

# Application to renew your licence to take and use surface water and to operate a pump / dam (work)



## Privacy collection statement:


The information from this form is collected under the Water Act 1989 in order to process this transaction in the Victorian Water Register. The information is collected and used in line with the Information Privacy Principles in the Privacy and Data Protection Act 2014 for the purpose of maintaining the Register and for providing statistical water market information. Most of the information in the Water Register is available to the public.

This application combines the requirements for renewal of:

- A licence to Take and Use Water (Section 58 Water Act 1989) and
- A licence to operate works (Section 72 Water Act 1989)

## What to do: (checklist)

- Complete the form
  - Please fill in all details on the form
  - The form can be completed on your computer however it must be printed and signed
  - All applicants must sign

If joint ownership details need to be amended to reflect the death of a licence holder, please provide a copy of death certificate and will or probate. Upon receipt of this information, we will amend the licence ownership details during the licence renewal process.
- Check you have
  - Completed the form in full and all applicants have signed
  - A copy of land title(s) where your pumps / dams are located and where water is used
  - A map to show us where your pumps / dams are located and where water is used.
- Send the form to Southern Rural Water, PO Box 153, Maffra, VIC, 3860 with the following:
  - Your payment (cheque or money order or tick the credit card option below)
  - Copy of title(s)
  - A map to show us where your pumps / dams are located and where water is used.
- Pay by credit card
  - Tick here if you would prefer to pay by credit card.  
We will call you and arrange payment over the phone.
  -  What is the best phone number to call you on during the day? \_\_\_\_\_

## Note:

- If you do not want to renew this licence, please complete, sign and submit an application to surrender the licence
- Illegible applications will be returned.
- If there are additional applicants please ensure that Annexure 1 is also completed.
- Check you have filled everything in correctly. Missing information can delay your application. Incorrect information may result in your application being refused. We will return illegible or incomplete applications.

If you have any questions or concerns about your application, please phone us on 1300 139 510.

# Licence to be renewed

I/we wish to renew licence no. ....or BEE.....

If the licence is to be cancelled or surrendered, please complete, sign and submit an application to surrender a licence.

## Applicant(s), signatures & declaration

I/we the undersigned certify that the information provided in this application is true and correct.  
 I/we understand that this information may be referred to other organisations and/or advertised as part of the application and assessment process.  
 I/we understand that if we surrender the licence, it will be an offence to take and use water unless private right is determined.

Application details may also be released if reasonably required by government business, requested by lawful orders, or in the public interest; particularly in regard to open disclosure of generally collected water entitlements.

### Individual applicant(s):

First name	Surname	Signature
First name	Surname	Signature
Residential address		
Postal address (if different from property)		
Telephone	Mobile	
Email		
Dated:     /     /20	If there are more than two applicants, please complete Annexure 1. All applicants must sign the declaration	

### Change of licence holder names

If joint ownership details need to be amended to reflect the death of a licence holder, please provide a copy of

- Death certificate and
- Will or probate

Upon receipt of this information, we will amend the licence ownership details during the licence renewal process.  
**Please note: If all licence owners need to change, a transfer application will need to be provided.**

### If applicant is a company:

Name of company		ABN:	
Given names(s)	Surname	Signature	Position
Given names(s)	Surname	Signature	Position
Postal Address			
Telephone	Mobile	Fax	
Email			
Dated:     /     /20	If there is more than one applicant company, please complete Annexure 1. All applicants must sign the declaration		

Note that the person(s) who signs on behalf of a company must be authorised to do so, for example, a company secretary or director. We will not accept liability if this form is signed by a person who is not authorised to do so.

## Existing licence details

What is the name of stream you are taking water from? If you take water from a catchment dam, what is the name of the closest stream?

### Do you take water (tick one)

- |  |  |
|--|--|
| <input type="checkbox"/> Straight from the waterway or;                  | <input type="checkbox"/> from an on-stream dam or;           |
| <input type="checkbox"/> from the waterway to fill an off-stream dam or; | <input type="checkbox"/> from an off stream or catchment dam |
|  | <input type="checkbox"/> other.....                          |

## Existing use of water

What is the annual ML volume of your licence? \_\_\_\_\_ ML

What do you use the water for? (tick one)

- |  |                                |  |
|--|--------------------------------|--|
| <input type="checkbox"/> Domestic or Stock   | <input type="checkbox"/> Dairy | <input type="checkbox"/> Industrial / Commercial |
| <input type="checkbox"/> Irrigation  | Type of crop _____             | Irrigation area _____ Ha                         |
| <input type="checkbox"/> Reuse. Approximate percentage of water that is considered to be irrigation run off: |                                | _____ %  |
| <input type="checkbox"/> Other, Please specify...  |                                |  |

## Property where water is to be used and pumps are located

Attach a current copy of the Land Title of each parcel where water is used and where pumps or dams are located. The land title must clearly show volume and folio numbers and land owners details.

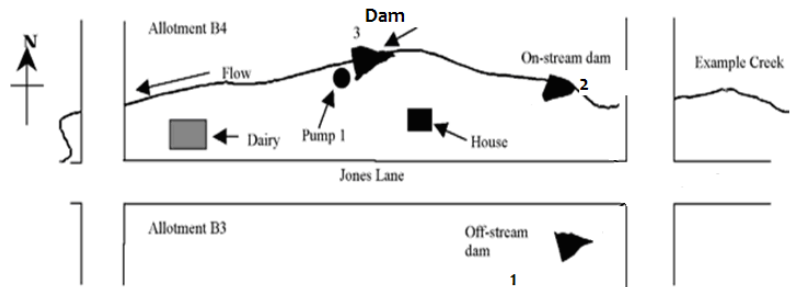
- I have attached a copy of land title for each parcel where water is used and where pumps and dams are located.

## Extraction point details

- (i) Tell us if your extraction points are pumps or dams
- (ii) Provide a sketch, or photocopy of a locality plan on a separate A4 sheet showing the locations of ALL existing pumps and dams on the property. Please show a minimum of two named roads on your map.

Property address:

Example of sketch



Pumps / dams	Type of use	Annual volume (ML)	Max daily pump capacity (ML/day)	Maximum daily volume (ML)	Capacity (ML) if dam	Wall height (m) if dam
Example 1 Dam 1	Irrigation	10	n/a	2	20	3

# Notes

Notes to assist you to complete this application form.

1. We suggest that you speak to one of our assessment officers if you have any questions while completing this application form.
2. An up to date copy of land title is to be provided for each land area where water is to be used and where pumps or dams are located
3. Contact Details: please provide your postal and residential address and phone numbers. If you are a current customer, provide details of your licence number.
4. Licensed water use. Only one use for the water can be selected. The descriptions below may help you select the correct one.
5. If you require a licence that involves using water for more than one purpose, you will need a separate licence for each purpose.
6. Licences to take and use water belong to the person and not the property. Therefore SRW is unable to formally register interests by any third party, including mortgages.
7. Application fees received with this application may be non refundable or only partially refundable should you decide to opt out of the process at any time after we receive this application form. We recommend that you discuss this proposal with an SRW Assessment Officer before submitting your application.
8. Incomplete applications will be returned to the licence holder. No action will commence on this renewal until a complete application is received by us.
9. Should the licence renewal process identify changes to what has previously been licensed, we may require you to obtain
  - a. A water availability assessment
  - b. An environmental assessment
  - c. Copy of engineering plans for dams
  - d. Surveillance program and emergency response plan

Purpose	Description
Domestic and Stock	Domestic and stock use - as well as general non-irrigation farm use.
Irrigation	Irrigation - as well as domestic and stock use, dairy use, and general non-irrigation farm use
Dairy	Dairy use - as well as domestic and stock use and general non- irrigation farm use
Intensive animal husbandry	Intensive animal husbandry use - as well as domestic and stock use and general non-irrigation farm use
Industrial or commercial	Industrial or commercial use - as well as domestic and stock use
Environmental	Environmental use
Urban water supply	Urban water supply
Power generation	Power generation
Aquaculture	Aquaculture use - as well as domestic and stock use
Seepage and evaporation	Seepage and evaporation

## **Southern Rural Water's Privacy Statement**

Southern Rural Water (SRW) is a Victorian Government Rural Water Corporation.

SRW values and protects the personal information it collects from customer water entitlement or related applicants in line with our business responsibilities, and has always demonstrated a strong culture of protecting the confidentiality of personal information. SRW only collects the information necessary to conduct our business or provide a service to the customer, and essential personal information such as a customer name, address or telephone number is not released outside SRW without customer consent unless reasonably required for related government business such as council rate processes or requested by lawful orders.

Our responsibilities demand sustainable management of water resources and nurturing of the businesses, communities and environments that support and depend on them. In this regard, SRW adopts a transparent approach to the management of water resources and entitlements that balance the open disclosure of generally collected customer related water entitlements (such as usage types, waterway, area and volume details) with the non-disclosure of personal information.

SRW will take all reasonable steps to ensure that the management of personal information collected and disclosed complies with the Water Act 1989 requirements and privacy principles. Any individual is able to gain access to their information.

## **Privacy Complaints**

If you consider that your privacy has been breached or interfered with, you should contact the SRW Privacy Officer at PO Box 153, Maffra Vic 3860, or phone SRW on **1300 139 510**.

## **More Information**

If you want help with your application or more information on Surface Water Licences, visit our website at [www.srw.com.au](http://www.srw.com.au) or phone Southern Rural Water on 1300 139 510 and ask for the Surface Water Fact Sheet or speak to an Assessment Officer.

## **Disclaimer**

Southern Rural Water will use the information provided in this Application Form to act on and/or make a Surface Water Licence decision. Should this information be incorrect or change, we may take steps to revoke any licence granted and require you to submit a new application together with the applicable fee.

# Annexure 1

Copy this annexure and attach to application if there are more applicants than provided for.

Please print name(s) in full and in capital letters. Illegible applications will be returned. All applicants must sign. All notices will be sent to the postal address of the first named party in the State Water Register.

I/we the undersigned certify that the information provided in this application is true and correct.

I/we understand that this information may be referred to other organisations and/or advertised as part of the application and assessment process or released if reasonably required by government business, requested by lawful orders, or in the public interest; particularly in regard to open disclosure of generally collected water entitlements

## Individual applicant(s)

Given name(s)	Surname	Signature
Given name(s)	Surname	Signature
Given name(s)	Surname	Signature
Given name(s)	Surname	Signature
Given name(s)	Surname	Signature
Given name(s)	Surname	Signature
Dated     /     / 20	If there are more than six applicants, please copy this annexure and attach to application. All applicants must sign the declaration	

## If applicant is a company

Name of company:		ABN	
Given name(s)	Surname	Signature	Position
Given name(s)	Surname	Signature	Position
Name of company		ABN	
Given name(s)	Surname	Signature	Position
Given name(s)	Surname	Signature	Position
Dated     /     / 20	If there are more than two additional applicant companies, please copy this annexure and attached to application. All applicants must sign the declaration.		

Note that the person(s) who signs on behalf of a company must be authorised to do so, for example, a company secretary or director. We will not accept liability if this form is signed by a person who is not authorised to do so.