

## Temporary Transfer (all or part) of a Licence to Take & Use Surface water (Unregulated)

### What is this application form for?

Use this form to make application to transfer all or part of a Licence to Take and Use Water and Operate Works under section 62 *Water Act* 1989 (Vic).

### Application Check List

Complete the checklist. Incorrect information may result in your application being refused.  
**Your application will be returned if it is ineligible or incomplete.**

- 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 complete the application form.
- Visit [www.gmwater.com.au](http://www.gmwater.com.au) or contact GMW to access information about temporary transfer rules in your area
- Complete the form in full ensuring all relevant information is provided.
- The Application has been completed, signed by ALL persons listed on the land title/s, and is attached.
- Incorrect information may result in your application being refused.  
**Your application will be returned if it is ineligible or incomplete.**
- Send 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.

# Part 1 – Sellers Licence Information

## 1. LICENCE DETAILS

Surfacewater Licence No: ..... BEE number if known: BEE .....

## MULTIPLE YEAR TEMPORARY TRANSFERS

Number of years the transfer will occur ..... (maximum 5 years)

Note: All multiple year transfers are subject to a Tier 2 assessment. Please refer to the explanatory notes for further information.

## 2. AGENTS DETAILS (Broker or Solicitor)

Contact person: .....

Postal Address: .....

.....

Postcode: .....

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

Mobile number: .....

Email: .....

## 3. APPLICANT/S DETAILS – SELLER/S

*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: .....

Email: .....

**4. VOLUME TO BE TRANSFERRED BY SELLER**

Sellers Licence volume.....ML

Volume to be transferred: .....ML

Total monetary Consideration (\$) ..... (Please note this is mandatory)

(EG. If 10 ML is being transferred at \$200.00 per ML that total monetary consideration is \$2,000.00)

Have you used water in the current irrigation season? Yes  No

Sellers Meter Reading: ..... (time of transfer)

Meter Reading Date: .....

**5. DECLARATION OF APPLICANT/S - SELLER**

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. I acknowledge that I have read and understand the accompanying explanatory notes and accept the terms and conditions contained therein.

**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 SELLERS**

**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 (Signature)

.....  
Director/Secretary (Signature)

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.

## Part 2 – Buyers Licence Information

### 6. APPLICANT/S DETAILS – BUYER/S

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: .....

Email: .....

### 7. LICENCE DETAILS WHERE THE WATER IS BEING TRANSFERRED TO (BUYER)

Buyers Licence No\*: ..... BEE number if Known: BEE .....

Buyers existing licence volume: .....ML

Do you have works in place?    Yes                      No

### 8. VOLUME TO BE TRANSFERRED TO BUYER

Volume to be transferred: .....ML                      Proposed new adjusted licence volume: .....ML

(=current volume + purchased volume)

**9. DECLARATION OF APPLICANT/S – BUYER**

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 (Signature)

.....  
Director/Secretary (Signature)

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

<p><b>Question 1</b> <b>Licence Details</b></p>	<p>Please provide the licence number for the licence to be transferred. If you do not have this number please contact the Licensing Unit to obtain the number for your licence. GMW may require you to verify your identity prior to providing this information.</p> <p>Multiple year temporary transfers can be approved for up to a maximum of 5 years, subject to a Tier 2 technical assessment which may determine further information is required from the applicant to approve an application. Buyers will still be required to pay the annual service fee at the commencement of each season to maintain the multiple year temporary transfer.</p>
<p><b>Question 2</b> <b>Agent Details (e.g. Broker or Solicitor)</b></p>	<p>If you have a solicitor or broker acting on your behalf, you must complete this section. GMW will send your nominated agent a copy of the licence.</p>
<p><b>Question 3</b> <b>Applicant/s details (seller's)</b></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 4</b> <b>Volume to be transferred by seller</b></p>	<p>Please provide details of the total volume of the existing licence and the volume that is being transferred to the buyer. You will also need to provide the meter reading at time of transfer and other details as requested in the form.</p>
<p><b>Question 5</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>
<p><b>Question 6</b> <b>Applicant/s details (buyers)</b></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 7</b> <b>Provide licence details where the water is to be transferred to (buyer)</b></p>	<p>Provide the buyers licence number and the existing volume of the licence in ML.</p>
<p><b>Question 8</b> <b>Volume to be transferred from seller</b></p>	<p>Please indicate the volume to be transferred (must match question 4 in part 1). Also provide the new adjusted volume after the transfer. This value will be the current volume plus the purchased volume. Please refer to explanatory notes in relation to the applicable fee for this volume.</p>
<p><b>Question 9</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>



**Question 9 (continue)**  
**Declaration of Applicant/s**

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.

**How can I obtain a copy of my Company Search?**

You can obtain a company search statement by:

- Accessing the internet service at [www.asic.gov.au](http://www.asic.gov.au) or by phoning (03) 5177 3988.
- Requesting that GMW complete the searches on your behalf.
- Contacting your solicitor or legal advisor to conduct the search on your behalf (fees may apply).

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

### How can 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: 5826 3334  
Email: [licensingadmin@gmwater.com.au](mailto:licensingadmin@gmwater.com.au)

### What are the benefits of transferring a Licence to Take and Use Surface water and Operate Works?

Transferring surface water entitlement provides existing licensed water users with the opportunity to maximise the value of their licence by selling their unused entitlement, and provides others with the ability to purchase water entitlements in areas where new entitlement is not available.

### What are the rules relating to the temporary transfer of a licence?

Rules have been established to allow the temporary transfer of surfacewater entitlement. These rules and policies are issued and updated from time to time by the Victorian Minister for Water. The following general rules apply to temporary transfer of a licence to take and use surfacewater:

- The transfer of entitlement is limited to the term of the transfer. The volume reverts back to the seller's Licence on 1 July in the last year of the trade. The term of the trade can be for a maximum of 5 years. Any volume transferred to a licence cannot be transferred on to another licence.
  - Temporary transfers are permitted downstream on the same stream, may be subject to a reduction in the transferred volume of 20%.
  - Transfer of a registration licence is not permitted. A registration licence can be converted to a standard Licence.
  - If a licence has been issued with a winter-fill condition, it cannot be transferred to a licence which has been issued as an all-year licence.
  - All transfers into unregulated sub-catchments are subjected to an assessment against the sustainable diversion limit to determine whether they can be permitted. If your sub catchment is fully committed you will only be allowed to transfer from another licence within your sub catchment.
  - Water cannot be used by the buyer until the transfer has been approved and GMW has notified all parties in writing.

### How do I know which trading zone and trading rules apply to my licence?

The trading zone applicable to your licence is listed on your licence document and can also be obtained by contacting the Licensing Unit at GMW. Trading zone rules and other information relating to trading is available from [www.gmwater.com.au](http://www.gmwater.com.au). Rules relating to trading are also contained in the *Policies for Managing Take and Use Licences* - issued by the Victorian Minister for Water. This document can be downloaded from the Victorian Water Register website at [www.waterregister.vic.gov.au](http://www.waterregister.vic.gov.au). If you cannot access the internet please contact the Licensing Unit to request a copy by email, mail or fax.

### Why are there different application fees?

The fee structure reflects the cost of the work required by GMW to assess and determine applications for temporary licence transfers in accordance with its legal obligations.

#### **Tier 1:**

An application to transfer a volume to a downstream user on the same stream (including multiple year transfer) which is less than 2ML, or up to 10% of the buyer's licence volume is generally considered to have a lower risk of impacting other users and the environment. Note up to 10% of the licence volume is cumulative so an applicant cannot undertake multiple temporary transfers for 10% of their licence volume in the same season under a Tier 1 assessment. Refer to current fee schedule for Tier 1 fee.

#### **Tier 2 - with a site visit:**

Applications for transfers in which licence volume is to be transferred upstream or to a different stream, for example Winter fill licences and where the buyer's service point is located on a dam. These will require a site inspection and technical assessment. Refer to current fee schedule for Tier 2 fee.

### **Tier 2b – without a site visit:**

- Applications for transfers between annual licence volumes where the transfer is downstream and on the same stream that is greater than 2ML or 10% of the buyer's licence volume and for a single year. And where a site visit relating to the transfer of a similar volume has occurred within the past five years, and where no known interference issues have been observed. These applications do not require a site visit however will require a technical assessment review.

- Applications for upstream transfers or from different streams that result in winter fill licences, for a single year transfer, where a site visit relating to the transfer of a similar volume has occurred within the past five years Refer to current fee schedule for Tier 2b fee.

When assessing an application for the temporary transfer of a licence GMW must consider any impacts on existing authorised users of water and the environment. And where the transfer results in a winter fill licence the Sustainable Diversion Limits (SDL) will be assessed and where applicable a minimum passing flow will be determined.

If this assessment indicates that there is a potential risk of impacting other users or the environment additional information will be required from the applicant. GMW may require that technical investigations, hydrological assessments and/or ecological assessments are undertaken to demonstrate that the proposal will not adversely impact upon existing authorised water users and the environment. Completion of this work, if applicable, will be required before the transfer of entitlement is considered. Please note that the costs of any technical work are paid by the applicant. If required GMW will contact the applicant once an initial assessment has been completed to discuss the fee and the additional requirements.

### **Where can I get more information about trading opportunities and current prices in my area?**

You should contact the Licensing Unit at GMW to confirm the trading rules applicable to your licence prior to proceeding to locate a buyer or seller.

GMW cannot provide you with information on the current market value of water. If you decide to proceed with an application, information about market activity and pricing can be obtained from your local water broker. Details of brokers in your area can be located in the yellow pages, internet or through advertisements in your local newspaper.

### **What is a Winter-fill Licence?**

A Winter-fill Licence entitles the holder to take water to fill a dam, tank or other storage, or apply directly to a crop during the period from 1 July to 31 October annually. All flow occurring outside of this period must be passed downstream.

### **How does G-MW assess the application?**

When the application is lodged, GMW will make an assessment to determine if the transfer can be approved under the relevant trading rules and policies. When the application has been assessed, the buyer and seller will be notified of the decision by GMW in writing.

### **What volume of water is available to the buyer when a temporary transfer is approved?**

The temporary transfer of a licence involves the transfer of the requested licence volume from the sellers licence to the buyers for a period of up to five years, and takes into account any restrictions that may be in place.

# Credit Card Form

Application Payments

GOULBURN-MURRAY  
WATER



To pay your application fee by credit card, please complete this form and return with the application to;



Goulburn-Murray Water  
Po Box 165  
TATURA VIC 3616



reception@gmwater.com.au



(03) 5826 3334

## Credit Card Details

Mastercard  Visa

Card Number

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Amount \$

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Card Holders Name

\_\_\_\_\_  
Card Holders Signature

## Application Details

Application number:

\_\_\_\_\_

Property Owner:

\_\_\_\_\_

Property Address:

\_\_\_\_\_

\_\_\_\_\_

Phone number:

\_\_\_\_\_

**This page will be destroyed by Goulburn-Murray Water once your credit card transaction has been processed.**

Note: Please put the correct payment fee amounts for the relevant application. Fees are available on the Goulburn-Murray Water website [www.gmwater.com.au](http://www.gmwater.com.au) or at your local Customer Service Centre.

### Protecting your privacy

Goulburn-Murray Water protects your privacy by collecting and handling your personal information in accordance with the requirements of the Privacy and Data Protection Act 2014 (Vic). Personal information collected on this form will be used for the purpose of processing your credit card payment and will be destroyed once your payment has been processed. It will be disclosed to relevant staff in regard to the purpose for which it was provided. Failure to provide accurate or complete information may result in processing delays. You are able to request access to your personal information by applying under the Freedom of Information Act 1982. For further information regarding Goulburn-Murray Water's privacy policy please refer to our website.