

## Application to Undertake Works or Maintenance on GMW Land

### What is this application form used for?

This application should be used to apply to undertake works or maintenance on Goulburn-Murray Water (GMW) foreshore land or privately owned licenced structures on GMW land. Works may be categorised as minor, medium or major. Minor – tree lopping, vegetation clearance, jetty/decking board replacement (no application fee).

### Completing this form:

- Before completing this application, we recommend you contact your Local Area Office to discuss your intended works. If your works are deemed to be major works, an application fee will apply.
- 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.
- Attach payment for:
- Application fees: Refer to **Property Services – Recreation and Land Management Miscellaneous Fees** [HERE](#). (Customer Services – Forms – Property Services – Recreation and Land Management Miscellaneous Fees")

- **AC005** - Title search fee (or attach a title search not older than 3 months)
- **AC006** - Company Search fee (required if your adjoining land is registered in the name of a Company, or attach a company search showing authorised signatories not older than 3 months)
- If determined necessary by the local GMW area office, you will be required to pay:
  - **AC003** – Site Assessment and Supervision fee for construction of approved works; and/or
  - **AC004** - 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.*

- GMW accepts Cheque or Credit Card.  
A credit card form for application payments form is available [HERE](#) under “My Bills and Details - Credit Card Payment Application Form”.
- Send the completed form, required supporting information and the fee payment 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. Applicant/s 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: .....

Existing Licence Number/s if applicable.....

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

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 works approval 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

Lake Eildon  Goulburn Weir  Lake Nillahcootie

Lake Eppalock  Lake Mulwala (Yarrawonga)  Lake Boga

Other \_\_\_\_\_

#### 4. Description of the Proposed Works

##### Provide details of the proposed works -

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##### Plans

Please attach a sketch, including a locality/site plan of the area.

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

#### 5. Insurance

##### Public Liability Insurance

Applicants are required to hold Public Liability insurance of at least \$20 million. Attach evidence of public liability insurance for no less than \$20 million. Once the application is approved Public Liability Insurance **may need to include** Goulburn-Murray Water as an Interested Party and be extended to cover the works area. You will be advised if this is required on approval.

#### 6. Management of Works

##### 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.

#### 7. Statutory Approvals

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.

## 8. 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.

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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 works approval.

## 9. Applicant's Declaration

I/we 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/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 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 works area.	
<input type="checkbox"/>	<b>PS008 – Application fee for a Works Approval (Permit)</b> <i>*Seek advice from your local GMW Area Office to see if this fee applies</i> Not required - Minor Works	Payments attached
Or		
<input type="checkbox"/>	Attached - Medium to Major Works – <i>This is a non-refundable application processing fee</i>	\$.....
<input type="checkbox"/>	<b>AC005 – Title search fee</b> 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) 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"/>	Payment (if requested by the Area Office) is attached for: AC004 – Works Refundable Security Deposit AC003 – Site Assessment and Supervision Fee	\$.....
<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>	\$.....
<input type="checkbox"/>	Attach a sketched plan	
<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 evidence of applicants public liability insurance for no less than \$20 million.	
<input type="checkbox"/>	Attach Statutory approvals or written confirmation that you will obtain and provide these approvals prior to work commencing.	

### 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.