

# Application for a Licence to Construct Works (Bore) for Investigation or Observation

GOULBURN-MURRAY  
WATER



## What is this application form for?

Use this form to make application for a Licence to Construct or Alter works (bore) for the purpose of groundwater investigation or observation.

This application form incorporates provision for an application for:

- Licence to construct works– new or replacement bore/s section 67 *Water Act* 1989 (Vic)
- Renewal of a Licence to Construct or Licence to Alter Works section 72 *Water Act* 1989 (Vic)
- Amendment to a Licence to Construct or Licence to Alter Works section 73 *Water Act* 1989 (Vic)

## What to do:

- Read the accompanying explanatory notes and refer to the current fee schedule (which can be obtained by calling 1800 013 357 or downloaded from [www.gmwater.com.au](http://www.gmwater.com.au)) before you fill out the form.
- Complete the form in full ensuring all relevant information is provided.
- Complete the checklist. Incorrect information may result in your application being refused. **We will return ineligible or incomplete applications.**
- Send or email the form, any required documentation and the application fee to: Goulburn-Murray Water, PO Box 165, TATURA, VIC 3616 or email to [licensingadmin@gmwater.com.au](mailto:licensingadmin@gmwater.com.au)
- Goulburn-Murray Water accepts payment by cheque or credit card.

## Please note:

This application can now be completed online through the Victorian Water Register for a lesser fee. Please visit [www.waterregister.vic.gov.au](http://www.waterregister.vic.gov.au) or contact GMW on 1800 013 357 for further details.

Application to construct new/replacement bore for investigation or observation	\$410.00
Each additional observation bore at the site	\$180.00
Application to renew/amend a licence	\$210.00



## 1. APPLICATION TYPE

New Licence to Construct Works (new bore/s) for investigation

New Licence to Construct Works (new bore/s) for observation\*

\*Please refer to notes section before making an application for a licence to construct an observation bore

Renewal of existing Licence to Construct Works No: .....

**Amendment to an existing licence** (please tick one or more boxes)

Amendment to existing Licence to Construct Works No: ..... to change proposed bore site (add additional land titles)

*For applications for Observation only:*

Amendment to existing Licence to Construct Works No: ..... to add additional bores (change or add additional land titles)

## 2. APPLICANT DETAILS

*Please list full names, initials are not acceptable*

Applicant No 1: (Individual or company name).....

Date of Birth: ...../...../.....

Applicant No 2: (Individual or company name).....

Date of Birth: ...../...../.....

Applicant No 3: (Individual or company name).....

Date of Birth: ...../...../.....

Applicant No 4: (Individual or company name).....

Date of Birth: ...../...../.....

Postal Address: .....

..... Postcode: .....

Telephone number: ( ) ..... Mobile number: .....

Fax Number: ..... Email: .....

## 3. CONSULTANT DETAILS

Company Name.....

Contact Person:.....

Postal Address: .....

..... Postcode: .....

Telephone number: ( ) ..... Mobile number: .....

Fax Number: ..... Email: .....

**Note: If a consultant is making this application on behalf of another party you must attach written authorisation. Please use Annexure 2 – Agent authorisation (attached)**

**4. DESCRIPTION OF LAND ON WHICH THE BORE/S WILL BE CONSTRUCTED**

Property address: .....  
Vol.: .....Fol: .....Lot No: .....Plan No: .....Crown Allotment: .....Section:.....  
Vol.: .....Fol: .....Lot No: .....Plan No: .....Crown Allotment: .....Section:.....  
Vol.: .....Fol: .....Lot No: .....Plan No: .....Crown Allotment: .....Section:.....  
Parish .....

**Note: If additional lands are required please attach a separate list to this application. If any land is not in the ownership of the licensee/s please complete Annexure 1 – Consent of Landowners (attached).**

*If the land listed above is Crown land (Road Reserve etc) documented consent and/or permits from the relevant authorities (e.g. VicRoads, DSE, Shire etc) must accompany this application.*

**5. NUMBER AND DETAILS OF NEW BORE/S**

Number of bores to be constructed..... Proposed depth (m).....  
Proposed diameter of bore/s: .....(Note: the diameter of the bore MUST not exceed 130mm)  
 Drilled bore  Other (specify).....

**6. LICENSED DRILLER TO UNDERTAKE CONSTRUCTION**

Name:..... Drillers Licence No: .....

**7. DECLARATION OF APPLICANTS**

I confirm that the information supplied in this application is complete and correct to the best of my knowledge. I am aware that it is an offence to supply false or misleading information.  
I acknowledge that GMW may release information contained in this application, at the discretion of GMW to relevant parties and organisations in accordance with relevant legislation. I approve GMW to have discussions with relevant third parties such as the Irrigation Designer, Engineers and Contractors as necessary.

**Signature of applicant 1** ..... Date: .....  
Printed name: .....

**Signature of applicant 2** ..... Date: .....  
Printed name: .....

**Signature of applicant 3** ..... Date: .....  
Printed name: .....

**Signature of applicant 4** ..... Date: .....  
Printed name: .....

**DECLARATION OF COMPANY**

**Please note:** If the applicant is a Company, please ensure that the form is signed by two directors, alternatively one director and one secretary, unless there is a sole director and secretary of the company

**Signed by Company (name) .....ACN .....  
in accordance with section 127(1) of the Corporations Act 2001 by being signed by those persons duly  
authorised to sign on behalf of the company:**

.....  
Director Director/Secretary

Name: ..... Name: .....

Position: ..... Position: .....

Address: ..... Address: .....

.....

.....

Date: ..... Date: .....

**Protecting your privacy**

Goulburn-Murray Water (GMW) protects your privacy by collecting and handling your personal information in accordance with the requirements of the *Privacy & Data Protection Act 2014*. Your personal information is collected on this form and will be used for the purpose of administering this application and updating our records. Information collected is usually disclosed to staff involved in processing your application, contractors, connection staff and other relevant GMW staff. Failure to provide the information sought may result in processing delays or non acceptance of your application. It may also limit our ability to be able to provide various programs or services. You may gain access to and correct your personal information. For further information please refer to our Privacy Policy at [www.gmwater.com.au](http://www.gmwater.com.au) or call 1800 013 357 to obtain a copy of this policy.

## Assistance with completing the application form

### How do I get more information or assistance with completing this form?

Read the information included below, and if you need further assistance contact the Licensing Unit between 8.00am and 4.45pm Monday to Friday

Telephone: 1800 013 357 (free call from most fixed line phones)  
 Facsimile: (03) 5826 3334  
 Email: [licensingadmin@gmwater.com.au](mailto:licensingadmin@gmwater.com.au)

<p><b>Question 1</b> Type of Application</p>	<p>It is important to indicate whether you intend to construct a new bore/s for either investigation or observation.</p> <p>Application types:</p> <p><b>Renewal of existing Licence to Construct Works</b> – A Licence to Construct Works is valid for 12 months. You may apply to renew a works licence once by lodging an application before the existing licence is due to expire. An existing licence may only be renewed for one further term, if works have not been carried out within the licence renewal period, an application for a new licence will be required.</p> <p><b>Amendment to existing Licence to Construct Works</b> - A Licence to Construct Works can be amended providing it has not expired.        You can apply to amend an existing Investigation licence to:</p> <ul style="list-style-type: none"> <li>• Change proposed bore site or add additional land/s</li> </ul> <p>You can apply to amend an existing observation licence to:</p> <ul style="list-style-type: none"> <li>• Add additional no of bores to be constructed or</li> <li>• Change proposed bore site or add additional land/s</li> </ul>
<p><b>Question 2</b> Applicant/s details</p>	<p>All applicants must complete and sign the application form. If any of the applicants is a company, the directors must sign the form where appropriate.</p>
<p><b>Question 3</b> Consultant details</p>	<p>If a consultant will be co-ordinating the works, please provide consultant name and details and they will receive the documentation. If a consultant is making application on behalf of a company, evidence of their authority to make application on behalf of the company must be provided. <i>Annexure 2 - Proforma for authorisation of agent to sign application form on behalf of applicant</i> is provided for this purpose.</p>
<p><b>Question 4</b> Description of land on which the bore/s will be constructed</p>	<p>Applicants must provide details of the land/s where the bore/s will be constructed. The current ownership of this land must also be verified. To ensure this information is accurate GMW requires a current copy of the title/s for all land. If the bore/s are located on land that is not in the applicant's ownership, written consent from the landowner also is required. Please complete <i>Annexure 1 – Consent of Landowner</i> for this purpose.</p> <p>A Registered Title Search for each separate title must be provided. Rates notices will not be accepted. An example of an acceptable Registered Title Search is attached.</p> <p>If the bore is to be constructed on crown land, consent and/or permits issued by the relevant authorities (eg. Vic Roads, DSE, Shire etc) must accompany the application. If you need to obtain copies of these documents please contact the local office of the Department of Sustainability and Environment or the Shire administering the permits for this crown land.</p> <p><b>How can I get a copy of my titles?</b>        You can obtain a registered search statement for land titles by:</p> <ul style="list-style-type: none"> <li>• Accessing the Land Titles office via the internet at <a href="http://www.land.vic.gov.au">www.land.vic.gov.au</a>. or phone (03) 8636 2456</li> <li>• Requesting that GMW complete the searches on your behalf.</li> <li>• Contacting your solicitor or legal advisor to conduct the search on your behalf (fees may apply)</li> </ul>

<p><b>Question 5</b>  <b>Number and details of new bore/s to be constructed</b></p>	<p>Please provide details about the proposed bore/s. Ensure you include the number of bore/s being constructed and the maximum proposed depth of the bore/s.</p>
<p><b>Question 6</b>  <b>Licence driller to undertake construction</b></p>	<p>You must engage a licensed driller to drill and construct the bore/s. Your nominated driller cannot commence drilling until you have obtained a Licence to Construct Works. The licence conditions must be clearly understood by yourself and your nominated driller before the works commence.</p> <p>Upon completion of the bore/s, the driller must lodge a Bore Completion Report with GMW within 28 days.</p>
<p><b>Question 7</b>  <b>Declaration of Applicant/s</b></p>	<p>All applicants must sign the application. If any person executes the document on behalf of another person or party, they must provide evidence of their authorisation. This can be in the form of a Power of Attorney or other legal document.</p> <p>If the applicant is a company, the directors and/or secretary must sign the form. A current company copy of an ASIC Company Search listing all directors and/or office bearers which is not more than twelve months old. Two directors or one director and one secretary must sign the form, unless the company has a sole director and secretary.</p> <p><b>How can I obtain a copy of my Company Search?</b>  You can obtain a company search statement by:</p> <ul style="list-style-type: none"> <li>• Accessing the internet service at <a href="http://www.asic.gov.au">www.asic.gov.au</a> or by phoning (03) 5177 3988.</li> <li>• Requesting that GMW complete the searches on your behalf.</li> <li>• Contacting your solicitor or legal advisor to conduct the search on your behalf (fees may apply).</li> </ul>

## General information and explanatory notes (retain for future reference)

### What is a bore?

The most common type of bore is a hole which is drilled by a large drilling rig. The definition of a bore also include a sump, well, drag line or any excavation used to intercept, collect and store groundwater for the purpose of taking and using it.

### Why do I need a licence to construct a bore?

Under the provisions of the *Water Act 1989 (Vic)*, any person who constructs, alters or replaces a groundwater bore greater than three metres in depth must obtain a licence to construct works prior to commencing.

### What is the difference between an investigation and observation bore?

**Investigation bores** are constructed for the purpose of investigating the potential to access underground water resources at a specified location. A works licence issued for investigation authorises the drilling of a number of test holes but does not authorise any bores to be retained or constructed after the drilling rig has been removed from the site.

If a works licence is issued for investigation, groundwater may not be taken or used for any purpose apart from water quality testing.

**Observation bores** are constructed for the purpose of monitoring groundwater levels at a particular site. Bores may only be constructed to a maximum diameter of 130mm unless specifically approved by GMW. Water may only be extracted from these bore(s) for the purposes listed below:

- measurement of offsite impacts
- as part of a state or authority measurement network
- observation of environmental issues
- undertaking hydro geological assessments if directed as part of an application for a licence to take and use water

### What if I can't get the bore/s drilled or constructed within the 12 month period of the licence?

If the work has not been completed by the expiry date, the licence may be renewed once only. If works have not been carried out within the licence renewal period, an application for a new licence will be required.

### Who can drill the bore/s and when can they start work?

You must engage a licensed driller to drill and construct a new or replacement bore or if you are altering an existing bore. Your nominated driller cannot commence drilling until you have obtained a licence to construct works. The licence conditions must be clearly understood by yourself and your nominated driller before drilling is undertaken.

### Do I need to notify GMW when the bore is completed?

Yes, you should forward the form provided with your licence called the *Notice of Outcome* to GMW as soon as works are complete. Your licensed driller is responsible for submitting a formal bore completion report to GMW within 28 days of completion of the works.

### What does the application fee cover?

Application fees cover the full cost of undertaking a licence assessment in accordance with GMW's legal obligations under the *Water Act 1989 (Vic)*.

### What happens after I lodge my application?

After you lodge your application GMW will notify you in writing that it has been received. The timeframe to complete an assessment may vary depending on the nature of your application. When the decision has been made in relation to your application you will be notified in writing of the outcome, either that the application has been approved or refused. Application fees are not refundable if an application is refused.





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**REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958**

VOLUME 88888 FOLIO 999

Security no : 888888888888E

Produced 17/03/2010 09:30 am

**LAND DESCRIPTION**

Lot x on Plan of Subdivision 999999.  
PARENT TITLE Volume 888888 Folio 999  
Created by instrument 888888 24/04/1919

**REGISTERED PROPRIETOR**

Estate Fee Simple  
Joint Proprietors  
JOHN DOE  
MARY DOE both of 9999 SMITH ST MELBOURNE 3051  
S999999F 09/11/1992

**ENCUMBRANCES, CAVEATS AND NOTICES**

MORTGAGE AC99999999A 25/09/2003  
BENDIGO BANK LTD

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section  
24 Subdivision Act 1988 and any other encumbrances shown or entered on the  
plan or imaged folio set out under DIAGRAM LOCATION below.

**DIAGRAM LOCATION**

SEE TP99999999P FOR FURTHER DETAILS AND BOUNDARIES

**ACTIVITY IN THE LAST 125 DAYS**

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 999999 SMITH ST MELBOURNE VIC 3186

## ANNEXURE 1

### PROFORMA FOR CONSENT OF LAND OWNER/ OCCUPIER/ CROWN LAND MANAGER

Applicants must provide consent from land owners if an application for a licence includes land owned by a party other than the proposed licensee/s.

I / We (print names): .....

Of (Postal Address): .....

being the legal owners/ occupiers/ Crown Land Manager of the land known as:

Property address: .....

Vol: .....Fol: .....Lot No: .....Plan No: .....Crown Allotment: .....Section:.....

Vol: .....Fol: .....Lot No: .....Plan No: .....Crown Allotment: .....Section:.....

Vol: .....Fol: .....Lot No: .....Plan No: .....Crown Allotment: .....Section:.....

Vol: .....Fol: .....Lot No: .....Plan No: .....Crown Allotment: .....Section:.....

Parish: .....

Authorise: .....

please include names of all Licence Holder(s)

of (Postal Address):.....

to access this land for the purpose of constructing works (bore/s) and extracting groundwater.

Indicate Licence No: (if known).....

Signature(s) of owner/ occupier/ Crown Land Manager(s).....

Print Name(s) .....

Date: .....

**Note: If a company you are required to sign and complete the declaration on the next page**

## ANNEXURE 1

# PROFORMA FOR CONSENT OF LAND OWNER/ OCCUPIER/ CROWN LAND MANAGER

### Declaration of Company:

**Please note:** If the applicant is a Company, please ensure that the form is signed by two directors, alternatively one director and one secretary, unless there is a sole director and secretary of the company

**Signed by Company (name) .....ACN .....**

**in accordance with section 127(1) of the Corporations Act 2001 by being signed by those persons duly authorised to sign on behalf of the company:**

.....  
Director Director/Secretary

Name: ..... Name: .....

Position: ..... Position: .....

Address: ..... Address: .....

.....

.....

Date: ..... Date: .....

## ANNEXURE 2

### AUTHORISATION FOR AGENT TO COMPLETE AND SIGN APPLICATION ON BEHALF OF APPLICANT/S

Please complete this form if a consultant or agent is making application for a licence on behalf of another party.

I / We (*print name*): .....

Of (*Postal Address*): .....

Authorise: .....  
(name of authorised agent )

Of  
.....  
(consultancy company/ business name)

(*Postal Address*): .....  
(Address of consultancy)

to make application for a Licence to Construct Works (investigation/observation) on my/our on behalf.

Signature(s): .....

Print Name(s) & position (if a company/organisation is the applicant):  
.....

Date: .....

**Please refer to the application notes for information about who should sign this application.**

**Protecting your privacy**

Goulburn-Murray Water (GMW) protects your privacy by collecting and handling your personal information in accordance with the requirements of the *Privacy & Data Protection Act 2014*. Your personal information is collected on this form and will be used for the purpose of administering this application and updating our records. Information collected is usually disclosed to staff involved in processing your application, contractors, connection staff and other relevant GMW staff. Failure to provide the information sought may result in processing delays or non acceptance of your application. It may also limit our ability to be able to provide various programs or services. You may gain access to and correct your personal information. For further information please refer to our Privacy Policy at [www.gmwater.com.au](http://www.gmwater.com.au) or call 1800 013 357 to obtain a copy of this policy.



## Credit Card Payment Authority

Applicant/company name:

.....

Payment for: **Application for a Licence to Construct (bore/s) – Observation or Investigation**

### CREDIT CARD DETAILS

Please tick (✓) appropriate card:

### CREDIT CARD DETAILS:

MasterCard       Visa

Card Number

--	--	--	--	--	--	--	--	--	--	--	--

Expiry date \_\_\_\_\_

Total \$ \_\_\_\_\_

\_\_\_\_\_  
Cardholder's name

\_\_\_\_\_  
Cardholder's signature

**This page is destroyed by Goulburn-Murray Water after the Credit Card transaction has been processed.**

#### Protecting your privacy

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