



Melbourne Water

APPLICATION FORM STORMWATER LICENCE

PLEASE RETURN TO MELBOURNE WATER CORPORATION

BY POST: Melbourne Water Corporation
P O Box 4342
MELBOURNE VIC 3001

If you require assistance with completing this application please contact
the Diversion Management Team on 13 17 22



Application for a new Stormwater Licence CHECKLIST

This checklist must be completed and returned as part of the Application to:
Melbourne Water Corporation P O Box 4342 MELBOURNE VIC 3001

Office Use Only	Provided/ Complete	Applicants name:
<input type="checkbox"/>	<input type="checkbox"/>	The Application Form (pages 3 -7) has been completed, signed, and is attached.
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the current Certificate of Title/s (Registered Search Statement & plan) produced within the last three months. (A copy of title (Registered Search Statement) can be obtained from the titles office via the internet at www.land.vic.gov.au)
<input type="checkbox"/>	<input type="checkbox"/>	If the applicant is a Company, a copy of the current company extract (not more than three months old) ** A copy of your Company extract can be obtained from your solicitor or via the internet at www.asic.gov.au
<input type="checkbox"/>	<input type="checkbox"/>	If the applicant is not the owner of the property, evidence that shows that the applicant is the legal occupier of the land (lease agreement etc.)
<input type="checkbox"/>	<input type="checkbox"/>	If applicable, written permission from landowner where pumps/pipelines or other associated works are situated (ie crown land, council or neighbors)
<input type="checkbox"/>	<input type="checkbox"/>	Engineering Design Plans detailing the diversion offtake, pumps, pipelines and any storage works existing or proposed. Plans must include a locality plan, detail plans and suitable cross sections.
<input type="checkbox"/>	<input type="checkbox"/>	Hydrologic analysis and modelling of the proposal. The submitted information must detail: <ul style="list-style-type: none"> - Model utilised and all inputs adopted including flow data, rainfall, evaporation and % imperviousness. - Total catchment area of the source waterway / drain. - Catchment area upstream of harvesting point. - Scenarios run which should include as a minimum both dry and average years and pre and post development runoff to a daily time step. - Total yields expected under each scenario. - Water balance information. - Expected reliability of supply
<input type="checkbox"/>	<input type="checkbox"/>	Irrigation and Drainage Plan detailing the irrigation requirements and scheduling of application as well as drainage and runoff controls to be put in place on the site.
<input type="checkbox"/>	<input type="checkbox"/>	Photos of the works area, extraction point/s and storages.
<input type="checkbox"/>	<input type="checkbox"/>	Payment of the relevant Application Fees
<input type="checkbox"/>	<input type="checkbox"/>	Payment Form (page 8) detailing method of payment completed and attached

The collection and handling of information will be consistent with the requirements of the Information Privacy Act 2000.

I declare and acknowledge that I have submitted the attached application in its entirety in accordance with the above checklist. I further acknowledge that if the application is incomplete it will be returned and will not be considered lodged with Melbourne Water.

Signature: Date:

Print name: Position:



OFFICE USE ONLY	MW File Ref: ___/___/___
Diversion Officer signature:	Date Received: Payment:

1. Applicant Details

1.1 Applicant(s), signatures & declaration

Please print name(s) in full and in capital letters. All applicants must sign. Illegible applications will be returned. If there are additional applicants please ensure that Annexure 6 is also completed. All notices will be sent to the postal address of the first named party in the Victorian 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 applicants:

Given name(s): _____	Surname: _____	Signature: _____
Given name(s): _____	Surname: _____	Signature: _____
Given name(s): _____	Surname: _____	Signature: _____

Dated: ____ / ____ / ____ *All applicants must sign the declaration.*

OR

If applicant is a company:

Name of company: _____ ABN: _____

Given name(s): _____ Signature: _____

Surname: _____ Dated: ____ / ____ / ____

_____ Position (ie Director or Secretary)

If the applicant(s) is a company, a copy of the current company extract (not more than 3 months old) must be supplied with this application. The company must sign the application in accordance with the Corporations Act 2001. Under that Act, a company may execute a document without a common seal if the document is signed by two directors of the company, or a director and a company secretary of the company. Melbourne Water will not accept liability if this form is signed by a person who is not authorised to do so.

1.2 Contact details

Applicant 1:

Postal Address: _____

Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____ Fax: _____ E-mail: _____

Applicant 2:

Postal Address: _____

Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____ Fax: _____ E-mail: _____

1.3 Secondary contact details (e.g. site manager or other contact person)

Complete this section only if applicable and you wish to nominate a secondary contact person.

Name: _____ Relationship to applicant: _____

Address: _____

Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____ Fax: _____ E-mail: _____

2 Licence details

2.1 Proposed licence details

(i) Owner type (select one) <input type="checkbox"/> Private (eg.sports club) <input type="checkbox"/> Local Gov't <input type="checkbox"/> Other: _____	(ii) Method of taking (select one) <input type="checkbox"/> Direct extraction from waterway / drain <input type="checkbox"/> Extraction from a waterway / drain to fill an off-waterway storage dam / tank <input type="checkbox"/> Extraction with full return to waterway	(iii) River Basin (ie Yarra River): _____ (iv) Waterway/drain (ie Kew Main Drain): _____
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2.2 Proposed Licence Volume

Total requested stormwater volume: _____ ML

2.3 Proposed use of water

Tick all that apply:

<input type="checkbox"/> Power generation	<input type="checkbox"/> Industrial or commercial Use: _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Irrigation of: _____ (eg. Public gardens, sports ovals, golf course)		Irrigated area: _____ Hectares (Ha)
<input type="checkbox"/> Domestic / Residential - Number of Properties to be serviced: _____		

2.4 Property where water is to be used

(i) Attach a copy of the Land Title for each property issued by the Titles office and not more than 3 months old

(ii) All Volume and Folio Numbers must be provided for each title where works will be situated or water will be used:

Property Address: _____

Lot number(s) : _____ Plan number(s) : _____

Crown Allotment(s): _____ Section(s): _____

Parish: _____

a) Volume: _____ Folio: _____

b) Volume: _____ Folio: _____

c) Volume: _____ Folio: _____

3 Pump Details

As well as the general information to be provided below, pump and offtake works for the proposal must be detailed on an appropriate engineering plan and submitted to Melbourne Water with your application.

Engine Type: Electric / Diesel / Petrol	Engine Output: _____ KW / HP
Pump Manufacturer: _____ Pump Model: _____ Serial No. (if available): _____	Suction size (mm): _____ Delivery size (mm): _____
Maximum flow rate: _____ litres / hour	
Easting: E _____	Northing: N _____

4 Storage Details

As well as the general information to be provided below, dam / storage works for the proposal must be detailed on an appropriate engineering plan and submitted to Melbourne Water with your application.

Is the dam or water storage: <input type="checkbox"/> Existing or <input type="checkbox"/> Proposed (tick one)	
Type of storage:	
<input type="checkbox"/> Dam / Lake <input type="checkbox"/> Natural or <input type="checkbox"/> Constructed Surface area: _____ m ² Max Wall height: _____ m Capacity: _____ Megalitres (ML) Easting: E _____ Northing: N _____	<input type="checkbox"/> Wetland <input type="checkbox"/> Natural or <input type="checkbox"/> Constructed Surface area: _____ m ² Max Wall height: _____ m Capacity: _____ Megalitres (ML) Easting: E _____ Northing: N _____
<input type="checkbox"/> Tank <input type="checkbox"/> Above Ground or <input type="checkbox"/> Below Ground <input type="checkbox"/> Concrete <input type="checkbox"/> Plastic <input type="checkbox"/> Fibreglass Other: _____ Dimensions (l x w x h): _____ Capacity: _____ Megalitres (ML) Easting: E _____ Northing: N _____	<input type="checkbox"/> Aquifer Capacity: _____ Megalitres (ML) Easting: E _____ Northing: N _____
Total Storage Capacity Available: _____ Megalitres (ML)	

5 Additional Water Sources (if applicable)

Please provide details of any additional water sources proposed or existing that will be used in conjunction with the stormwater licence:

- Roof run-off _____ ML Groundwater _____ ML. BEE No.: _____
- Potable / Town Water _____ ML Surface water _____ ML. BEE No.: _____

6 Details of Engineer and Hydraulic Analysis

To be completed by the engineer or hydrologist

Hydraulic analysis of the proposal is to be submitted with this application form. The modelling should be undertaken for the catchment upstream of the offtake location and for the overall catchment and should show current flows along with expected change in flow condition as a result of the harvesting proposal. It should be undertaken showing an average and a dry year and be conducted to a weekly time scale. Using this modelling provide the following details:

6.1 Summary of Hydraulic Analysis

Model used and details:

Catchment area: Total catchment: _____ ha		Imperviousness of catchment surface _____%
Upstream of offtake: _____ ha		
Average Rainfall for catchment: _____ mm/yr	Catchment yield (current): Total catchment: _____ ML/yr At offtake: _____ ML/yr	Catchment yield (pre-development): Total catchment: _____ ML/yr At offtake: _____ ML/yr

6.2 Engineer responsible for investigation, design and construction

Full name/s: _____

Company Name: _____ ABN No. _____

Postal Address: _____ Postcode: _____

Telephone No/s: _____ E-mail: _____

IEAust. Membership: Yes No Membership No. (if applicable): _____

Qualifications/experience:

7 Referrals & Other approvals

The following information is provided to advise applicants of additional requirements they may need to undertake as part of their stormwater proposal.

ENVIRONMENT PROTECTION & BIODIVERSITY CONSERVATION

The Environment Protection & Biodiversity Conservation (EPBC) Act was introduced in 1999.

The EPBC Act provides a legal framework to protect and manage nationally and internationally important flora and fauna, ecological communities and heritage places. The Applicant is responsible for ensuring their actions will not adversely affect environmental values. Certain actions and activities with a significant impact on the environment may need approval under the EPBC Act. If you are proposing to take action that could have a significant impact on our environment, you will need to refer your proposed action to the Australian Government Minister for the Environment, Heritage and the Arts.

For more information about this Act and to download Environment Australia referral forms, visit www.environment.gov.au/epbc, email: ciu@ea.gov.au or phone **1800 803 772**.

7 Referrals & Other approvals (cont.)

ABORIGINAL CULTURAL HERITAGE

Aboriginal places and objects can be found all over Victoria and are often near rivers, lakes, swamps and the coast. Aboriginal places and objects can also be found on private property. Aboriginal Affairs Victoria (AAV) works in partnership with landowners, land managers and Aboriginal communities to record, protect and manage these places and objects. The Aboriginal Heritage Act 2006 requires that the discovery of Aboriginal cultural heritage places or objects on any public or private land in Victoria be **reported** to Aboriginal Affairs Victoria. Landowners who suspect a discovery of cultural heritage on their land can find out what to do by visiting the webpage www.dpcd.vic.gov.au/indigenous/aboriginal-cultural-heritage/information-for-landowners.

The relevant Registered Aboriginal Parties must be contacted prior to the commencement of works on crown land to determine the existence of any aboriginal place objects and archaeological sites. For more information on the relevant contact please visit www.dpcd.vic.gov.au/indigenous/aboriginal-cultural-heritage/registered-aboriginal-parties.

CROWN LAND AND OTHER PARTIES LAND

In many places throughout Victoria, waterways and drains are located within crown reserves. These pieces of land are normally managed by the Department of Sustainability and Environment but may be occupied or leased by other parties. In cases where the Applicant proposes to occupy or cross crown land with their works or pipelines then the Applicant must provide demonstrated evidence that they have, or will obtain, the relevant permission from the land manager. In the case of crown land a Water Frontage or Crown Land Occupation Licence may be required from the Department of Sustainability and Environment. Contact the Senior Land Use Planner, Crown Land Management, Port Phillip Region, Locked Bag 3000, Box Hill, 3128 or on 9296 4400.

Similarly applicants must be able to demonstrate the relevant consent of any third party or agency on whose land the pump or associated works are, or will be, located.

PUBLIC ADVERTISING

Applicants acknowledge that they will be required to undertake public advertising of all stormwater proposals to enable public consultation and for potentially affected parties to have input into the assessment process. Further advice regarding these requirements will be provided following submission of the application.

DIVERSIONS MANAGEMENT APPLICATION PAYMENT FORM

To pay please complete and return with your application to:

Melbourne Water Corporation
 P O Box 4342
 MELBOURNE VIC 3001

or fax (Credit Card payment **only**)
 to Diversions Management Team on (03) 9712 2209

Applicant / Company name:(please print in block letters)

Address:(please print in block letters)

Take & Use Licence No. **BEE** **0**

Melbourne Water File Reference (if applicable): / /

Tick type of payment (✓)

Water resource assessment fee		\$ 476.40
Works Licence Construction fee		\$ 640.00
Meter Fee (GST Inclusive)		\$ -
	Total	\$ -

METHOD OF PAYMENT:

Tick method of payment (✓)

Cheque (please attach) **OR** Credit Card (Fill in below)

CREDIT CARD DETAILS

Please tick appropriate card (✓)

Mastercard Visa

Card No.

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Expiry Date ____ / ____

Total \$ _____

 Cardholder's name
 (please print in block letters)

 Cardholder's signature

Office Use Only



Non GST Applicable - Item 1	D20333 - 1220	NA
Non GST Applicable - Items 2 & 3	D20333 - 1280	NA
GST Applicable - Item 4	D20333 - 1280	C