Application to Amend, Renew, and/or Transfer a Works Licence
(Form 31)

Application Number:
WLV 0 7 7 6 9 6

WORKS DETAILS

1. **Works Licence Number:**

W	L	E						

2. **Do you wish to (tick all appropriate boxes)**

- ☐ Transfer the works licence
- ☐ Renew the works licence
- ☐ Amend the works licence – add or subtract works

W	R	K						
W	R	K						

If you are applying to add a work to 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.

3. **If you wish to increase or decrease the maximum extraction rate please specify what you would like it amended to:**

Maximum Extraction Rate (ML/day)

If you wish to amend the conditions of the licence, provide details here:

Condition number	Description of Change

NAME(S) AND SIGNATURE(S) WORKS LICENCE OWNER(s)

4. **Please print name in full and in capital letters. (All registered owners of the relevant Works Licence must sign. If there are more than 4 owners or if the owner is a company, please ensure that the Annexure is also completed).**

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

Application Number:

WLV 0 7 7 6 9 6

BUYER(S) DETAILS IF TRANSFERRING THE LICENCE

5. For the purposes of this application only, please nominate a mailing address and contact phone number for the applicant(s).

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.

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

Given name(s) | Surname/Company

Postal address:

Phone number: | Lodging Party ID: **P T Y**

Annexure WLV

Water Act 1989

Application Number:
WLV 0 7 7 6 9 6

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:		
Phone Number:		

Dated: DD MM YY

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

Name of Company	ACN
1.	
Postal Address:	

Dated DD MM YY

GIVEN NAME(S)	SURNAME	SIGNATURE	POSITION

Name of Company	ACN
2.	
Postal Address:	

Dated DD MM YY

GIVEN NAME(S)	SURNAME	SIGNATURE	POSITION

EXPLANATORY NOTES: APPLICATION TO AMEND, OR RENEW, OR TRANSFER A WORKS LICENCE

General

1. This application can facilitate the amendment of a Works Licence including adding or subtracting works, or the renewal or transfer of an existing licence.

2. All applications to amend, renew and/or transfer a works licence are assessed (under Section 40 of the Water Act) giving consideration to such things as reasonable impacts on the environment and any adverse effects on existing authorised users of water. For further details please contact your Water Corporation.

Place of take approvals – pumps or gravity diversions

3. Changes to your licence to operate 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. More information about GPTs is available at https://www.waterregister.vic.gov.au/water-entitlements/about-entitlements/place-of-take-approvals.

4. If you are applying to add works to your licence to operate works and hold an allocation account (ABA) linked to the related water-use licence or registration (WUL/R), 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.

5. If there are other people who hold ABAs linked to the WUL/R, they may also need to apply for a GPT(s) for any new service point(s) 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.

6. If in question 2 you have applied to subtract (remove) works from your licence to operate works that will result in the removal of a service point:

- Any affected GPTs with zero or no extraction share will be cancelled upon removal of the service point.
- 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.

7. 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

8. The applicant must complete the application to Amend, Renew and/or Transfer a Works Licence and lodge the completed form including payment of the application fee with the Water Corporation via email (with a PDF attachment of the original hand-signed application), over the counter or by mail.

9. This application must be submitted complete with payment, to the Water Corporation by mail, in person or emailing a scan of the original hand-signed application.

10. The application forms and schedule of application fees are available from your Water Corporation.
If you require further information, please contact your Water Corporation:

Goulburn-Murray Water
40 Casey Street
PO Box 165, TATURA 3616
E: LandandLicensingApplications@gmwater.com.au
T: 1800 013 357

Lower Murray Water
741-759 Fourteenth Street
PO Box 1438, MILDURA 3502
E: applications@lmw.vic.gov.au
T: 1800 808 830

Southern Rural Water
88 Johnson Street
PO Box 153, MAFFRA 3860
E: srw@srw.com.au
T: 1300 139 510

Approval of the application

11. The Water Corporation will send a letter to the first applicant listed advising that the application has been approved. A copy of the letter will be forwarded to the lodging party if nominated on the application.

12. A copy of the Works Licence record will be provided (stating the changes made).

Refusal of the application

13. The Water Corporation will send a letter to the first applicant listed stating the reasons for the refusal. A copy of the letter will be forwarded to the lodging party if a lodging party is nominated on the application.

14. Reasons for refusal of the Works Licence may include:

i. Applicant is not the owner of the Works;
ii. All Works Licence owners have not signed the application;
iii. The proposed maximum extraction rate (ML/day).

15. If the applicants(s) wish to attempt to Amend, Renew and/or Transfer a Works Licence again a new application would need to be lodged with another application fee.

More information required

16. If the Water Corporation requires more information a letter will be sent to the first applicant listed 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 a lodging party if nominated on the application.

17. Applicants must provide missing information or correct information within two calendar months, or the application will lapse and a new application would need to be lodged with another application fee.

What is happening under the *Water Act 1989*

18. This form is an application, where applicable, for the Minister's approval to:

- Renew a Works Licence (under section 72);
- Amendment of conditions on a Works Licence (under section 73A);
- Transfer of a Works Licence (under section 74);
- 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 TO AMEND, OR RENEW, OR TRANSFER A WORKS LICENCE

Question 1 – Works Licence number

This number can be found on the copy of the Works Licence record. Alternatively, you may apply to your Water Corporation for a copy of the Works Licence record.

Question 2 – Works number(s)

Please note an Application for the Issue of a Works Licence (form 29) is required to construct new works. All works are given an identification number (eg.WRK123456) in the water register. All works linked with a works licence are listed on the licence copy of record which is issued with that licence. To add or remove existing works from the works licence, please provide the relevant works number.

Question 3 – amending the maximum extraction rate

You may wish to increase the maximum extraction rate because you wish to irrigate a larger area or because you wish to change to a crop with a higher demand for water or you may wish to increase the maximum volume of water per day.

If you are applying to increase or decrease the maximum extraction rate, the extraction rate specified will be assessed against the area of the land to be irrigated (and other factors) to determine if the proposed limit is appropriate.

Question 4 – Works Licence owner(s) signatures

All Works Licence owner(s) must sign. If there are more than 4 Works Licence owner(s) please fill out the same information for the additional Works Licence owners in Annexure WLV (attached). All notices will be sent to the postal address of the first named person.

Question 5 – buyer(s) details if transferring the licence

Please provide the name(s), signature(s) and contact details as appropriate.

Question 6 – Lodging party

Please provide the name, signature and contact details if a lodging party is coordinating the 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 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.