

Transfer a Private Works Licence

For use Only on GMW's Land or Asset

What is this application form for?

This application should be used when a customer requests approval to transfer a Private Works Licence on land or assets owned or managed by Goulburn-Murray Water (GMW).

Following are examples of when you might need to transfer the licence

- Change in ownership (sale of property)
- Change in name/s (Company Directors/shareholding)
- Cancellation of Licence

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.g-mwater.com.au) before you fill out the form.
- 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.
- Attach a copy of the fully signed and executed Private Works Licence document
- Attach Full Colour photos of the structure to be transferred or varied, if applicable
- Attach a Full Colour Locality Map/Site Plan of where the structure is located. Include the plan Title or Plan details.
- Have you read and completed Item 5 and Item 7 - Declaration of applicant and transferee?
- Send the form, any required documentation and the application fee to: Goulburn-Murray Water, PO Box 165, TATURA , VIC 3616.

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

PLEASE NOTE: THIS APPLICATION ONLY RELATES TO GMW LAND AND ASSETS.

DO NOT USE THIS FORM WHEN MAKING APPLICATIONS FOR WATER USE AND ENTITLEMENTS

DETAILS OF APPLICATION (please tick one)

- Cancel the Private Works Licence – Note: You may be required to remove the structure and make good the land
- Transfer the Private Works Licence (Sale of property or Changed names of Company Directors/shareholding)

1. DETAILS OF THE WORKS

Type of Works:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Syphon | <input type="checkbox"/> Direct Suction | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Subway | <input type="checkbox"/> Pump shed | |
| <input type="checkbox"/> Occupation Crossing | <input type="checkbox"/> Vegetation removal | |
| <input type="checkbox"/> Meter Outlet(Gravity/pumped) | <input type="checkbox"/> Onfarm automation interface | |

If you are making application to transfer more than one type of works please complete separate applications

Description of current licence document to be transferred or varied:

Private Works Licence Number: _____ Property No _____

A copy of the original Private Works Licence document must be included with this application.

GMW may be able to assist in locating a copy, please make contact with the Land and Licencing team on 1800 013 357. In the event an original licence cannot be located a new Private Works Use licence with current terms and conditions will be established for execution.

2. TRANSFER OF OWNERSHIP REQUIREMENTS

In most circumstances GMW will approve the existing licence to be transferred to a new owner providing the structure is safe and sound and complies with GMW standards and specifications. Both parties will be required to complete & sign this form before GMW can assess the application.

If GMW find the works require upgrade or improvement GMW will issue a works notice to the Licensee.

A new licence will be provided for execution with current terms and conditions.

Ensure you complete Item 7 “Declaration of Applicant/s”

3. IRRIGATION/STORAGE AREA WHERE THE LICENCE APPLIES (please tick one where applicable)

Irrigation Area:

- | | | |
|---|--|---|
| <input type="checkbox"/> Murray Valley | <input type="checkbox"/> Rochester | <input type="checkbox"/> Torrumbarry (Torrumbarry |
| <input type="checkbox"/> Central Goulburn | <input type="checkbox"/> Loddon (Pyramid Hill, | Nyah, Tresco, Woorinen) |
| <input type="checkbox"/> Shepparton | Boort) | |

4. CURRENT LICENSEE'S DETAILS (Seller)

Please list full names of all existing Licensee's (initials are not acceptable)

Licensee No 1: (Individual or company name)

Signature of Licensee No. 1 **Date:**

Licensee No 2: (Print Individual or company name)

Signature of Licensee No. 2 **Date:**

Additional Licensee's (Print Individual or company name):

Additional Licenced signature **Date:**

Postal Address:

Postcode: Telephone number: ()

Mobile number:

Email:

5. DETAILS OF TRANSFEREE OR VARIATION REQUIRED (Purchaser)

Please list full name/s of all transferees (initials are not acceptable)

Upon signing the licence or any variation to the licence, the approved licensee must provide to GMW a Certificate of Currency for Public Liability for not less than \$20million. Please tick the box to confirm you can comply with these requirements.

I understand and acknowledge I will provide (upon approval of transfer or variation) GMW with a Certificate of Currency for Public Liability not less than \$20 million and noting GMW as an Interested party as Licensor.

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

Signature of transferee No. 1 **Date:**

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

Signature of transferee No. 2 **Date:**

Additional transferees: (Individual or company name).....

Postal Address:.....

Postcode: Telephone number: ()

Mobile number: Email:

If the name of the transferee 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.

6. DESCRIPTION OF THE LICENSED LAND:

Property address:

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

Only the rightful owner of this land may make application to transfer this Private Works Licence.

7. DECLARATION OF APPLICANT/S

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 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. I approve Goulburn-Murray Water to have discussions with relevant third parties such as local government agencies or other relevant authorities as necessary.

I/we confirm the following items have been checked and are compliant with GMW's requirements

The existing structure is in a safe and sound condition and is compliant with the Licence conditions
I confirm I have a current Insurance Policy in place noting Goulburn-Murray Water as an Interested Party as Licensor.

Signature of applicant 1 **Date:**

Printed name:

Signature of applicant 2 **Date:**

Printed name:

Additional applicants:

Signature(s).....

Printed name: **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.g-mwater.com.au or call 1800 013 357 to obtain a copy of this policy.

Assistance with completing the application form

This application/transfer form is required when the Licensee wishes to transfer the existing Private Works Licence - ie. Change in ownership or Cancellation.

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

Telephone: 1800 013 357

Email: reception.reception@gmwater.com.au

1. Transfer requirements

In most circumstances GMW will approve the existing licence to be transferred to a new owner providing the structure/works is safe and sound and complies with GMW standards and specifications. Both parties will be required to complete & sign this form before GMW can assess the application.

If GMW find the works require upgrade or improvement GMW will issue a works notice to the Licensee.

2. When will my application be approved?

There are a number of steps to this process and in order for GMW to assess the risk and impacts on GMW's assets and services you should allow a minimum of 4 weeks from **receipt of completed application/transfer** and **application fees**. **Applications will not be processed if all relevant details are not completed in this form.** This will in turn impact on the approval process.

It is important to note, that GMW may refer your application to several agencies for approval. This will depend on the nature and location of the transfer.

3. Applicant/s details

All rightful landowners attached to the Certificate of Title must complete the application to transfer. Further all rightful transferees must sign the application form.

If the applicant is a company, evidence must be provided that the person/s has authority to act on behalf of the company.

4. Insurance Requirements

Landowner: Upon signing the licence or any variation to the licence, the approved licensee must provide to GMW a Certificate of Currency for Public Liability for not less than \$20million.

Special Conditions: In all cases the Certificate must *"Note: Goulburn-Murray Water as an interested party as Licensor"*

5. 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 or phone (03) 5177 3988
- 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).

6. Declaration of Applicant/s

All applicants must sign the application/transfer. 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, evidence must be provided that the person/s signing the application has authority to sign on behalf of the Company. This must be in the form of a current copy of an ASIC Company Search listing all directors and/or office bearers which is not more than three months old.

General information and explanatory notes

Why do I need to Transfer the existing Private Works Licence?

If you wish to utilise a private structure on Goulburn-Murray Water Asset or Land (including land in which an Easement is in place in favour of GMW), you must first obtain an Executed Construction & Use of Private Works Licence from Goulburn-Murray Water. This process ensures that the integrity of GMW's assets and systems is not compromised and that the time of the proposed works, will not interfere with GMW's operations. When purchasing land where Private Works are already constructed, you will be required to take ownership of the works to enable ongoing use. This process is formalised by transferring the Licence from the previous Licensee to the Purchaser.

How long is a licence valid?

A Construction & Use of Private Works Licence is generally issued for a term of 15 years.

Can I transfer the licence?

The Construction & Use of Private Works Licence may be transferred by completing this form, signed by the current Vendor and Purchaser and forwarding to GMW for processing. Please note: The licence does not automatically transfer upon change of ownership. A fee is payable to transfer the licence.

What does a Private Works Licence authorise?

A Private Works Licence authorises you to use works located on GMW's land or assets. You become responsible for and own the works.

This licence does not allow you to take or use water. For any dealings with water entitlements contact Water Administration on 1800 013 357

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 and Recreational By-Laws*.

If your licence is approved it will be recorded in GMW's Asset database for the purpose of identifying all structures/works on GMW's land or assets.

Are there ongoing costs associated with having a Licence?

Yes. A licence renewal fee is applicable every fifteen years.

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

Application number:

Property Owner:

Property Address:

Phone number:

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 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.