

## Application for a New Occupation Licence

### What is this application form used for?

This application should be used to apply for an Occupation Licence and/or approval to construct and/or keep privately owned structures for:

- **Foreshore**
- **Grazing**
- **Access**
- **Other**

on land owned or managed by Goulburn-Murray Water (GMW). Occupation Licences are issued pursuant to the *Water Act 1989*, Section 132 or under the *Crown Land (Reserves) Act 1978*, Section 17B and Regulations.

**Foreshore** - Privately owned structures require a Foreshore Occupation Licence. You can find a list of relevant structures for the individual storage locations [HERE](#) ([www.g-mwater.com.au/recreation-tourism/foreshore-occupation-licences](http://www.g-mwater.com.au/recreation-tourism/foreshore-occupation-licences))

**Grazing** - If you wish to graze stock on GMW Assets or Land, you must first obtain an Executed Occupation (Grazing) Licence from GMW.

**Access** – If you wish to have formal access on GMW Assets or Land, you must first obtain an Executed Access Licence from GMW.

**Other** – Please contact us to determine if an Occupation Licence is appropriate.

### Completing this form:

- Before completing this application, we recommend you contact your Local Area Office to discuss your intended works.
- Complete this form in full ensuring all relevant information is provided.
- Complete the application checklist on the final page. The checklist will assist you with providing additional information required upon application. Incorrect or incomplete information may result in processing delays or your application being refused.
- Application fees: Refer to **Property Services – Recreation and Land Management Miscellaneous Fees** [HERE](#) (Customer Services – Forms – Property Services – Recreation and Land Management Miscellaneous Fees")
  - **PS001** – Application for a New Licence
  - If a Foreshore Works Approval is required, attach payment for **Additional Charges**:
    - **AC003** – Site Assessment and Supervision fee for construction of approved works; and
    - **AC004** – Works Refundable Security Deposit

*The Works Refundable Security Deposit and Site Assessment and Supervision fee relate to approved works on the licence area and are subject to review by GMW based on risk of the works impacting GMW assets and services. This is assessed prior to approval of the works and you will be advised.*
  - **AC005** – Title search fee (or attach a title search not older than 3 months)
  - **AC006** – If applicable - Company search fee (or attach a Company Extract not older than 3 months)

### PLEASE NOTE: YOU WILL NEED TO PAY AN ANNUAL LICENCE FEE

- GMW accepts Cheque or Credit Card. A credit card form for application payments is available [HERE](#) (Customer Services – Forms - My Bills and Details - Credit Card Payment Application Form)
- Send the application form, all supporting information and fees to:

Goulburn-Murray Water  
C/- Property Services  
PO Box 165  
TATURA, VIC 3616      or email to [leasingandlicensing@gmwater.com.au](mailto:leasingandlicensing@gmwater.com.au)

### PLEASE ALLOW A MINIMUM OF 6-8 WEEKS FROM RECEIPT OF APPLICATION & FEES FOR PROCESSING

For further assistance contact Property Services - Telephone: 1800 013 357

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

**PLEASE NOTE: THIS APPLICATION ONLY RELATES TO GMW LAND. DO NOT USE THIS FORM WHEN MAKING APPLICATIONS FOR WATER USE AND ENTITLEMENTS.**

# APPLICATION FORM

## 1. Applicants Details

Please list full names, initials are not acceptable

Applicant No 1: (Individual or company name).....

Applicant No 2: (Individual or company name).....

Additional applicants: .....

Additional applicants: .....

Postal address: .....

.....Post Code: .....

Telephone number: ( ) ..... Mobile number: .....

Email: .....

If the application is on behalf of a Company: -

Attach a copy of the current Company Extract produced within the last three months

OR

GMW can obtain a Company Extract on your behalf – Additional Charge AC006.

## 2. Description of Applicant's Property

Property address: .....

Town/Suburb.....

Certificate of Title Volume: ..... Folio: ..... Lot No.: ..... Plan No.: PS/TP/LP/PC.....

Crown Allotment: ..... Section: ..... Parish: .....

**Only the owner of this property can apply for this licence.**

Attach a copy of your property's Certificate of Title/s (Registered Search Statement & Plan) produced within the last three months for all land/s to which the proposed Occupation Licence will be attached.

OR

GMW can obtain a Certificate of Title/s (Registered Search Statement & Plan) on your behalf – Additional Charge AC005.

## 3. Storage that the Applicant's Property Adjoins / the proposed Grazing/Access/Other Licence area is located

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Lake Eildon   | <input type="checkbox"/> Goulburn Weir/Nagambie Waterways | <input type="checkbox"/> Lake Nillahcootie |
| <input type="checkbox"/> Waranga Basin | <input type="checkbox"/> Lake Hume                        | <input type="checkbox"/> Lake Eppalock     |
| <input type="checkbox"/> Lake Boga     | <input type="checkbox"/> Lake Mulwala (Yarrawonga)        | <input type="checkbox"/> Other .....       |

**4. Proposed Works/Use**

Foreshore       Grazing       Access       Other

**Foreshore Licence Applicant's only - List the proposed structures to be placed on foreshore land or adjoining the waterway (proposed licence area)** .....

.....  
.....

**Grazing/Access/Other Applicant's only - Describe the proposed use of the land or adjoining waterway (proposed licence area)** .....

.....

**Property Description or address of the proposed grazing licence area**

Property address: .....

.....

Volume: ..... Folio: ..... Lot No: ..... Plan No: ..... Crown Allotment: .....

Section: ..... Parish .....

**5. Describe the proposed structures – (Foreshore Licence Applicant's only)**

**For jetties:**

Length (in meters): ..... Width (in meters): .....

Buoyancy Devices: Type: ..... Number: .....

Decking Material: .....

Mooring: Type: ..... Number: .....

Proposed Construction Date: .....

Plan Designer: .....

Contractor: .....

**For other structures, include the following for each:**

Types of structure: .....

Length (in meters): ..... Width (in meters): .....

Construction Materials: .....

Proposed Construction Date: .....

Plan Designer: .....

Contractor: .....

**For other structures, include the following for each: (attach more information as needed for multiple structures)**

Types of structure: .....

Length (in meters) ..... Width (in meters) .....

Construction Materials .....

Proposed Construction Date: .....

Plan Designer: .....

Contractor: .....

### **Design plans for private structures**

Please attach a copy of the full colour design plans A3 size, including a locality/site plan of the area which you propose to construct the works.

The plans must also indicate your property boundary, GMW's foreshore land and where the water line begins.

Please refer to GMW Design Standards located on the Recreation - Foreshore Occupation Licences page for:-

- *Floating, Fixed & Transportable Type Private Jetties on Waterway Banks*
- *Standard Boat launching Ramp Specifications*
- *Retaining Walls on Waterway Banks*
- *Electrical Services Crossing GMW Water Storage Perimeter Land*

APPLICATIONS WILL NOT BE PROCESSED UNTIL WE RECEIVE DESIGN PLANS FOR APPROVAL.

### **Management of works**

Please provide evidence of appropriate project management measures to be implemented, including Safe Work Method Statements, Job Safety Analysis, environmental controls and evidence of appropriate training and certification of mobile plant operators etc.

Contractors who will be undertaking the works will need to provide a certificate of Public Liability Insurance for a minimum of \$20 million. Please attach.

### **Existing Licences and Structures**

If you already have a licence for a boat ramp, slipway or mooring, etc., it will be incorporated into the new Foreshore Occupation Licence so that you will have one occupation licence for the foreshore area and all structures

#### **Do you have any existing Licence/s?**

Yes - licence number/s: .....

No

If you have existing unlicensed structures, GMW will assess the structures and must approve them to remain. You may need to provide evidence such as a structural engineer report to confirm they are safe and comply with GMW's standards. You may be required to remove, repair or replace any unapproved and unlicensed structures you have on GMW's property.

**Do you have any existing structures or assets on/in the proposed licensed area?**

Yes                       No Existing Structure

Please list any existing private structures or assets you have in the proposed licenced area. ....

.....

.....

**6. Insurance and Statutory Approvals**

**Public Liability Insurance**

Licensees are required to hold Public Liability insurance of at least \$20 million. Once the Occupation Licence is issued, the Licensee's (Applicant) Public Liability Insurance **MUST** note: Goulburn-Murray Water as an Interested Party and be extended to cover the licensed area. The Licensee must provide GMW with a Certificate Of Currency of this policy.

Your proposed works may require approvals from, but not limited to, the following authorities.

- Building works - Local council planning permit and/or building permit
- Remove or disturb timber from a waterway - Department of Economic Development, Jobs, Transport & Recourses (Fisheries) and your Local Council
- Remove or disturb aquatic or terrestrial native vegetation - Department of Environment, Land Water & Planning (DELWP)
- Earth works - Registered Aboriginal Party
- Works within a waterway - your regional Catchment Management Authority

**Approvals**

Please attach any required statutory approvals from the Authorities noted above. Alternatively, you may provide written confirmation that you will obtain and provide these approvals prior to work commencing.

**7. Aboriginal Cultural Heritage**

Each application lodged with Goulburn-Murray Water is required to be assessed to determine if the application requires a Cultural Heritage Management Plan (**CHMP**) under the *Aboriginal Heritage Act 2007*. A CHMP is a written report prepared by a Heritage Advisor which contains the results of an assessment of the potential impact of a proposed activity or works on Aboriginal cultural heritage.

A CHMP is required for an activity if:

- all or part of the activity is in an area of cultural heritage sensitivity. A waterway or land within 200m of a waterway may be considered an area of cultural heritage sensitivity; and
- all or part of the activity is a high impact activity.

If the proposed activity is not an exempt activity then an applicant must provide clear documented proof that they meet the exemptions from the requirement to prepare a CHMP, as specified in the Act and Regulations.

A CHMP may be required prior to commencing any works.

In circumstances where a CHMP is required, GMW cannot grant an application without an approved CHMP. Therefore, it is important an applicant is aware of their obligations under the Act and its Regulations.

Please tick one of the following:

Find attached a copy of the approved CHMP (GMW will then assess whether the application is consistent with the approved CHMP)

**OR**

A CHMP is not required.

Please provide documented proof as to why a CHMP is not required. We note that it is the responsibility of the applicant to provide the appropriate documentation to justify why a CHMP is not required, if you fail to provide sufficient proof your application may be rejected.

You may also wish to seek a cultural heritage due diligence assessment from a Heritage Adviser. You can find a list of Heritage Advisors at <https://www.vic.gov.au/aboriginalvictoria/heritage/heritage-tools-and-publications/find-a-heritage-adviser.html>

I/ we are aware of, and have fulfilled my/our obligations under the *Aboriginal Cultural Heritage Act 2006* and *Aboriginal Heritage Regulations 2007*, in relation to the construction or alteration of any works associated with this licence.

### 8. Applicant's Declaration

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

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

Applicant 1. Date: ..... Signature: ..... Printed name: ..... ACN No: (If a Company) ..... Position (e.g. director): .....	Applicant 2. Date: ..... Signature: ..... Printed name: ..... ACN No: (If a Company) ..... Position (e.g. director): .....
Additional Applicant: Date: ..... Signature: ..... Printed name: .....	Additional Applicant: Date: ..... Signature: ..... Printed name: .....

## Application Checklist - submit with Application

Please complete to ensure all required information is included in your application. Incomplete applications will not be processed

<b>Checks</b>	Applicants Name/s: .....	
<input type="checkbox"/>	The application form has been completed and signed by <b>ALL</b> persons listed on the property title/s adjoining the proposed licensed area.	
<b>Fees - Refer to the following link for a list of all applicable application fees for <a href="http://www.gmwater.com.au/customer-services/forms">Property Services – Recreation and Land Management Miscellaneous Fees</a> - <a href="http://www.gmwater.com.au/customer-services/forms">www.gmwater.com.au/customer-services/forms</a></b>		
<input type="checkbox"/>	<b>PS001 – Application fee for a New Licence</b> is attached – <i>This is a non-refundable application processing fee</i>	Payments attached \$.....
<input type="checkbox"/>	If works are required, payment is attached for: <ul style="list-style-type: none"> <li>• <b>AC003 – Site assessment &amp; supervision fee</b> for construction of approved works; &amp;</li> <li>• <b>AC004 – Works Refundable Security Deposit</b></li> </ul>	\$..... \$.....
<input type="checkbox"/>	<b>AC005 – Title search fee</b>	
<input type="checkbox"/>	Attach a copy of your property's Certificate of Title/s (Registered Search Statement & Plan) produced within the last three months	\$.....
Or		
<input type="checkbox"/>	I/we require GMW to obtain title searches and have attached payment	
<input type="checkbox"/>	<b>AC006 – Company search fee</b> (or attach a Company Extract not older than 3 months)	
<input type="checkbox"/>	Attach a copy of the current Company Extract produced within the last three months if applicant is a Company	
Or		
<input type="checkbox"/>	I/we require GMW to obtain a Company Extract and have attached payment	\$.....
Or		
<input type="checkbox"/>	Not applicable (registered proprietor is not a company)	
<input type="checkbox"/>	<b>TOTAL PAYMENT ENCLOSED:</b> Payment by cheque or credit card is accepted. A credit card payment authority form can be found at <a href="http://www.gmwater.com.au/customer_service/forms">www.gmwater.com.au/customer_service/forms</a>	\$.....
<b>All Applicants</b>		
<input type="checkbox"/>	Make enquiries with your Insurer about public liability insurance for no less than \$20 million. Once the Occupation Licence is issued, the Licensee's (Applicant) PL Insurance <b>MUST</b> note: Goulburn-Murray Water as an Interested Party and be extended to cover the licensed area, and a Certificate of Currency provided to GMW	
<input type="checkbox"/>	Attach Statutory approvals or written confirmation that you will obtain and provide these approvals prior to work commencing.	
<input type="checkbox"/>	Please attach a locality/site map of the area to be licensed.	
<b>Foreshore Licence Applicant's Only</b>		
<input type="checkbox"/>	Attach evidence of appropriate project management measures to be implemented, including Safe Work Method, Job Safety Analysis, environmental controls and evidence of appropriate training and certification of mobile plant operators etc.	
<input type="checkbox"/>	Attach evidence of Contractors public liability insurance for no less than \$20 million.	
<input type="checkbox"/>	Attach full colour design plans (if applicable)	

### Protecting your privacy

Goulburn-Murray Water (GMW) collects, holds and manages personal information under the Privacy and Data Protection Act 2014 (Vic). Your personal information collected on this form will be used for the purpose of processing and administering this application and updating GMW's records. Information collected is usually disclosed to staff involved in processing your application, contractors and other relevant GMW staff. At times, GMW may be legally required to disclose personal information, for instance to the police, courts or other authorized organization. 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 under the Freedom of Information Act 1989 (Vic). For further information please refer to GMW's Privacy Policy at [www.gmwater.com.au](http://www.gmwater.com.au) or call 1800 013 357 to obtain a copy of this policy.