

Application for a New Licence (Commercial Hire & Drive Houseboat Licence)

What is this application form used for?

This application should be used to apply for a new licence to operate a commercial business or activity on land or a storage owned or managed by Goulburn-Murray Water (GMW). GMW will not provide a commercial lease or licence for a commercial business without assessing a completed application and all required information.

Completing this form:

- Before completing this application, we recommend you contact your Local Area Office to discuss your intended operations.
- Complete this form in full ensuring all relevant information is provided.
- Complete the application checklist on the final page. The checklist will assist you with providing additional information required upon application. Incorrect or incomplete information may result in processing delays or your application being refused.
- Application fees: Refer to **Property Services – Recreation and Land Management Miscellaneous Fees** [HERE](#) (Customer Services – Forms – Property Services – Price List page – Price List – “Recreation and Land Management Miscellaneous Fees”)
 - Application for a New Licence (Commercial Hire & Drive Houseboat Licence)
 - Further costs (additional charges) may be incurred if GMW are required to review additional information or undertake further technical assessment. An establishment fee may also be payable.
 - Additional Charges:**
 - Professional and Technical Services – Review of additional information;
 - Priority requests for information – additional over and above first application.
 - **Additional Charges** - Company search fee (or attach a Company Extract not older than 3 months)

PLEASE NOTE: YOU WILL NEED TO PAY AN ANNUAL LICENCE FEE

- GMW accepts Cheque or Credit Card
A credit card form for application payments form is available [HERE](#) under “My Bills and Details - Credit Card Payment Application Form
- Send the application form, all supporting information and the application fees to:
Goulburn-Murray Water
C/- Property Services
PO Box 165
TATURA, VIC 3616 or email to: propertylanddealings@gmwater.com.au

PLEASE ALLOW A MINIMUM OF 6-8 WEEKS FROM RECEIPT OF APPLICATION & FEES FOR PROCESSING

For further assistance, contact Property Services on:
Telephone: 1800 013 357
Facsimile: (03) 5826 3501
Email: propertylanddealings@gmwater.com.au

PLEASE NOTE: THIS APPLICATION ONLY RELATES COMMERCIAL BUSINESS ACTIVITIES ON GMW LAND.

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

APPLICATION FORM

1. Applicants Details

Please list full names, initials are not acceptable

Applicant: (Company name).....

Company Director 1

Company Director 2

Company Director 3

Registered Business Address:

.....

Postal address:

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
- 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 that the Applicant's Intends to Operate the 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 proposed, including a site map, property references or identifying landmarks. If you intend to operate from an area which is leased to a third party, you will require a letter of support from them.

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Attach site plan showing the proposed location and operating area.

Attach a letter of support from any third party Lease area you intend to operate from. Eg. Marina.

3. Proposed Commercial Business Details

Please summarise the type or business or commercial activity you will be undertaking on 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, (eg. Marina), 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.

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.

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You may also wish to seek a cultural heritage due diligence assessment from a Heritage Advisor. 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>

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:

Please ensure this application form is complete, the application fee and all listed required information is attached prior to submitting this application

Incomplete applications will not be assessed

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 or call 1800 013 357 to obtain a copy of this policy.

Application Checklist - submit with Application

Please complete to ensure all required information is included in your application. Incomplete applications will not be processed.

Checks	Applicants Name/s:	
<input type="checkbox"/>	The application form has been completed and signed.	
<input type="checkbox"/>	Attach a locality/site plan showing the proposed location and operating area.	
<input type="checkbox"/>	Attach 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.	
<input type="checkbox"/>	Attach 3 Business references as evidence of capability to operate a business.	
<input type="checkbox"/>	Attach 2 testimonials or evidence of financial solvency.	
<input type="checkbox"/>	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.	
<input type="checkbox"/>	Attach 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).	
<input type="checkbox"/>	Attach evidence that operating staff have appropriate training and hold the appropriate qualifications, licences, etc. (if applicable).	
<input type="checkbox"/>	Attach the proposed emergency management plan.	
<input type="checkbox"/>	Attach approval from other statutory authorities, as applicable (Local Government, Transport Safety Victoria, NSW Roads & Maritime etc.).	
<input type="checkbox"/>	Lessee's letter of support is attached	
Or		
<input type="checkbox"/>	Not required – Applicant does not intend operating from a leased area	
Fees - Refer to the following link for a list of all applicable application fees for Property Services – Recreation and Land Management Miscellaneous Fees - www.gmwater.com.au/customer-services/forms		
<input type="checkbox"/>	<u>Application for a new Licence (Commercial Hire & Drive Houseboat Licence)</u> is attached – <i>This is a non-refundable application processing fee</i>	Payments attached \$.....
<input type="checkbox"/>	If works on site are required, payment is attached for: <ul style="list-style-type: none"> • <u>Additional Charge - Site assessment & supervision fee</u> for construction of approved works; & • <u>Additional Charge - Works Refundable Security Deposit</u> 	\$..... \$.....
<input type="checkbox"/>	If you require your application to be prioritised (less than 8 weeks processing) <u>Additional Charge – Priority Requests</u>	\$.....
Or		
<input type="checkbox"/>	Priority processing is not required.	
<input type="checkbox"/>	<u>Additional Charge – Company search fee</u> (or attach a Company Extract not older than 3 months)	
Or	Attach a copy of the current Company Extract produced within the last three months if applicant is a Company	\$.....
<input type="checkbox"/>	I/we require GMW to obtain a Company Extract and have attached payment	
Or		
<input type="checkbox"/>	Not applicable (registered proprietor is not a company)	
<input type="checkbox"/>	TOTAL PAYMENT ENCLOSED: Payment by cheque or credit card is accepted. A credit card payment authority form can be found at www.gmwater.com.au/customer_service/forms	\$.....