

## Private Works Licence to Construct and Use Works or to Undertake Works

On GMW's Land or Asset

### What is this application form for?

This application should be used when a customer requests permission to construct privately owned structures on land or assets owned or managed by Goulburn-Murray Water ('GMW').

***Before completing this application, we recommend you contact your local Goulburn-Murray Water Area office to discuss your intended works.***

**Following are examples of Private Works but are not limited to these types of works**

- Retaining Walls/Landscaping
- Pumps, Pump houses, Pipelines & associated works
- Removal of Vegetation/Stumps/Aquatic Plants
- Direct Connection to GMW structure
- Syphon or subway under GMW asset or land
- Occupation crossing over a GMW asset or land
- Electrical works under a GMW asset or land

## 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.

### What to do:

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](http://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, and is attached.

Attached confirmation of Department of Environment, Land, Water & Planning (DELWP) approval to remove or disturb timber from a waterway.

Attached confirmation of Department of Environment, Land, Water & Planning (DELWP) approval to remove or disturb aquatic or terrestrial native vegetation

Attached confirmation of Statutory Planning approvals

Attach a copy of the Design Plans (A3 format ONLY) including a Locality/Site Plan

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

Please provide evidence of appropriate public liability insurance. Note that Goulburn-Murray Water requires public liability for an amount of not less than \$20 million with the policy noting Goulburn-Murray Water as an interested party.

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 and do not use this form for small pipe outlet applications.*

**1. DETAILS OF THE WORKS**

**Do these Private Works relate to a Connections Agreement?** **Yes** **No**

**If yes, please provide:-** \*your Connections Agreement Business Case & Work Order Number:.....

\* Connections Modernisation Coordinator & Contact No:.....

\*

Is this project being externally managed?: **Yes** **No**

If yes, by.....

**Type of Works:**

Syphon

On farm automation interface

Subway

Retaining Wall

Occupation Crossing

Pump shed

Meter Outlet (Gravity/pumped

Vegetation removal

Direct Suction

**Other**

**Description:** Diameter.....

Material.....

Construction Method:.....

.....

.....

**Direct Suctions:** Flow rates of Proposed system: Max ..... Min.....

Type of system: Trickle/Drip Minisprinkler Sprinkler Pipe & Riser Other (please specify)

.....

Type of Pump (e.g. diesel/electric) .....Size & Type Flow of Meter.....

How long will existing supply outlet be retained? (max 2 years) .....

Outlet (s) to be removed (DLMO, LMO, SMO, Pipe Outlet) No.

.....

.....

Proposed Construction Date:.....

Irrigation/Plan Designer..... Contractor: .....

Do you authorise GMW staff to discuss the proposed works with the abovementioned parties?

Yes

No

Attach a copy of the Full Colour Design Plans (A3 format ONLY) including a Locality/Site Plan of the area which you propose to construct the works.

*Note: This application will not be processed until we receive **design plans** for approval.*

**2. APPLICANTS DETAILS**

**Only the rightful owner of this land may make application for this licence.**

*Please list full names, initials are not acceptable – if more than 3 Licencees please add another page*

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

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

Postal Address:

.....

..... Postcode: .....

Telephone number: (     )

Mobile number:

Email:

**3. DESCRIPTION OF LAND TO BE LICENCED INCLUDING:**

Property address:

.....

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

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

**4. PROPOSED USE/S PURPOSE OF PRIVATE WORKS**

Irrigation Occupation  
 On farm automation Access  
 Other (e.g. Beautification/landscaping)

**5. SOURCE OF SUPPLY**

Waterway/Channel No or Drain No: ..... Nearest Service Point/s:.....  
 Works Licence Application No: WLI No. .... Service ID/Property No. ....

**6. STORAGE OR IRRIGATION AREA (please check relevant box)**

**Storages:**

Lake Eildon,	Dartmouth,	Cairn Curran,
Lake Eppalock,	Lake Nillahcootie,	Lake Mulwala (Yarrowonga),
Goulburn Weir,	Lake William Hovell,	Greens Lake
Waranga Basin,	Lake Buffalo,	Other
Lake Hume,	Laanecoorie,	
Lake Boga,	Tullaroop,	

**Irrigation Area:**

<i>Murray Valley,</i>	<i>Loddon (Pyramid Hill, Boort)</i>
<i>Central Goulburn,</i>	<i>Torrumbarry (Kerang/Cohuna Nyah, Tresco, Woorinen);</i>
<i>Shepparton,</i>	<i>Rochester(Campaspe)</i>

**7. ABORIGINAL CULTURAL HERITAGE**

Please refer to the General information and explanatory notes prior to completing this section.

Please tick one of the following:

- Find attached a copy of the approved Cultural Heritage Management Plan (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>

**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 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 the Irrigation Designer, Engineers and Contractors as necessary.

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

Printed name: .....

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

Printed name: .....

**Additional applicants:**

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

Printed name: ..... Date: .....

Printed name: ..... Date: .....

Printed name: ..... Date: .....

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

ACN No: .....

Position (e.g. director): .....

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

**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.

# 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 \$

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\_\_\_\_\_  
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](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.



## Assistance with completing the application form

This application form is required to make application for a new licence. Any amendments or assignment of licence should be referred to GMW's Land & Licensing Section as below.

Construction & use of Private Works (upon approval of design plans)

under (Sections 122ZB, 132, 145 and 148 of the *Water Act 1989* ("the Act"))

### 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: (03) 1800 013 357

Facsimile: (03) 5826 3501

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

#### 1. Insurance Requirements

**Contractors:** Prior to commencement of works the Licencee must provide to GMW a copy of the Contractor's Certificate of Currency for an amount of not less than \$20 million Public Liability.

#### Landowner

Upon signing the licence, the Licencee must provide to GMW a Certificate of Currency for Public Liability for not less than \$20million. In the event the Private works are on GMW freehold land or land managed by GMW, the policy must be extended to include the "Licenced Area".

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

#### 2. Security Deposit and Site Inspection Fees

The Security deposit and Area Inspection fee details can be obtained by calling 1800 013 357 or downloaded from [www.gmwater.com.au](http://www.gmwater.com.au)

#### 3. When will my application be approved?

There are a number of steps to this process and in order for Goulburn-Murray Water to assess the risk and impacts on GMW's assets and services you should allow a minimum of 3 weeks from **receipt of completed application, design plans and application fees. Applications will not be processed if a design plan is not included.** 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 works. We recommend you contact your local GMW area office for further information prior to making application.

#### 4. Applicant/s details

All rightful landowners attached to the Certificate of Title must complete the application. If the applicant is a company, evidence must be provided that the person/s has authority to act on behalf of the company.

#### 5. Description of land on which the works are located

The current ownership or proof of occupation of land must be verified. To ensure this information is accurate GMW requires a current copy of the title/s (**including the plan**) for all land. Written consent from the landowner or occupier is also required.

A Registered Title Search Statement & **Plan** for each separate title must be provided. Rates notices will not be accepted.

#### 6. How can I obtain a copy of my land title/s?

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)

## **7. 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 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).

## **8. Proposed use of Works**

Please indicate the intended use of the works to be constructed. This information will be used as part of the licence application assessment process.

## **9. Aboriginal Cultural Heritage Requirements**

If new works will be installed (pumps/pipes etc.) as part of this application, you must ensure that you comply with any obligations under the Aboriginal Heritage Act 2006 – Please refer to the explanatory notes for further information before answering this question.

## **10. Declaration of Applicant/s**

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, 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 a Private Works Licence to Construct and Use Works?

If you wish to conduct Private Works on a 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 Private Works Licence from Goulburn-Murray Water. This process ensures that the integrity of GMW's systems is not compromised and that the time of the proposed works, will not interfere with GMW's assets which may interrupt other Land Owners rights to water.

### How long is a licence valid?

A Private Works Licence is generally issued for a term of 15 years, with a completion date set 12 months after the Licence Start date. In the event you require a "Temporary" Construction & Use of Private Works Licence (generally for Direct Connections on Leased land) a Licence will be issued for a 2 year term.

### Can I transfer the licence?

The Licencee must give notice of this licence to any prospective purchaser of the Licencee's land and ensure that this licence is assigned to any successor in title of the Licencee's land provided GMW's consent to such assignment is first obtained.

### What does a Construction & Use of Private Works Licence authorise?

A Construction & Use of Private Works Licence authorises the Licencee to carry out 2 steps.

1. Construct the works and
2. Use the works for its proposed purpose (i.e. for irrigation, commercial, domestic and stock or other Licenced purposes such as farm access in the case of Occupation Crossings).

***This licence does not allow you to take or use water. For any dealings with water entitlements contact Water Administration on (03) 58263500***

### 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*. This includes administering the application including approval of plans and undertaking a full site inspection. The inspector will review the proposed works site and whether there is any potential for interference with GMW's assets or land, other water users or the environment.

If your licence is approved it will be recorded in GMW's Asset database for the purpose of identification in the event future works are required in this area.

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

No, a Licence to Construct and Use Private works or "Undertake Works" is only subject to administration, approval and site inspection fees. A Security Deposit is due prior to commencing works and is refundable upon satisfactory completion of the works.

### Aboriginal Cultural Heritage

In Victoria, Aboriginal cultural heritage is protected and managed under the *Aboriginal Heritage Act 2006* (the Act) and the *Aboriginal Heritage Regulations 2018* (the Regulations). When assessing an application, Goulburn-Murray Water is responsible for ensuring that an application complies with the requirements of the Act.

The Regulations require a Cultural Heritage Management Plan (CHMP) for an activity if all or part of the proposed activity is in an area of cultural heritage sensitivity and all or part of the activity is a high impact activity, no exemptions apply. 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.

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

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

Areas of cultural heritage sensitivity include land within 50 metres of registered cultural heritage places, land within 200 metres of waterways and other locations defined in the Regulations.

The installation of new pumps and/or attached pipelines normally occurs on or near a waterway so it is likely that these works may be located in an area of cultural heritage sensitivity.

To determine if the site of your proposed works may be in an area of cultural heritage sensitivity you can access an online mapping tool <https://achris.vic.gov.au/#/onlinemap>.

High impact activities include, among other things:

- the installation of any works affected an area exceeding 25 square metres;
- a linear project that includes is the construction of a pipeline (of any diameter) with a length exceeding 500 metres;
- a linear project with a length exceeding 100 metres (with a pipe diameter not exceeding 150 millimetres).

You can check whether a CHMP is required by accessing the 'Aboriginal Heritage Planning Tool' developed by Aboriginal Victoria. The online Tool will guide you through a series of questions to help you determine your obligations. The website also has information to assist you with contacting the Registered Aboriginal Party or a Heritage Advisor if you require further assistance.

You can access the Tool at <https://www.vic.gov.au/aboriginalvictoria/heritage/planning-and-heritage-management-processes/planning-and-development-of-land.html> and print a receipt of your results for inclusion in your application. If you do not have access to the internet please contact the Licensing Unit for assistance.

## **Statutory Planning**

The relevant municipal council must be contacted to determine whether or not a planning permit is required.

## **Native Vegetation**

The Department of Environment, Land, Water & Planning (DELWP) and the relevant municipal council must be contacted to determine if a permit for the removal of native vegetation and a planning permit are required.

The Department of Environment, Land, Water & Planning (DELWP)council must be contacted to determine if a permit for the removal of standing dead timber or snags and other fish habitat is required.

Any disturbance to native vegetation or ground surface levels at the pump site caused through excavation and installation of works must be restored to the satisfaction of the DELWP land manager.

Any works in, on or over a designated waterway will require approval of the relevant Catchment Management Authority.

## **Electricity Supply**

Electrical supply (buried or overhead cabling) and electric switch-boards will not normally be permitted on land owned or controlled by Goulburn-Murray Water.

Where there is no other option and electricity supply cables to pumps is approved, cables must be installed a minimum 600 mm underground and comply with all relevant electrical standards. Back-fill material must be compacted and maintained to the satisfaction of Goulburn-Murray Water.

A plan of the power cable location must be provided in the pump shed.

## General

Prior to commencement of approved works on any land controlled by Goulburn-Murray Water, the Licencee or new licence applicant must give the Supervisor of the works ten days' written notice.

All works must be constructed in accordance with the approved proposal and private works licence schedule.

All works on land controlled by Goulburn-Murray Water must be maintained by the Licencee to the satisfaction of Goulburn-Murray Water and not vary from the specifications approved for installation without the written consent of Goulburn-Murray Water and amendment to the private works licence.

In the case of works on waterways, the Licencee must install a marker post at the boundary of land controlled by Goulburn-Murray Water as specified by Goulburn-Murray Water and indicate the position of the pipeline; ownership; Property Number and Works Licence number which authorises the use of the works.

The Licencee is responsible for any damage to land and/or structures controlled by Goulburn-Murray Water resulting from the installation, maintenance and/or operation of diversion works.

Water levels in Goulburn-Murray Water Storages are subject to regulated operations of the storage and will not be held at any specified level. It is the responsibility of the Licencee to be aware of any fluctuations in water levels of the storage.

Pipe-lines must be installed a minimum 300 mm underground and back-fill material compacted to the satisfaction of Goulburn-Murray Water.

Fuel operated pumps are not permitted on land controlled by Goulburn-Murray Water.

Fuel operated pumps on private land must be bunded as specified by Goulburn-Murray Water.

Bulk fuel and lubricants must not be stored on Goulburn-Murray Water controlled land.

Any fuel and lubricant leaks that impact on Goulburn-Murray Water controlled land must be reported to Goulburn-Murray Water and attended to immediately along with any reclamation works necessary.

Intake pipes and/or works must not protrude above the natural surface level of the lake bed, nor cause a public hazard and/or obstruction to boating.

Noise levels emanating from the pump or pump shed must comply with the requirements of the Environmental Protection Authorities' - *Information Bulletin No. N3/89 Interim Guidelines for the control of Noise in Country Victoria*.

All existing licences must comply with the guidelines upon alteration or renewal of works and/or change of ownership.

Temporary vehicle access and use of portable pumps may be permitted in some emergency situations upon written application to Goulburn-Murray Water. Where approved, portable bunding must be used to prevent any spillage of fuels and lubricants and applicants must comply with any other special conditions specified by Goulburn-Murray Water