordance with section 127(1) of the Corporations Act 2001 by being signed by those persons duly authorised to sign on behalf of the company:**

.....	.....
Director	Director/Secretary
Name: .....	Name: .....
Position: .....	Position: .....
Address: .....	Address: .....
.....	.....
.....	.....
Date: .....	Date: .....

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## Assistance with completing the application form

### 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 Leasing & Licensing Unit between 8.00am and 4.45pm Monday to Friday

Telephone: 1800 013 357 (free call)

Facsimile: (03) 5826 3334

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

<p><b>Question 1</b> <b>Details of current licence to be surrendered</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><b>Question 2</b> <b>Licence type</b></p>	<p>Please indicate licence type "Groundwater or Surface water" and options</p> <p>Note: If the work/s are located on land that is not in the applicant's ownership, written consent from the landowner is required. Please complete Annexure 1 - Consent of Landowner (attached)</p>
<p><b>Question 3</b> <b>Applicants 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 4</b> <b>Detail of bore/s to be decommissioned</b></p>	<p>Please provide details about the bore/s to be decommissioned. Ensure you include the number of bore/s being decommissioned, maximum depth and proposed diameter of bore/s, the reference number for the licence used to construct the works and the reference numbers for the bore/s (if available).</p>
<p><b>Question 5</b> <b>Decommissioning by a licensed driller (Groundwater only)</b></p>	<p>In most cases you must engage a licensed driller to undertake the decommissioning work. You should contact the licensing team to determine your requirements. Your nominated driller cannot commence drilling until you have obtained a Licence to Decommission Works. The licence conditions must be read and understood by yourself and your nominated driller before the works commence. The drilling contractor must complete a Bore Completion Report and return this to GMW within 28 days of completing the work.</p>
<p><b>Question 6</b> <b>Details of works (pump) to be decommissioned</b></p>	<p>Please provide details about the surface water work/s to be decommissioned.</p>
<p><b>Question 7</b> <b>Description of land on which the work/s are located</b></p>	<p>Please provide land details where the work/s are located for decommissioning.</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>

## CRITERIA OF A BORE THAT REQUIRES DECOMMISSION

Scenario	Decommission	Comment
<b>Replacement application-</b> Bores being replaced due to poor bore yield.	Potentially	Poor bore yield due to low water table .(Retained for D&S)
<b>Replacement application-</b> Bore being replaced due to casing/bore failure.	Yes	WL application(Decommission)
<b>Bore no longer required</b> – Owner identifies that the bore is no longer required or wanted.	Yes	WL application(Decommission)
<b>Bore is no longer suitable for clients’ needs.</b> Low Flows, Irrigation, Salinity to great.	Yes	WL application(Decommission)
<b>The casing has deteriorated</b> , leading to poor casing integrity. Examples are severely corroded casing, or brittle PVC.	Yes	WL application(Decommission)
<b>Bore is blocked /collapsed-</b> Pump can’t be removed, full of sand, open hole collapse.	Yes.	WL application(Decommission)
<b>Bore becomes a Physical Hazard.</b> The location of the bore becomes a physical hazard.	Yes	WL application(Decommission)
<b>There are unsealed abandoned test holes.</b> Previously drilled bore holes.	Yes	WL application(Decommission)
<b>There is uncontrolled flow.</b> A bore is identified to have uncontrolled flow that is not repairable or desired.	Yes	WL application(Decommission)
<b>Bore constructed is of a poor standard-</b> unable to repair or achieve minimal standard.	Yes	WL application(Decommission)
<b>Contaminated /Pollution</b> –*Identified through water analysis as a risk to public health or an unacceptable risk to the environment.	Yes	WL application(Decommission)

## General information and explanatory notes

### Why do I have to apply to surrender my Licence?

If you no longer have a requirement to take and use water from a bore, waterway or dam under an existing licence you must make application to surrender the licence. This is because you will continue to be liable for payment of annual fixed charges for the licence until an application to surrender the licence is lodged with GMW. There is no application fee for the surrender of a licence but all outstanding charges must be paid prior to the application being approved.

### Can I surrender my Works Licence (S67) and retain a Take and use Licence (S51)

#### Applies only to Surface Water only

Yes, you can surrender your works licence upon the following:

- A) if there are no works in place
- B) works are retained and the suction line has been removed from waterway.

### Will Annual Fees still apply if I surrender my Works Licence Only (S67)

Yes, you will be subject to annual fees, service fee, access fee and resource management fee. A service point fee will NOT apply.

### Can I only surrender my Take and Use Licence (S51) and only retain a Works Licence (S67)

#### Applies only to Surface Water only

Yes, you can surrender but you will be subject to service and service point fees. Should you wish to reinstate this licence in the future an application to the Authority will be required and you will be assessed against the current policies in place.

### Do I need to decommission the works? (Surfacewater)

Yes, if you are surrendering a Works Licence (Section 67) all works must be removed from the waterway and any damage to the bed and banks of the waterway must be reinstated.

All works (including pipelines and channels) used in relation to this licence have been removed from the frontage reserve or any Crown Land and the area concerned returned to a condition compatible with the surrounding frontage land. (Please note: This condition applies to all situation where occupation of Crown Land is authorised on the licence)

### Do I need to decommission the works? (Groundwater)

You can retain works for domestic and stock purposes once the licence has been surrendered.

### Do I require consent if the works are not located on my land?

Yes, consent is required from the relevant Authority's or private landowners if any of the following applies:

- Works are located on land not in the applicants ownership
- On an easement, evidence that the applicant has notified the easement owner
- On Crown Land, consent of the Minister administering the *Conservation, Forest and Land Act 1987*
- On a Waterway within a Park referred to in section 30M of the National Parks Act 1975, consent of Minister administering the *National Parks Act 1975*

To obtain consent from the Crown Manager, use the following website to determine the location of where to send your referral (WEBSITE <http://www.depi.vic.gov.au/about-us/contact-us/office-locations>)

### What happens after I lodge my application to surrender a Works Licence (S67)?

After you lodge your application GMW will issue a Works Licence (S67) to decommission the work/s. The licence is valid for 12 months. Upon completion of the works you should forward the "Notice of Outcome" provided with your licence document to GMW. Once received by GMW we will then surrender your licence. Any changes to your annual account will be completed at this time.



### **Why do I need to decommission a bore?**

Generally a bore will need to be removed or decommissioned if it is no longer in use or is beyond repair. If a bore is not decommissioned correctly it may pose a risk to public health and to the long term quality of groundwater resources.

### **How do I know if my bore needs to be decommissioned?**

If you own a bore that is not part of a regular maintenance schedule, it may need to be decommissioned. Particularly if it is (refer to Criteria for decommissioning a bore) :

- More than 20 years old and not in current use
- Constructed from steel casing
- Damaged or corroded
- Pumping sand
- Yielding saltier/poorer quality water than it has in the past
- Flowing uncontrollably
- Dewatering quickly
- Silted, collapsed or blocked
- No longer needed, or has been replaced by 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 bores across GMW's region.

### **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.

### **How can I get more information about decommissioning a bore?**

Contact the Licensing Team on 1800 013 357 for further information.

# ANNEXURE 1

## PROFORMA FOR CONSENT OF LAND OWNER/ OCCUPIER/ CROWN LAND MANAGER

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.

# ANNEXURE 1

## PROFORMA FOR CONSENT OF LAND OWNER/ OCCUPIER/ CROWN LAND MANAGER

### 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

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# 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.