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

Application Number:
WLI 0 0 0 0 0 0

WORKS DETAILS

1. What type of work is the licence for?:

☐ Works on a waterway being:

- ☐ pump
- ☐ gravity diversion
- ☐ dam

Additional forms may also be required. Please check with your water corporation.

2. Are you applying for a Works Licence to:

☐ Construct works ☐ Operate works ☐ Alter works ☐ Decommission works ☐ Remove works

3. If applying to operate, alter, decommission or remove works, please provide the Works number(s):

W	R	K						
W	R	K						

4. Do you have a Water-Use Licence/registration?

☐ Yes. If yes, please provide your Water-Use Licence/Registration Number.

If you are applying for a licence to operate works and wish to apply for extraction share, you will need to complete a Form 20. Refer to explanatory notes for further information.

W	U							

☐ No. If no, please provide the application number for your pending Water-Use Licence/Registration

W	U	A						

☐ No. I am applying to construct, decommission or remove works and a Water-Use Licence or Water-Use Registration is not required.

5. Please list the Volume/Folio reference Number(s) relevant to where the works are located and attach the Works siting, construction and operation plan. If the works are on Crown Land please complete questions 6 and 7.

	VOLUME	FOLIO		VOLUME	FOLIO
i.			vi.		
ii.			vii.		
iii.			viii.		
iv.			ix.		
v.			x.		

6. If the Works are on Crown Land please provide the Crown Land description.

Allotment	
Section	
Parish	

OFFICE USE ONLY:

Application Number:

WLI 0 0 0 0 0 0

CONSENT OF OCCUPIER/CROWN LAND MANAGER

7. If you are not the occupier of the land where the works are located or the land is Crown Land, please print the occupiers name or the Crown Land Managers name in capital letters and arrange for them to sign the below consent.

I hereby consent to this application.

NAME OF CROWN LAND MANAGER/OCCUPIER

Signature/Execution: Dated: DD MM YY

APPLICANT DETAILS AND SIGNATURE(S)

8. Please print name(s) in full and in capital letters of the person who is to be the owner of the Works. If there are more than four owners or an applicant is a company please fill out details in the Annexure. All notices will be sent to the postal address of the person first listed below.

	GIVEN NAME(S)	SURNAME	SIGNATURE
i.			
Postal address:			**Phone Number:**
ii.			
Postal address:			**Phone Number:**
iii.			
Postal address:			**Phone Number:**
iv.			
Postal address:			**Phone Number:**

Dated: DD MM YY

LODGING PARTY (IF APPLICABLE):

The lodging party may be a water broker or solicitor coordinating the application.

9. Print name(s) in full and in capitals.

GIVEN NAME(S) SURNAME/COMPANY

Postal address:

Phone number Lodging Party ID: P T Y

Annexure

Water Act 1989

Application Number:
WLI 0 0 0 0 0 0

Dated: DD MM YY

NAME AND SIGNATURES OF APPLICANT(S) OR WORKS LICENCE HOLDERS IF MORE THAN FOUR(4)

GIVEN NAME(S)	SURNAME/COMPANY	SIGNATURE
v.		
Postal address:		
	Phone Number:	
vi.		
Postal address:		
	Phone Number:	
vii.		
Postal address:		
	Phone Number:	
viii.		
Postal address:		
Dated: DD MM YY	**Phone Number:**	

NAME(S) AND SIGNATURE(S) OF COMPANY IF COMPANY IS APPLICANT OR WORKS LICENCE HOLDER

1. **NAME OF COMPANY** **ABN**

Postal address

Dated: DD MM YY **Phone Number:**

GIVEN NAME(S)	SURNAME	SIGNATURE	POSITION

2. **NAME OF COMPANY** **ABN**

Postal address

Dated: DD MM YY **Phone Number:**

GIVEN NAME(S)	SURNAME	SIGNATURE	POSITION

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.
3. 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 waterregister.support@delwp.vic.gov.au or call 136 186.