

## Application for a New Licence – Seasonal Tour Operator

(Commercial Use Only)

### What is this application form used for?

This application should be used to apply for a licence to operate a commercial business or activity on land or storage owned or managed by Goulburn-Murray Water (GMW). GMW will not provide a commercial licence for a commercial business without assessing a completed application and all required information. Commercial licences are issued pursuant to the *Water Act 1989*, Section 132 or under *Crown Land (Reserves) Act 1978*, Section 17B and Regulations.

**Please allow a minimum of 6-8 weeks from receipt of completed application and fees for processing.**

**Please note, if your application is approved, you will need to pay an Annual Licence Fee.**

### Application Check List

Complete the checklist. Incorrect information may result in your application being refused.

**Your application will be returned if it is illegible or incomplete.**

- Contact your Local Area Office to discuss your intended operations and any associated works.
- Complete this form in full ensuring all relevant information is provided.
- The application has been completed and signed by **ALL** interested parties.
- If the applicant is a Company, you must provide a copy of the current Company Extract (produced within the last three months).
- If you intend operating from within a Leased area, you will need to provide a letter of support from the Lessee.
- Attach a locality/site plan showing the proposed location and operating area.
- Attach a Business Case or Plan and 5 year Business Plan.
- Attach 3 Business references as evidence of capability to operate a business.
- Attach 2 testimonials or evidence of financial solvency.
- Attach evidence of public liability insurance for no less than \$20 million. The policy must note Goulburn-Murray Water as an Interested Party and be extended to cover the licensed area.
- Attach a risk assessment which is site specific to the proposed location.
- Attach evidence that operating staff have appropriate training/qualifications/licences, etc. (if applicable).
- Attach the proposed emergency management plan.
- Attach approvals from other statutory authorities, as applicable.
- Fees:** Refer to a list of applicable application fees for [Property Services – Recreation and Land Management Miscellaneous Fees - HERE](#)
  - **PS003** – Application for a new Licence (Seasonal Tour Operator)
  - Further costs may be incurred if GMW are required to review additional information or undertake further technical assessment.
    - Professional and Technical Services – Review of additional information;
    - Priority requests for information – (less than 6-8 weeks processing);
    - Site assessment and supervision fee for construction of approved works
    - Works Refundable Security Deposit
  - – Company search fee (or attach a Company Extract not older than 3 months)
- Payment by cheque or credit card is accepted. A Credit Card Payment Application form is available [HERE My Bills and Details](#)

Send the form, any required documentation and the application fee to: Goulburn-Murray Water, C/- Property Services, PO Box 165, TATURA VIC 3616 or email to [propertylanddealings@gmwater.com.au](mailto:propertylanddealings@gmwater.com.au)

**PLEASE NOTE: THIS APPLICATION ONLY RELATES TO COMMERCIAL BUSINESS ACTIVITIES ON 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: (Company name).....

Company Director 1 .....

Company Director 2 .....

Company Director 3 .....

Registered Business Address: .....

..... Post Code: .....

Postal address: .....

..... Post Code: .....

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

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

### A current company search statement must be provided

Copies of a company search statement can be obtained:

- online at [www.asic.gov.au](http://www.asic.gov.au)
- by phoning 1300 300 630
- contacting your solicitor or legal advisor to conduct the search on your behalf (fees may apply)

Alternatively, GMW can complete the search on your behalf for an additional charge – AC006

## 2. Storage or Waterway for the Proposed Commercial Activity

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Lake Eildon   | <input type="checkbox"/> Goulburn Weir             | <input type="checkbox"/> Lake Nillahcootie |
| <input type="checkbox"/> Waranga Basin | <input type="checkbox"/> Lake Hume                 | <input type="checkbox"/> Laanecoorie       |
| <input type="checkbox"/> Lake Eppalock | <input type="checkbox"/> Lake Mulwala (Yarrawonga) | <input type="checkbox"/> Cairn Curran      |
| <input type="checkbox"/> Other _____   |  |  |

Please identify the intended location of the proposed business or commercial activity, including property references or identifying landmarks.

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Attach site plan showing the proposed location and operating area

**3. Proposed Commercial Business Details**

Please summarise the type/business or commercial activity you will be undertaking on the site

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Do you intend operating from within a leased area?

**No**       **Yes** – please provide details of the Lessee

Lessee:.....      Lease Number: .....

**The following information must be attached to the application**

- **A Business Case or plan and 5 year Business Plan, including evidence of appropriate project management measures to be implemented, including Safe Work Method, Job Safety Analysis, OHS Policy and Procedure, environmental controls and evidence of appropriate training and certification of mobile plant operators, any relevant licences or permits etc.**
- **3 Business references as evidence of capability to operate a business.**
- **2 testimonials or evidence of financial solvency.**
- **Evidence of public liability insurance for no less than \$20 million. The policy must note Goulburn-Murray Water as an Interested Party and be extended to cover the licensed area.**
- **A risk assessment which is site specific to the proposed location to ensure the specified site is free of hazards, does not impact other users (i.e. clash with houseboats, tour operators, impact GMW access to its operational plant).**
- **Evidence that operating staff have appropriate training and hold the appropriate qualifications, licences, etc. (if applicable).**
- **A proposed emergency management plan.**
- **Approval from other statutory authorities, as applicable (Local Government, Transport Safety Victoria, NSW Roads & Maritime etc.).**
- **If you intend operating from within a leased area, you will be required to provide a letter of support from the Lessee.**

**4. Description of the Proposed Associated Works or Infrastructure**

Please list all existing infrastructure, which will need to be located or installed on GMW land/water to operate the business –site office, ticket box, equipment storage, etc.

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## 5. 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.

### A CHMP may NOT be required for an activity if:

- **The site is not in an area of Cultural Heritage Sensitivity:**

Check if the site of your works is subject to a CHMP - Cultural Heritage Sensitivity map - <https://achris.vic.gov.au/#/onlinemap>

- **Site has been subject to significant ground disturbance:**

Evidence must be provided why the site is already subject to significant ground disturbance. Significant ground disturbance means disturbance of:

- (a) the topsoil or surface rock layer of the ground; or
- (b) a waterway— by machinery in the course of grading, excavating, digging, dredging or deep ripping, but does not include ploughing other than deep ripping.

- **Works are Minor Works:**

- (a) fences or freestanding walls;
- (b) temporary seating structures, stages or platforms.

- **Demolition or Removal of Works:**

The demolition or removal of a building is an exempt activity.

### 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.

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.aboriginalvictoria.vic.gov.au> (Heritage).

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 licence.

## 6. 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 relevant parties and organisations in accordance with relevant legislation. I/we approve GMW to have discussions with relevant third parties such as the Designers, Engineers and Contractors as necessary.

**Signature of Company Director 1** ..... **Date:** .....

Printed name: .....

**Signature of Company Director 2** ..... **Date:** .....

Printed name: .....

**Signature of Company Director 3** ..... **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)*. 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