Application for the Issue of a Works Licence (Form 29)

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5.	Pleas	e list tl	he Vol	ume/F	olio refe	rence l	Numbe	r(s) rele	evant to	where	the wor	ks are located a	and attach the Wor	ks siting, co	onstruction and
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CONSENT OF OCCUPIER/CROWN LAND MANAGER

7.	If you are not the occupier of the land where the Crown Land Managers name in capital letters						-	int the c	occupie	ers nan	ne or th	ne
	I hereby consent to this application.											
	NAME OF CROWN LAND MANAGER/OCCUPIER											
	Signature/Execution:			Dated	i: DD		MM	YY				
Α	PPLICANT DETAILS AND SIGNATURE((S)										
	Please print name(s) in full and in capital lette or an applicant is a company please fill out de listed below.	rs of the person who										
	GIVEN NAME(S)	SURNAME				SIG	NATURE					
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	Dated: DD MM YY		Phone N	umber:								
I	ODGING PARTY (IF APPLICABLE):											
The	lodging party may be a water broker or solicitor coordinati	ng the application.										
9.	Print name(s) in full and in capitals. GIVEN NAME(S)	SU	RNAME/CO	MPANY								
	Postal address:											
	Phone number	Lodging	Party ID:	Р	Т	Υ						
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Annexure

Water Act 1989

	App	olicat	ion	Num	ber:		
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Dated: DD MM YY	
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GIVEN NAME(S)	SURNA	ME/COMPANY	SIGNATURE	
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EXPLANTORY NOTES: ISSUE OF A WORKS NOTICE LICENCE

General

- 1. This application may be used to issue a works licence for works on or linked to a regulated waterway, being a pump, gravity diversion or dam (supplied by a pump on a regulated waterway) for on or off stream storage.
- 2. Please note that applications for issue of a works licence for works in an unregulated system, being a bore, or a private or catchment dam are administered by Water Corporations using different forms. Please contact your Water Corporation for details and advice.
- A Works Siting, Construction and Operation Plan MUST be provided when applying for the issue of a Works Licence. Information about these plans is in the
 Policies for Managing Works Licences, available at https://www.waterregister.vic.gov.au/water-entitlements/about-entitlements/works-licences. For further
 information contact your Water Corporation.

Place of take approvals – pumps or gravity diversions

- 4. Applying for a works licence to operate, decommission or remove works for a pump or gravity diversion that adds or removes service points can also affect your related general place of take approvals (GPTs). Your GPT is your approval to take water from a specific place on a river or in a district (i.e. a service point). For river diverters your GPT also includes your extraction share, which provides you with the right to take a share of water during periods when river restrictions are in effect.
- 5. More information about GPTs is available at https://www.waterregister.vic.gov.au/water-entitlements/about-entitlements/place-of-take-approvals.
- 6. If you are applying for a licence to operate works and hold an allocation account (ABA) linked to the related water-use licence/registration (WUL/R) identified in question 4, then by signing this form you are applying for a GPT for each new service point, unless you apply for a GPT(s) and specified extraction share using Form 20 (Application for place of take approvals at a new service point). Talk to your Water Corporation regarding your eligibility for extraction share.
- 7. If there are other people who hold ABAs linked to the WUL/R, they may also need to apply for a GPT for any new service point using Form 20 (Application for place of take approvals at a new service point) before your licence to operate works can be approved. Talk to your Water Corporation if this requirement applies to you.
- 8. If in question 2 you have applied for a works licence to decommission or remove works that will result in the removal of all related service points and therefore, upon successful decommissioning or removal of the works, the cancellation of your licence to operate works:
 - Any affected GPTs with zero or no extraction share will be cancelled upon the cancellation of the licence to operate works.
 - Holders of affected GPTs with extraction share will be notified and informed of their options to transfer their extraction share using Form 16 before their GPTs are
 cancelled. Talk to your Water Corporation if this circumstance applies to you.
- 9. Forms 16 (Transfer extraction share) and Form 20 (Application for place of take approvals at a new service point) can be downloaded from the Victorian Water Register website at www.waterregister.vic.gov.au/about/forms-and-fees.

Lodgement of the application

- 10. Applicants must complete the *Application for the Issue of a Works Licence*, and lodge the completed form including payment of the application fee and accompanying documents with the Water Corporation over the counter or by mail.
- 11. The Water Corporation will not accept:
 - Photocopied forms as the application number on the top right-hand corner must be unique.
 - Faxed or emailed forms as original signatures are required.
- 12. The application form and the schedule of application fees are available from the Water Corporation. If you require further information please contact your Water Corporation:

Goulburn-Murray Water 40 Casey Street PO Box 165, TATURA 3616 T: (03) 5833 5500 F: (03) 5824 5355 Lower Murray Water 741-759 Fourteenth Street PO Box 1438, MILDURA 3502 T: (03) 5051 3400 F:(03) 5051 3480

Southern Rural Water 88 Johnston Street PO Box 153, MAFFRA 3860 T: (03) 5139 3100 F:(03) 5139 3150

- 13. Once an application for a Works Licence is lodged, the application will be reviewed to determine if the application needs to be referred to other authorities before approval can be granted. The internal review will consider:
 - i. Whether or not the works is a dam:
 - ii. Whether or not the works should be constructed on authority works;
 - iii. Which set of engineering standards should apply to the construction of the works; and/or
 - iv. Which set of referral authorities need to be advised.
- 14. The application may be referred for an Irrigation Development Guidelines Assessment:
 - i. Where the works are being constructed to deliver water to the land specified in a new water-use licence application; and/or
 - ii. Where existing works are being modified, for water to be delivered to the land specified in a new water-use licence application.

Approval of the application

- 15. The Water Corporation will send a letter to the first person listed advising that the Issue of a Works Licence has been approved. A copy of the letter will be forwarded to the lodging party if applicable.
- 16. A copy of the Works Licence record will be provided (stating the Works licence number and all conditions for the Works licence). If a licence is issued to construct or alter any works and the licence is subject to any condition relating to the future maintenance or operation of the works, a person who operates the works without complying with that condition is guilty of an offence.

Refusal of the application

- 17. The Water Corporation will send a letter stating the reasons for the refusal. A copy of the letter will be forwarded to the lodging party if applicable.
- 18. Reasons for refusal of the Works Licence may include:
 - v. another application of relevance is refused;
 - vi. the application relates to works to deviate, in the opinion of the Minister, a waterway in a major way and the Department Head does not consent to the issue of a licence:
 - vii. if the occupier or Crown Land Manager has not signed the application; and/or
 - viii.if the Works siting, construction and operation plan is not provided.
- 19. After refusal, if the applicant(s) wish to re-apply for the Issue of a Works Licence, a new application for the Issue of a Works Licence must be lodged with another application fee.

More information required

- 20. If the Water Corporation requires more information a letter will be sent advising of the missing information and/or incorrect information that requires correction. A copy of the letter will be sent to the lodging party if applicable.
- 21. If the applicant(s) do not provide missing information or correct information within two calendar months (from the date of lodgement) the application for the Issue of a Works Licence will lapse and if applicants wish to re-apply a new application must be lodged with another application fee.

What is happening under the Water Act 1989

- 22. This form is an application, where applicable, for the Minister's approval to:
 - Issue a Works Licence (under section 67);
 - Obtain a general place of take approval (under section 64FC); and
 - Obtain a particular place of take approval (under section 64FZJ).

This form may also be a notification to the Minister that you have removed consent for allocation account (ABA) holders to take water from the removed service point for use on your land, and this information can be used by the Minister to cancel the ABA holders' general place of take approvals (under section 64FS(2)). The affected ABA holders that hold extraction share will be notified before their general place of take approval is cancelled.

Note: Notional rationing rate under Section 3(1) of the Water Act 1989 is referred to as 'extraction share' in this form.

HOW TO COMPLETE THE APPLICATION FOR THE ISSUE OF A WORKS LICENCE

Question 1 – what type of work is the licence for?

A Works Licence may be issued to construct, operate, remove or decommission works on a waterway. Some activities (e.g Diverting drainage waters into a Corporation's district) may require consent of the Corporation. For further information please contact your Water Corporation. Lower Murray Water customers may also apply to construct and operate, or alter and operate works, and should tick all appropriate boxes.

Question 2 – what is the works Licence for?

You may wish to construct works or to alter works to allow for the installation of a bigger pump for example. Alternatively, you may wish to remove works that are no longer required or if you believe the cost of removal is prohibitive, you may apply for a licence to decommission the works.

Question 3 - Existing works number

All works are given an identification number (eg.WRK123456) in the water register. Works linked with a works licence are listed on the licence copy of record which is issued with that licence. For applications to operate, alter, decommission and/or revoke existing works please provide the works number.

Question 4 - Existing water-use Licence/registration

If you have an existing Water-Use Licence/Registration (WUL/WUR)that you wish to link to the Works Licence please provide the WUL/WUR number. Applications for a WUL/WUR can be made using form 23. If you are currently applying for a WUL/WUR, please provide the application number that is on the top right hand corner of the form.

Question 5 - Land

Each certificate of title for a land parcel/lot has a unique volume and folio reference used to identify the title – the volume and folio reference appears in the top right hand corner of the certificate of titles. Copies of certificates of titles can be obtained by searching the register at Land Victoria, at the Land Information Centre on level 10 570 Bourke Street Melbourne 3000 or online at landata.vic.gov.au. A fee for search is payable. Detail of a title volume /folio numbers may also be included in your rates notice, or other notice like land tax. The volume/folios number is per your certificate of land title.

Question 6 - Crown Land description

Please provide the Crown Land description if applicable. This can be obtained from the Crown Land Manager.

Question 7 - Signature of Occupier or Crown Land Manager (if relevant)

If the applicant (as filled in at question 8) is not the occupier of the land or the land is Crown Land, please provide the consent of the occupier of the land or the Crown Land Manager.

Question 8 - Signatures

All applicant(s) who wish to be listed as the works licence holder(s) must sign. If there are to be more than 4 works owner(s) please fill out the same information for the additional works owners in the Annexure. The annexure will also need to be completed if the applicant is a company.

Question 9 - Lodging party

Please provide the name, signature, contact telephone number and party identification number if a water broker or solicitor is coordinating the application. If the lodging party has not received a party identification number, an identification number will be issued on receipt of this application. A letter regarding the approval, refusal or a requirement of more information will also be sent to the lodging party (if relevant).

PRIVACY AND ACCESS TO INFORMATION

The Department of Energy, Environment, and Climate Action (DEECA), Goulburn-Murray Water, Lower Murray Water and Southern Rural Water (water corporation) are committed to protecting personal information provided by you in accordance with the privacy principles in the Privacy and Data Protection Act 2014 (Vic). The information you provide will be used by the water corporation to process your application and to manage your entitlements in the Victorian Water Register (VWR). Your information will be collected by your water corporation and submitted to the VWR which is managed jointly by DEECA and the water corporations. Failure to provide details as requested may mean that your application cannot be processed. All information may be made available to other authorised government departments, agencies, and contractors for use in the ongoing administration of any entitlements, and your contact details may be used to survey you about your experience with the VWR. This information is being collected in accordance with the Water Act 1989. You may access your information you have provided to the VWR by contacting us at water.gov.au or call 136 186.