

## Decommission a Works Licence

### What is this application form for?

Use this form to make application for a Licence to decommission works under section 67 *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 which can be obtained by calling 1800 013 357 or downloaded from [www.gmwater.com.au](http://www.gmwater.com.au) before you complete the form.

If the work/s are located on land not owned by the licensee, Crown Land or public reserve the consent and/or Permit from the relevant owner or Authority (e.g. Vic Roads, DSE, Shire etc) must be provided - see Annexure 1.

Refer to Criteria of a Bore that requires decommission (attached)

Complete the form in full ensuring all relevant information is provided

If the titles are owned by a company please provide a copy of the current Company Extract produced within the last twelve months.

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

A copy of the current Certificate of Title/s (Registered Search Statement & Plan) produced within the last three months or Notice of Acquisition/Disposition for all land/s subject of the licence application is attached.

Send the form, any required documentation to: Goulburn Murray Water, PO Box 165, TATURA, VIC 3616 or email to [licensingadmin@gmwater.com.au](mailto:licensingadmin@gmwater.com.au)

Please note there is no application fee for this application.

**1. 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: .....

Fax Number: .....Email: .....

**2. CONSULTANT DETAILS (if applicable)**

Company Name.....  
 Contact Person:.....  
 Postal Address: .....  
 ..... Postcode: .....  
 Telephone number: ( ) ..... Mobile number: .....  
 Fax Number: ..... Email: .....

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

(1)Property address .....

(2) Property description

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

**Note: If additional lands are required please attach a separate list to this application. If any land is not in the ownership of the licensee/s please complete *Annexure 1 – Consent of Landowners (attached)*.**

**4. DETAILS OF WORK/S TO BE DECOMMISSIONED – see explanatory notes for assistance with this section. (please complete this section with any available information)**

Number of work/s to be decommissioned: .....  
 Year of construction: .....  
 Works Licence No: WLE .....  
 Service Point No/Bore No: .....  
 Reason for decommissioning:.....  
 Proposed decommissioning method: .....

**5. WORKS ASSOCIATED WITH A LICENCE TO TAKE AND USE WATER**

List any Licenses to Take and Use Water associated with the work/s to be decommissioned:

.....

**6. LICENSED DRILLER TO UNDERTAKE CONSTRUCTION (Groundwater Only)**

Name:..... Drillers Licence No: .....

**7. DECLARATION OF APPLICANT/S**

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. I acknowledge that I have read and understand the accompanying explanatory notes and accept the terms and conditions contained therein.

**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: .....

**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 (print): .....

Name (print): .....

Position: .....

Position: .....

Address: .....

Address: .....

.....

.....

.....

.....

Date: .....

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.gmwater.com.au](http://www.gmwater.com.au) or call 1800 013 357 to obtain a copy of this policy.

## 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 Licensing Unit between 8.00am and 4.45pm Monday to Friday

Telephone: 1800 013 357 (free call from most fixed line phones)

Facsimile: (03) 5826 3334

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

|  |  |
|--|--|
| <p><b>Question 1</b><br/><b>Applicant details</b></p>  | <p>All applicants must complete and sign the application form. If any of the applicants is a company, the directors must sign the form where appropriate.</p>  |
| <p><b>Question 2</b><br/><b>Consultant details</b></p>   | <p>If a consultant will be co-ordinating the works, please provide details so they will receive the documentation. Please complete Annexure 2 – Authorisation for agent</p>  |
| <p><b>Question 3</b><br/><b>Description of land on which the work/s will be decommissioned</b></p>       | <p>Applicants must provide details of the land/s where the work/s will be decommissioned. If the work/s are located on land that is not in the applicant's ownership, written consent from the landowner also is required. Please complete Annexure 1 – Consent of Landowner</p>   |
| <p><b>Question 4</b><br/><b>Details of work/s to be decommissioned</b></p>                               | <p>Please provide details about the work/s to be decommissioned. Ensure you include the number of work/s being decommissioned.</p>   |
| <p><b>Question 5</b><br/><b>Work/s associated with a licence to Take &amp; Use and Operate Works</b></p> | <p>Applicant/s must provide their licence number for any licences to Take and Use Water and Operate Works linked to the work, this can be found on your licence document or on your annual fixed charges account issued by GMW.</p>  |
| <p><b>Question 6</b><br/><b>Licensed driller to undertake decommissioning (Groundwater Only)</b></p>     | <p>In most cases you must engage a licensed driller to undertake the decommissioning work. You should contact GMW to determine your requirements. Your nominated driller cannot commence decommissioning until you have obtained a Licence to Decommission Works. The licence conditions must be read and understood by yourself and your nominated driller before the works commence. The drilling contractor must complete a Bore Completion Report and return this to GMW within 28 days of completing the work.</p>  |
| <p><b>Question 7</b><br/><b>Declaration of Applicant/s</b></p>   | <p>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.</p> <p>If the applicant is a company, the directors and/or secretary must sign the form. A current company copy of an ASIC Company Search listing all directors and/or office bearers which is not more than twelve months old. Two directors or one director and one secretary must sign the form, unless the company has a sole director and secretary.</p> <p><b>How can I obtain a copy of my Company Search?</b><br/>You can obtain a company search statement by:</p> <ul style="list-style-type: none"> <li>• Accessing the internet service at <a href="http://www.asic.gov.au">www.asic.gov.au</a> or by phoning (03) 5177 3988.</li> <li>• Requesting that GMW complete the searches on your behalf.</li> <li>• Contacting your solicitor or legal advisor to conduct the search on your behalf (fees may apply).</li> </ul> |

## General information and explanatory notes (retain for future reference)

### Why do I need to decommission a bore?

Generally a bore/s will need to be removed or decommissioned if it is no longer in use or is beyond repair. If a bore is not decommissioned correctly it may pose a risk to public health and to the long term quality of groundwater resources.

### How do I know if my bore needs to be decommissioned?

If you own a bore that is not part of a regular maintenance schedule, it may need to be decommissioned particularly if it is:

- More than 20 years old and not in current use
- Constructed from steel casing
- Damaged or corroded
- Pumping sand
- Yielding saltier/poorer quality water than it has in the past
- Flowing uncontrollably
- Dewatering quickly
- Silted, collapsed or blocked
- No longer needed, or has been replaced by a new bore

GMW can assist you with determining if your bore is beyond repair and/or needs to be decommissioned, and the various methods that can be used to carry out the work.

### Why do I need a licence to decommission a bore?

Under the provisions of the *Water Act 1989 (Vic)*, any work conducted on a bore, including the decommissioning of a bore must not be carried out until a Licence to Decommission Works has been issued. Licensing this activity ensures that works are carried out correctly and will not pose any ongoing risks to the public safety or the environment. It also ensures that accurate records are kept in relation to the status of bores across GMW's region.

### How much does a licence to decommission works cost?

There is no application fee for a Licence to Decommission Works.

### Who can decommission a bore?

In most cases where the bore is shallow and has intersected only a single aquifer system, it is acceptable for the bore owner to carry out the work.

The decommissioning of bores that are deep, flowing or have intersected more than one aquifer system, can be more complex and it is a requirement that the work be undertaken by a suitably licensed driller.

You should contact GMW to determine if you need to engage a licensed driller prior to commencing any works.

## CRITERIA OF A BORE THAT REQUIRES DECOMMISSION

| Scenario  | Decommission | Comment  |
|---|--------------|--|
| <b>Replacement application-</b> Bores being replaced due to poor bore yield.  | Potentially  | Poor bore yield due to low water table .(Retained for D&S) |
| <b>Replacement application-</b> Bore being replaced due to casing/bore failure.   | Yes          | WL application(Decommission)                               |
| <b>Bore no longer required</b> – Owner identifies that the bore is no longer required or wanted.  | Yes          | WL application(Decommission)                               |
| <b>Bore is no longer suitable for clients' needs.</b> Low Flows, Irrigation, Salinity to great.   | Yes          | WL application(Decommission)                               |
| <b>The casing has deteriorated,</b> leading to poor casing integrity. Examples are severely corroded casing, or brittle PVC.              | Yes          | WL application(Decommission)                               |
| <b>Bore is blocked /collapsed-</b> Pump can't be removed, full of sand, open hole collapse.   | Yes.         | WL application(Decommission)                               |
| <b>Bore becomes a Physical Hazard.</b> The location of the bore becomes a physical hazard.  | Yes          | WL application(Decommission)                               |
| <b>There are unsealed abandoned test holes.</b> Previously drilled bore holes.  | Yes          | WL application(Decommission)                               |
| <b>There is uncontrolled flow.</b> A bore is identified to have uncontrolled flow that is not repairable or desired.                      | Yes          | WL application(Decommission)                               |
| <b>Bore constructed is of a poor standard-</b> unable to repair or achieve minimal standard.  | Yes          | WL application(Decommission)                               |
| <b>Contaminated /Pollution</b> –*Identified through water analysis as a risk to public health or an unacceptable risk to the environment. | Yes          | WL application(Decommission)                               |



# ANNEXURE 1

## 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: .....

| 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 decommissioning works.

Indicate Licence No: (if known).....

Signature(s) of owner/ occupier/ Crown Land Manager(s).....

Print Name(s) .....

Date: .....

**Note: If a company you are required to sign and complete the declaration on the next page**

# ANNEXURE 1

## PROFORMA FOR CONSENT OF LAND OWNER/ OCCUPIER/ CROWN LAND MANAGER

### 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: .....

## ANNEXURE 2

### AUTHORISATION FOR AGENT TO COMPLETE AND SIGN APPLICATION ON BEHALF OF APPLICANT/S

Please complete this form if a consultant or agent is making application for a licence on behalf of another party.

I / We (*print name*): .....

Of (*Postal Address*): .....

Authorise: .....  
(Name of authorised agent)

Of .....  
(Consultancy Company/ business name)

(*Postal Address*): .....  
(Address of consultancy)

To make application for a Licence to Construct Works (investigation/observation) on my/our on behalf.

Signature(s): .....

Print Name(s) & position (if a company/organisation is the applicant):  
.....

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.gmwater.com.au](http://www.gmwater.com.au) or call 1800 013 357 to obtain a copy of this policy.