

# Application to transfer licence ownership upon sale of land



## Licence to take and use water, operate or construct works

### 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.

### What is this form used for?

This form combines the requirements to transfer ownership of a take and use licence (Sections 51 & 62 Water Act 1989) and a licence to operate or construct works (Section 67 & 74 Water Act 1989) upon sale of land. All other licence details will remain the same.

### What happens to the information?

The information you tell us is used to update licence ownership information in the Victorian Water Register

### Talk to us first

If you have any questions about completing the form or the application process, please call us. Our phone number is 1300 139 510

### What do I need to do?

To lodge your application you need to:

- Fill in all details on the form (the form can also be downloaded from our website [www.srw.com.au](http://www.srw.com.au) and completed on your computer; however it must be printed and signed)
- Supply any required documentation
- Sign the form - all licence holders / applicants must sign

### What other documents do I need to provide?

Apart from the completed and signed application form, you also need to give us:

- A copy of land title(s) or a Notice of Acquisition / Disposition for each land parcel where bores, dams or pumps are located and where water is used
- A map to show us where bores, pumps or dams are located and where water is to be used

Note. If a licensee (seller) has deceased, or if this transfer is part of a deceased estate, please provide a copy of death certificate and copy of will or probate to allow us to confirm executors authority to represent the estate.

### How much does the application cost and how do I pay?

Our fee schedule can be downloaded from our website [www.srw.com.au](http://www.srw.com.au) (Customer information / Forms and fees)

We accept :

- Cheque
- Money Order
- Cash (over the counter only)

If you are posting your application to us and prefer to pay with a 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?.....

### Where do I send the form?

When the form has been completed and signed by all parties, please send:

- The form
- Copy of title(s) / Notices of Acquisition or Disposition
- Map

To: Southern Rural Water, PO Box 153, Maffra, VIC, 3860

### Notes

The application will be returned if:

- The application form is illegible or is incomplete or payment is not received
- If the sellers licence is subject to a winterfill condition, the winterfill take period will be amended to 1 July to 31 October.

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

## Owners licence details

Licence to take and use water (Associated operating licence will also be transferred)		Licence to construct works
Licence no. ....or	Type of licence (tick one)	Licence no. ....or
BEE.....	<input type="checkbox"/> Groundwater	WLE.....
	<input type="checkbox"/> Surface water	

## Owners 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.

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.

## Owners contact details

Given name(s)	Surname	Signature
Given name(s)	Surname	Signature
Residential address (Including post code)		
Postal address (if different from residential)		
Telephone	Mobile	Fax
Email		
Dated:     /     /20		

If there are more than two applicants, please complete Annexure 1. All applicants must sign the declaration

## If the licence owner is a company

Name of company:		ABN:	
Given name(s)	Surname	Signature	Position
Given name(s)	Surname	Signature	Position
Postal address (Including postcode)			
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.

## Land details

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

If an up to date land title is not available, please supply a Notice of Acquisition or Disposition for each land parcel to be included on the licence.

I have attached a copy of land title / Notice of Acquisition or Disposition for each parcel where water is used and where bores, pumps and dams are located.

## Buyers 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.

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.

## Buyers contact details

Given name(s)	Surname	Signature
Given name(s)	Surname	Signature

Residential address  
(Including postcode)

Postal address  
(if different from property)

Telephone	Mobile	Fax
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Email

Dated:     /     /20

If there are more than two applicants, please complete Annexure 1. All applicants must sign the declaration

## If the licence buyer is a company

Name of company:		ABN:	
Position	Given name(s):	Surname:	Signature:
Position	Given name(s):	Surname:	Signature:

Postal address  
(including postcode)

Telephone	Mobile	Fax
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Email

Dated:     /     /20

If there is more than one applicant company, please complete Annexure 1. All applicants must sign the declaration

# Notes

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 or Notice of Acquisition or Disposition is to be provided for each land parcel where water is to be used and where works are located
3. **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.**
4. 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.
5. **Incomplete applications will be returned to the licence holder. No action will commence until a complete application is received by us.**
6. If your application is approved, your water usage may be metered. SRW will supply a water meter at cost and you can choose to have it installed by a SRW contractor or by a contractor of your choice. As licensee, you pay installation costs. SRW must inspect the completed installation for compliance to standards and specifications. All meters remain the property of SRW. Please contact SRW on 1300 139 510 for further information on metering.

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 applicants, please copy this annexure and attach to application. All applicants must sign the declaration	

## If applicant is a company

Name of company:		ABN:	
Position	Given names(s):	Surname:	Signature:
Position	Given names(s):	Surname:	Signature:
Postal address (including postcode)			
Telephone	Mobile	Fax	
Email			
Dated        /        / 20	If there are more 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.

## Annexure 2 – Land owner consent

This form can be used if land ownership is not in the applicant's name.

Consent from the land owner / occupier or relevant Crown Land Manager must be obtained to allow access to land for the purpose of accessing and or operating works

### Land owner details:

Given name(s)	Surname
Given name(s)	Surname
Company name:	
Postal address (Inc. postcode)	

### Land details:

The named parties noted above are the legal owners / occupiers / Crown Land Manager(s) of land known as:

Volume	Folio	Lot No.	Plan No.	Crown Allotment	Section

### Consent:

I / we authorise: \_\_\_\_\_  
(Licence holder names)

Of (Postal address) \_\_\_\_\_  
(Licence holders postal address)

To access this land for the purpose of accessing, constructing and or operating works

**Signed:** \_\_\_\_\_  
Print name

**Signed:** \_\_\_\_\_  
Print name

Date: \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_