

## Subdivide a Licence to Take & Use Water and 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 form to subdivide a Licence to Take and use Water and to Operate Works.

This application combines the requirements for subdivision and assignment of:

- A Licence to Take and Use Water section 51 *Water Act* 1989 (Vic) and
- A Licence to Operate 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 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.

A copy of the current Company Extract produced within the last twelve months if licensee is a Company.

A current copy of title is required to verify the land.

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

If the works (bore or pump) is on land that is NOT in the applicant's ownership, written consent from the owner is attached. See Annexure 1.

Send the form, any required documentation and the application fee to: Goulburn-Murray Water, PO Box 165, TATURA, VIC 3616 or email to [licensingadmin@gmwater.com.au](mailto:licensingadmin@gmwater.com.au).

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

# Part 1 – Assignment of Licence by Licensee

## 1. LICENCE TO BE SUBDIVIDED & ASSIGNED

Licence to Take and Use Groundwater       Licence to Take and Use Surface water (Unregulated)

Licence Number: .....

## 2. CURRENT LICENSEE DETAILS (All person/s listed on licence must complete the application. If the applicant is a company, the directors must sign the form where appropriate.)

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: .....

Email: .....

## 3. SUBDIVISION & ASSIGNMENT DETAILS – NEW LICENCES TO BE ISSUED AFTER SUBDIVISION

Total volume of existing licence .....(ML)

ASSIGNEE REFERENCE NO.	NAME/S OF ASSIGNEE	VOLUME TO BE ASSIGNED (ML)
1		
2		
3		
4		
5		
Total volume: (must equal the volume of the existing licence:		

Each assignee must provide their individual details in Part 2 of this application form. If the licence is to be subdivided into more than 3 portions please photocopy pages from Part 2 and complete for additional portions.

**4. DECLARATION OF EXISTING LICENCE HOLDERS**

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 (signature)

.....  
Director/Secretary (signature)

.....  
Name: (print)

.....  
Name: (print)

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.

## Part 2 – Details of assignment/s of the subdivided licence

### Assignee Reference No. 1

#### 1. 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: .....

Email: .....

#### 2. DESCRIPTION OF LAND ON WHICH THE WORKS ARE LOCATED AND WATER IS TO BE TAKEN & USED

Property address: .....

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 any land is not in the ownership of the licensee/s please complete Annexure 1 – Consent of Landowners (attached).**

#### 3. DETAILS OF NEW LICENCE TO BE ISSUED AFTER SUBDIVISION

BORE/PUMP/ SERVICE POINT NUMBER:	PROPOSED EXTRACTION RATE (ML/DAY)	VOLUME REQUESTED	USE TYPE
Total (must equal the volume listed in Reference 1 in Part 1:			

**4. DECLARATION OF APPLICANTS – ASSIGNEE REFERENCE 1**

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 Goulburn-Murray Water may release information contained in this application, at the discretion of GMW to relevant parties and organisations in accordance with relevant legislation.

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

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

**Additional applicants:**

**Signature(s)**..... Date: .....  
Printed name: .....

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

**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 (signature)

.....  
Name: (print)

Position: .....

Address: .....

.....

.....

Date: .....

.....  
Director/Secretary (signature)

.....  
Name: (print)

Position: .....

Address: .....

.....

.....

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.

## Assignee Reference No. 2

### 1. 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: .....

### 2. DESCRIPTION OF LAND ON WHICH THE WORKS ARE LOCATED AND WATER IS TO BE TAKEN & USED

Property address: .....

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 any land is not in the ownership of the licensee/s please complete Annexure 1 – Consent of Landowners (attached).**

### 3. DETAILS OF NEW LICENCE TO BE ISSUED AFTER SUBDIVISION

BORE/PUMP/ SERVICE POINT NUMBER:	PROPOSED EXTRACTION RATE (ML/DAY)	VOLUME REQUESTED	USE TYPE
Total (must equal the volume listed in Reference 1 in Part 1:			



**4. DECLARATION OF APPLICANTS – ASSIGNEE REFERENCE 2**

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 Goulburn-Murray Water may release information contained in this application, at the discretion of GMW to relevant parties and organisations in accordance with relevant legislation.

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

Printed name: .....

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

Printed name: .....

**Additional applicants:**

**Signature(s)**..... Date: .....

Printed name: .....

If the name of the applicant is a Company name please provide the following details:

ACN No: ..... Position (eg director): .....

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

**Protecting your privacy**

Goulburn-Murray Water (G-MW) protects your privacy by collecting and handling your personal information in accordance with the requirements of the Information Privacy Act 2000. Your personal information is collected on this form under the provisions of the Water Act 1989 and will be used for the purpose of administering this application and updating the Victorian Water Register. Information collected on this form may be made publicly available via the Victorian Water Register. You may apply to G-MW to restrict public access to all or some of your personal information. Information collected is usually disclosed to staff involved in processing your application, contractors and other relevant G-MW 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 5826 3500 to obtain a copy of this policy.

## Assignee Reference No. 3

### 1. 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: .....

### 2. DESCRIPTION OF LAND ON WHICH THE WORKS ARE LOCATED AND WATER IS TO BE TAKEN & USED

Property address: .....

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 any land is not in the ownership of the licensee/s please complete Annexure 1 – Consent of Landowners (attached).**

### 3. DETAILS OF NEW LICENCE TO BE ISSUED AFTER SUBDIVISION

BORE/PUMP/ SERVICE POINT NUMBER:	PROPOSED EXTRACTION RATE (ML/DAY)	VOLUME REQUESTED	USE TYPE
Total (must equal the volume listed in Reference 1 in Part 1)			

**4. DECLARATION OF APPLICANTS – ASSIGNEE REFERENCE 3**

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 (signature)

.....  
Name: (print)

Position: .....

Address: .....

.....

.....

Date: .....

.....  
Director/Secretary (signature)

.....  
Name: (print)

Position: .....

Address: .....

.....

.....

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.

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

### 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)

### What is the purpose of subdividing a Licence?

If land which is supplied under an existing licence is subdivided, the licensee may consider the option of subdividing the licence and assigning a portion of the existing licensed volume to each of the resulting properties. An existing licence may only be subdivided into a number of new licences if the following conditions are met:

- The total volume of the new licences are equal the original licence volume.
- All proposed assignee/s can demonstrate the ability to access the source of supply (via a waterway or bore).
- The land title which has been subdivided was already included on the existing licence.

### Why do I need to ensure the subdivided lots only access water under a Licence to Take and Use Water and Operate Works?

Under the provisions of the *Water Act 1989 (Vic)*, any person who wishes to take and use water must first obtain a licence to take and use water and operate the works.

### What does a Licence to Take and Use Water and a Licence to Operate Works authorise?

A Licence to Take and Use water authorises the licensee to extract water and use it for irrigation, commercial or other purposes. A licence to operate works authorises the licensee to use the works to extract water for this purpose. The licences detail the licence conditions and the volume of water which can be extracted from the licensed works.

### What if I wish to assign a portion of my licensed volume to the owner or occupier of land which is not currently on the licence?

To assign a whole or part of a licence to land other than the land currently licensed, GMW must approve an application to permanently transfer the licence. Contact the Licensing Unit for details about this application.

### 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)*. This includes administering the application, undertaking a full site inspection and reviewing any submissions made in relation to your application. In many cases a technical assessment may be required to determine if extraction of water may have any adverse impacts on other users in your area or the environment. The costs of technical investigations are borne by the applicant.

The base application fee allows for the subdivision of one licence into two. If there are to be more than two new licenses assigned an additional fee applies per licence for the third and subsequent licenses.

### Who can sign this application?

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.

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.

### Verification of the land

current ownership of the land must also be verified. To ensure this information is accurate GMW requires you to list the most current land parcel description available. 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

You can obtain a registered search statement (see attached example of the correct search) by:

- Accessing the Land Titles office via the internet at [www.landata.vic.gov.au](http://www.landata.vic.gov.au) or phone (03) 8636 2456
- Requesting that GMW complete the searches on your behalf. (fees apply)
- Contacting your solicitor or legal advisor to conduct the search on your behalf (fees may apply)

### **How can I obtain a copy of my Company Search?**

You can obtain a company search statement by:

- Accessing the internet service at [www.asic.gov.au](http://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).

### **Are there ongoing costs associated with having a Licence?**

Yes, each Licence to Take and Use Water and Operate Works is subject to annual fixed charges, issued by GMW in July each year. Each of the licenses resulting from a subdivision will attract a separate annual charge. If there are any outstanding charges on the licence to be subdivided they will be transferred proportionally to the new licenses which are issued upon subdivision. For specific details about which charges will apply to the licenses, please contact the Licensing Unit.

### **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. There may be delays if you are required to engage a consultant to conduct a technical assessment in support of your application. GMW cannot make a decision in relation to an application until all relevant information is received. If delays are expected you will be notified by GMW. When the decision has been made 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.

# 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 Allotments	Section	Parish

Authorise: .....  
please include names of all Licence Holder(s)

of (Postal Address):.....

to access this land for the purpose of accessing and/ or operating works

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

Signature(s) of owner/ occupier/ Crown Land Manager(s).....

Print Name(s) .....

Date: .....

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

# 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 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.