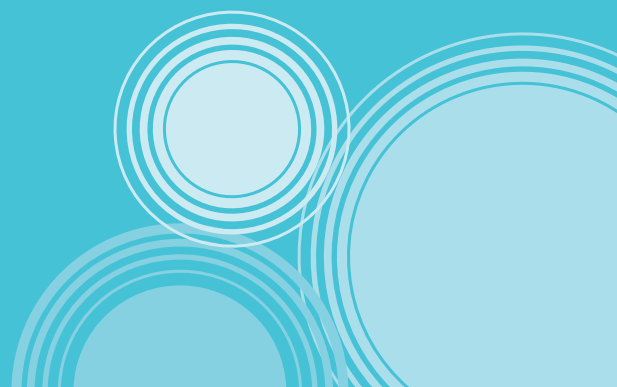




Subdivision or Amalgamation of an existing Take & Use Licence

Application form

Water Act 1989 Sections 62



PLEASE RETURN TO

Melbourne Water Corporation
P O Box 4342
MELBOURNE VIC 3001

If you require assistance with completing this application please contact
Melbourne Water on 13 17 22



Checklist

This checklist is provided for customers to self-assess that they have provided all required information to enable the application to be processed. It is recommended that you check off each of the items listed.

If the application is incomplete it will be returned and will not be considered lodged with Melbourne Water.

Provided/ Complete	Applicants name:
<input type="checkbox"/>	The Application Form has been completed, signed, and is attached.
<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"/>	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"/>	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"/>	If applicable, written permission from landowner where pumps/pipelines or other associated works are situated (ie crown land, council or neighbors)
<input type="checkbox"/>	<u>Site Plan</u> detailing: (1) Property. (2) Area. (3) Source of supply. (4) Location of pump site/s. (5) Allotments between source of supply and the property. (6) Allotment numbers of the property. (7) Existing Native Vegetation/Tree Cover. (8) Any dams. (9) Other general features
<input type="checkbox"/>	If applicable, Works Licence application attached for new or modified works
<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"/>	Photos of the works area, extraction point/s and storages.
<input type="checkbox"/>	Payment of the relevant Application Fees
<input type="checkbox"/>	Payment Form detailing method of payment completed and attached

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](#).

Referrals & other approvals

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 Environment and Primary Industries 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 Environment and Primary Industries.

Contact:
Senior Land Use Planner,
Crown Land Management - Port Phillip Region,
P O Box 500,
East Melbourne VIC 8002

or

Telephone: 9637 8000.

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.

SUBDIVISION OF TAKE & USE LICENCE

Current Volume of Licence _____ ML

Volume to be transferred _____ ML
Due to subdivision

Volume to be Retained _____ ML

*Seller must complete Sections 1, Buyer must complete 2 to 4***1. Sellers Details****1.1 Name of current licence holder**Please complete one of the options below. This must be the same name(s) that appear on the current licence.
(Note: the current licence holder is referred to as the seller in this form)

Existing Take & Use Licence No. BEE

0

Melbourne Water File Ref: / /

Option 1

Please print in block letters

1. Title: Mr, Mrs, Ms, Miss, Dr

Surname: _____ Given Names: _____

2. Title: Mr, Mrs, Ms, Miss, Dr

Surname: _____ Given Names: _____

If more than two individual licensees please attach a separate page, listing all parties & signatures. All parties must sign Section 3 on this page.

Option 2

Company / Business/ Trading Name: _____

Company Contact Person: _____

Position held within Company
(e.g. Director / Secretary): _____**1.2 Contact Details of Licence Holder(s) (Seller)**

Please complete the contact details for the current Licence Holder.

Postal Address : _____

Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____

Facsimile: _____ Email: _____

1.3 Signature(s) and Declaration of Licence Holder(s) (Seller)*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.*

Seller's signature: _____ Date: / /

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

Seller's signature: _____ Date: / /

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

2. Buyers Details

2.1 Name of Buyer(s)

Please complete one of the options below. (Note: the buyer is the person receiving the water).

If this is the same person as the seller then you still need to complete this Section to identify this is the case. The buyer(s) listed below will be the name(s) that appear on your new licence document (if approved).

Volume to be received due to subdivision _____ Megalitres

Option 1

Please print in block letters

1. Title: Mr, Mrs, Ms, Miss, Dr

Surname: _____ Given Names: _____

2. Title: Mr, Mrs, Ms, Miss, Dr

Surname: _____ Given Names: _____

If more than two individual licensees please attach a separate page, listing all parties & signatures. All parties must sign Section 12 at page 6.

Option 2

Company / Business/ Trading Name: _____

Company Contact Person: _____

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

2.2 Primary Contact Details of Buyer

Please complete the contact details for the Buyer.

Postal Address : _____

Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____

Facsimile: _____ Email: _____

2.3 Secondary contact details for Buyer

Complete this section only if applicable and you wish to nominate a secondary contact person.
(e.g. site manager or other contact person)

Name: _____ Relationship to Buyer: _____

Address : _____

Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____

Facsimile: _____ Email: _____

2.4 Financial Consideration of Water Trade

This information is collected for the sole purpose of establishing market values.

Price paid per ML: \$ _____/Megalitre Other non-monetary consideration: _____

3 Licence Details

3.1 Proposed licence details

Type of Licence (Please select one option)

All Year Round Pumping Licence
(Only available if seller's licence is All Year Round)

Winterfill Licence (Please specify)

On-stream storage

Off-stream storage:

Name of Waterway (i.e. Woori Yallock Creek): _____

Method of taking (select one)

Direct extraction from waterway / drain.

Direct extraction from an on-waterway storage dam.

Extraction from a waterway / drain to fill an off-waterway storage dam / tank.

Extraction with full return to waterway (Non-consumptive use).

3.2 Proposed use of water

Tick all that apply:

Domestic / Residential Supply – No. of Houses to be serviced: _____ Garden Area: _____ Ha

Stock Watering - No. of Stock _____ Type of Stock _____

Irrigation of: _____ Irrigated area: _____ Ha
(e.g. Vineyard(s), sports oval(s), orchard, strawberries)

Power generation

Other:

Industrial / commercial use _____
(Please specify)

(Please specify)

3.3 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) (LP / PS / TP)	Volume	Folio
a)		a) :	:
b)		b) :	:
c)		c) :	:
d)		d) :	:
Crown Allotment(s)	Section(s)	Parish	
a)			a) : :
b)			b) : :

3.7 Additional Water Sources (if applicable)

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

<input type="checkbox"/> Roof run-off _____ ML	<input type="checkbox"/> Groundwater _____ ML	BEE No.: _____
<input type="checkbox"/> Potable / Town Water _____ ML	<input type="checkbox"/> Surface water _____ ML	BEE No.: _____

3.8 Plan of Site

Please provide a detailed site plan and attach it to the application.

Plan must include:

- (1) Property.
- (2) Area.
- (3) Source of supply.
- (4) Location of pump site/s.
- (5) Allotments between source of supply and the property.
- (6) Allotment numbers of the property.
- (7) Existing Native Vegetation/Tree Cover.
- (8) Any dams
- (9) Other general features.

4. Signature(s) and Declaration of Buyer

If there are additional applicants please complete annexure 6 – multiple signatories, found on the website.

The information is used for the purpose of maintaining the water register and for the provision of statistical water market information. Most of the information in the water register is available to the public either on-line or through formal Freedom of Information requests.

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.

Buyer's signature: _____ Date: / /

Please Print name: _____

PLEASE NOTE POSITION WITHIN COMPANY IF APPLICABLE (E.G. DIRECTOR / SECRETARY)

Buyer's signature: _____ Date: / /

Please Print name: _____

PLEASE NOTE POSITION WITHIN COMPANY IF APPLICABLE (E.G. DIRECTOR / 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.

Payment Details

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) 9761 6325

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

Address:(please print in block letters)

Take & Use Licence No.

BEE

0

Works Licence No.

WLE

0

Melbourne Water File Reference (if applicable): / /

Tick type of payment (✓)

<input type="checkbox"/>	Application Fee for: Subdivision / Amalgamation	(Item 2)	\$
<input type="checkbox"/>	Annual Licence Fee	(Item 1)	\$
<input type="checkbox"/>	Meter Fee (GST inclusive) (if applicable)	(Item 4)	\$
Total			\$

Payment method

Please indicate the method of payment

Cheque Made payable to **Melbourne Water Corporation** and marked '**Not Negotiable**'

Credit Card Please print clearly

Charge this payment to my (tick appropriate card (✓))

Visa

MasterCard

Amount of Payment \$ [][][][] . [][]

Card Number [][][][] [][][][] [][][][] [][][][]

Expiry Date [][] / [][]

Cardholder's Name
(please print in block letters)

Cardholder's signature _____ Date / /

Contact Phone No. _____

Office Use Only

Non GST Applicable - Item 1	D20333 - 1220	NA
Non GST Applicable - Items 2 & 3	D20333 - 1280	NA
GST Applicable - Item 4	D20550 - 1280	C