

TAKE & USE LICENCE CANCELLATION NOTIFICATION



Take & Use Licence No. BEE

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How to notify cancellation of licence.

Please complete and return this form to:

Melbourne Water Corporation
P O Box 4342
MELBOURNE VIC 3001

Melbourne Water File Ref: / /

Or fax to Melbourne Water : (03) 9679 7099
Or email : enquiry@melbournewater.com.au

1. Name of Current Licence Holder(s)

Please complete one of the options below. This must be the same name(s) that appear on the current licence.

Option 1

Please print in block letters

1. Title: (please circle) Mr / Mrs / Ms / Miss

Surname: _____ Given Names: _____

2. Title: (please circle) Mr / Mrs / Ms / Miss

Surname: _____ Given Names: _____

If more than two individual licensees please attach on a separate page, listing all parties & signatures.

Option 2

Company / Business/ Trading Name: _____
(Company extract to be attached)

Company Contact Person: _____

Position held within Company
(e.g. Director / Secretary): _____

2. Cancellation Notification

I/we hereby notify Melbourne Water Corporation that the Take and Use Licence in the above name(s) is no longer required and accordingly I/we instruct that it be cancelled.

3. Signature(s) and Declaration of Licence Holder(s)

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

1. Signature: _____ Date: / /

Please Print name: _____
PLEASE NOTE POSITION WITHIN COMPANY IF APPLICABLE (E.G. DIRECTOR / SECRETARY)

2. Signature: _____ Date: / /

Please Print name: _____
PLEASE NOTE POSITION WITHIN COMPANY IF APPLICABLE (E.G. DIRECTOR / SECRETARY)

Melbourne Water will not accept liability if this form is signed by a person who is not authorised to do so.

Privacy Statement

Melbourne Water respects the privacy of your personal information and we collect and handle it in accordance with the *Privacy and Data Protection Act 2014* (Vic).

When you apply for a diversion licence, we require you to provide your name and contact details, the address of the specified land and other particulars of the licence, in accordance with Part 4B of the *Water Act 1989* and for the purpose of processing your application. We may be unable to process your application if your information is incomplete.

If your licence is approved, this information will be available to Melbourne Water staff and its agents and contractors to the extent necessary to administer and communicate with you about your licence. Subject to other laws, your information will be included in, and publicly available through, the Victorian Water Register (www.waterregister.vic.gov.au), in accordance with Part 4B of the *Water Act 1989*. The register is administered by the Victorian Department of Environment, Land, Water and Planning.

We may also share your name and contact details with contractors for the purpose of customer experience research. De-identified information about your licence will be used for statistical water information.

To access your personal information, contact Melbourne Water's Privacy Advisor by:

- telephone: [131 722](tel:131722)
- email: enquiry@melbournewater.com.au

Our [Privacy Policy](#) is available on our website or by [contacting us](#).

WORKS LICENCE CANCELLATION NOTIFICATION



Take & Use Licence No. WLE

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How to notify cancellation of licence.

Melbourne Water File Ref: / /

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Melbourne Water Corporation
P O Box 4342
MELBOURNE VIC 3001

Or fax to Melbourne Water : (03) 9679 7099
Or email : enquiry@melbournewater.com.au

1. Name of Current Licence Holder(s)

Please complete one of the options below. This must be the same name(s) that appear on the current licence.

Option 1 Please print in block letters

1. Title: (please circle) Mr / Mrs / Ms / Miss

Surname: _____ Given Names: _____

2. Title: (please circle) Mr / Mrs / Ms / Miss

Surname: _____ Given Names: _____

If more than two individual licensees please attach on a separate page, listing all parties & signatures.

Option 2

Company / Business/ Trading Name: _____
(Company extract to be attached)

Company Contact Person: _____

Position held within Company
(e.g. Director / Secretary): _____

2. Cancellation Notification

I/we hereby notify Melbourne Water Corporation that the Take and Use Licence in the above name(s) is no longer required and accordingly I/we instruct that it be cancelled.

3. Works Entities attached to licence

The following work entities are attached to Works Licence.

Please specify number of dams and pumps attached to the above Works Licence(s).

4. Signature(s) and Declaration of Licence Holder(s)

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

1. Signature: _____ Date: / /

Please Print name: _____
PLEASE NOTE POSITION WITHIN COMPANY IF APPLICABLE (E.G. DIRECTOR / SECRETARY)

2. Signature: _____ Date: / /

Please Print name: _____
PLEASE NOTE POSITION WITHIN COMPANY IF APPLICABLE (E.G. DIRECTOR / SECRETARY)

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