

## Renew a Licence to Operate Works for a Hazardous Dam

### What is this application form for?

Complete this form to make application to renew a Licence to Operate Works for a hazardous dam.

This application meets the requirements for:

- A renewal of a Licence to Operate Works (for a potentially hazardous dam) pursuant to *Section 72 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.

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

Completed/updated Dam Safety Emergency Plan and your Dam Safety Surveillance Plan (attached)

If the Dam/s 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.

**1. DETAILS OF CURRENT LICENCE**

I/ we wish to renew Licence No: WLE ..... for a further term.

**Have any details of the existing licence changed?**

Yes (complete below)  No

**Description of change:**

.....  
.....  
.....

**2. 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: .....

**3. DESCRIPTION OF LAND ON WHICH THE DAM/S ARE LOCATED**

Property address: .....

Property description

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

**Note: If you are not the owner or occupier of this land please complete – Consent of Landowners/ occupier/ Crown Land Manager (attached)**

**4. USE OF WATER FROM THE EXISTING DAM/S (please indicate all applicable types of use)**

- Irrigation
- Commercial or Industrial
- Domestic &/or Stock
- Other (please specify).....
- Reuse
- Dairy Washing

**5. DAM SAFETY EMERGENCY PLAN & SURVIELLANCE PLAN**

Your dam/s has been categorised as ‘potentially hazardous’ therefore you must complete and submit the Dam Safety Emergency Plan & Dam Surveillance Plan (please refer to the explanatory notes for details and please refer to the attached letter for your hazard category).

- If your dam/s has been assessed as being in the **very low** or **low** hazard category the **applicant** can complete the attached Dam Safety Emergency Plan and Dam Surveillance Plan.
- If your dam/s has been assessed as being in the **significant** or **high** hazard category the **applicant** can complete the attached Dam Safety Emergency Plan and Dam Surveillance Plan but you must engage a suitably **qualified engineer** to complete and/or endorse the Dam Safety Emergency and Surveillance Plans.

**Details of suitably qualified engineer** (refer to explanatory notes for further details)

Company Name (If applicable) .....

Contact Person: .....

Postal Address: .....

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

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

Email: .....

Is the engineer a member of the Institution of Engineers Australia?

Yes

No

Membership No. (If applicable): .....

**6. 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 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: .....

**Protecting your privacy**

Goulburn-Murray Water (GMW) collects, holds and manages personal information under the *Privacy and Data Protection Act 2014 (Vic)*. The personal information collected on this form will be used for the purpose of considering the renewal of your licence and updating our records. If you do not provide us with your personal information, GMW may not be able to renew your licence. Disclosure of such information is usually limited to GMW employees, agents and contractors involved in processing your application as well as external departments such as the Water Register, The Department of Environment, Land, Water and Planning and the relevant Catchment Management Authority and Local Council. At times, GMW may be legally required to disclose your personal information, for instance to the police, courts or other authorised organisations. You may gain access to and correct your personal information under the *Freedom of Information Act 1982 (Vic)*. 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.

**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: .....

Name: .....

Position:.....

Position: .....

Address: .....

Address: .....

.....

.....

.....

.....

Date: .....

Date: .....

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## Assistance with completing the application form

This application form is required to make application to renew an Operating Licence.

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  
Facsimile: (03) 5826 3334  
Email: [licensingadmin@gmwater.com.au](mailto:licensingadmin@gmwater.com.au)

## Explanatory notes (retain for future reference)

### **My dam has been in existence for many years without the need for a Licence to Operate Works, why do I need one now?**

Victoria has about 450,000 dams, most operating on privately owned farms as a means to store rainfall for when it is needed. The vast majority of these dams do not require a Licence to Operate Works.

A small number of dams, owing to size or location, pose a potential risk to people or property if they were to fail. Changes to the legislation (*Section 67 1A Water Act 1989*) require all potentially hazardous dams to have a Licence to Operate Works.

This legislation came into effect in 2001. It was amended in 2006 to provide for an application fee set by the Victoria then Department of Environment and Primary Industries (DEPI).

The licence provides you, and the wider community, assurance that any consequences associated with your farm dam are assessed, minimised and monitored.

### **What is a “potentially hazardous dam”?**

A potentially hazardous dam is any dam on a waterway or a dam as described in *Section 67 (1A) of the Water Act 1989*, as follows:

- The dam has a wall that is 5 metres or more high above ground level at the downstream end of the dam and a capacity of 50 megalitres or more; or
- The dam has a wall that is 10 metres or more high above ground level at the downstream end of the dam and a capacity of 20 megalitres or more; or
- The dam has a wall that is 15 metres or more high above ground level at the downstream end of the dam, regardless of the capacity; or
- The dam belongs to a prescribed class of dams.

Your existing licence document will indicate if the dam is on or off a waterway.

### **What is the purpose of licensing a potentially hazardous dam?**

Dam owners need to be aware of their obligations to carry out ongoing maintenance and surveillance of their dams to avoid failure.

A Licence to Operate Works has conditions that require dam owners to take proper precautions to protect life and property.

A licence is required regardless of whether or not the dam is in use.

### **Are there specific licensing requirements for potentially hazardous dams?**

Yes, a potentially hazardous dam must be assessed to determine the potential consequences of dam failure on people and property.

This assessment is based on guidelines established by the Australian National Committee on Large Dams (ANCOLD) and takes into account the consequences of dam failure including potential loss of life or the destruction of major infrastructure.

### **What term is the licence issued for?**

If your licence renewal application is approved, your new licence will be renewed for a term between 5 to 20 years.

### **What happens after I lodge my application?**

After you lodge your licence renewal application, GMW will:

- Notify you in writing the application has been received;
- Have one of our diversion inspectors contact you to arrange a site inspection;
- Notify you in writing if your application has been approved or refused. Please note that application fees are **not** refundable if an application is refused.

### **What is a Dam Safety Emergency Plan?**

A Dam Safety Emergency Plan is a document containing procedures for dealing with an emergency as a result of the failure, or likely failure, of the dam, including:

- Identifying emergency conditions which could endanger the integrity of the dam and which require immediate action;
- Detailing procedures to be followed by the dam owner and operating personnel in the event of an emergency;
- Detailing procedures for alerting appropriate emergency agencies to enact protection measures for downstream communities.

### **What is a Dam Safety Surveillance Plan?**

A Dam Safety Surveillance Plan contains procedures for the continuing monitoring of the condition of a dam and the review of its operation and maintenance. It determines whether a deficiency is developing or appears likely to develop.

A Dam Safety Surveillance Plan includes:

- A hazard category assessment of the dam;
- A report on visual assessments, geotechnical investigations, spillway calculations as well as a detailed report on the safety of the dam;
- A surveillance program specifying the recommended intervals for inspections to be completed by the dam owner. These inspections report on the structural integrity of the dam and the process for identifying and reporting changes in the condition of the dam.

The Dam Safety Surveillance Plan will be further explained by the GMW diversion inspector.

### **How do I complete these plans and do I need an engineer?**

Your letter to renew your Licence to Operate Works includes an assessment of your dam risk category in the heading.

The categories are:

**Very Low or Low consequence:** If your dam has been assessed as being of low or very low consequence, you (the applicant) can complete the Dam Safety Emergency Plan.

**Significant or High consequence:** If your dam has been assessed as being of significant or high consequence, you (the applicant) must engage a suitably qualified engineer to complete and/or endorse the Dam Safety Emergency Plan.

### **What is a “suitably qualified engineer”?**

A suitably qualified engineer means a person eligible for membership of the Institution of Engineers Australia who

is able to demonstrate competence in the design, construction and surveillance of dams.

You must lodge two copies of your Dam Safety Emergency Plan with GMW and provide the results of any Dam Safety Surveillance Plan to GMW within 12 months of the issue of a Licence to Operate Works.

Inspection and monitoring records must be available at any other time requested by GMW.

### **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 and undertaking a full site inspection.

If your application is approved the new expiry date will be recorded in the Victorian Water Register and you will receive a copy of the new licence document.

### **Where can I get more information?**

For more information on managing a potentially hazardous dam, visit [www.gmwater.com.au/hazardousdams](http://www.gmwater.com.au/hazardousdams) or contact our Diversions Team on 1800 013 357.



## 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: .....

Property description

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 the applicant is a company, you are required to sign and complete the declaration on the next page**

## 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: .....

Name: .....

Position: .....

Position: .....

Address: .....

Address: .....

.....

.....

.....

.....

Date: .....

Date: .....

### Protecting your privacy

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# Credit Card Form

Application Payments

GOULBURN-MURRAY  
WATER



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

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Expiry Date

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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.