



# Stormwater Licence Application

## Application form

Water Act 1989 Sections 51 and 67

PLEASE RETURN TO

Melbourne Water Corporation  
GPO 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.

Office Use Only	Provided/ Complete	<b>Applicants name:</b> .....
<input type="checkbox"/>	<input type="checkbox"/>	The Application Form 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 <a href="http://www.land.vic.gov.au">www.land.vic.gov.au</a> )
<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 <a href="http://www.asic.gov.au">www.asic.gov.au</a>
<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. For any new works plans must be prepared in accordance with the requirements outlined in Appendix B - Works Plans.
<input type="checkbox"/>	<input type="checkbox"/>	Hydrologic analysis and modelling of the proposal. The submitted information must detail: <ul style="list-style-type: none"> <li>- Model utilised and all inputs adopted including flow data, rainfall, evaporation and % imperviousness.</li> <li>- Total catchment area of the source waterway / drain.</li> <li>- Catchment area upstream of harvesting point.</li> <li>- Scenarios run which should include as a minimum both dry and average years and pre and post development runoff to a daily time step.</li> <li>- Total yields expected under each scenario.</li> <li>- Water balance information.</li> <li>- Expected reliability of supply</li> </ul>
<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 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](http://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](mailto:enquiry@melbournewater.com.au)

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

# Referrals & other approvals

The following information is provided to advise applicants of additional requirements they may need to undertake as part of their 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](http://www.environment.gov.au/epbc), email: [ciu@ea.gov.au](mailto:ciu@ea.gov.au) or phone **1800 803 772**.

## 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](http://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](http://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 call 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.

## Public advertising

Applicants acknowledge that they will be required to undertake public advertising of all licensing 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.

# 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 complete annexure 6 – multiple signatories, found on the website. All notices will be sent to the postal address of the first named party in the Victorian Water Register. 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.**

Individual applicants:		
Given name(s):	Surname:	Signature:
_____	_____	_____
Given name(s):	Surname:	Signature:
_____	_____	_____
Dated: ____ / ____ / ____		<i>All applicants must sign the declaration.</i>

OR

If applicant is a company:	
Name of company: _____	ABN: _____
Given name(s): _____	Signature: _____
Surname: _____	Dated: ____ / ____ / ____
_____	_____ Position (ie Director or Secretary)
<small><i>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.</i></small>	

## 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)**

- Private (eg.sports club)  
 Local Gov't  
 Other:  
\_\_\_\_\_

**(ii) Method of taking (select one)**

- Direct extraction from waterway / drain  
 Extraction from a waterway / drain to fill an off-waterway storage dam / tank  
 Extraction with full return to waterway  
 Catchment harvesting to storage

**(iii) River Basin (ie Yarra River):**  
\_\_\_\_\_

**(iv) Waterway/drain (ie Kew Main Drain):**  
\_\_\_\_\_

### 2.2 Proposed Licence Volume

Total requested volume: \_\_\_\_\_ Megalitres (ML)

### 2.3 Proposed use of water

Tick all that apply:

Power generation  Industrial or commercial Use: \_\_\_\_\_  Other \_\_\_\_\_

Irrigation of: \_\_\_\_\_ Irrigated area: \_\_\_\_\_ Hectares (Ha)  
(eg. Public gardens, sports ovals, golf course)

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: \_\_\_\_\_ d) 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. Refer works plan requirements in Appendix B.

Engine Type:    Electric / Diesel / Petrol	Engine Output: _____ KW / HP
Pump Manufacturer: _____	Suction size (mm): _____
Pump Model: _____	Delivery size (mm): _____
Serial No. (if available): _____	
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)	
<b>Type of storage:</b>	
<input type="checkbox"/> Dam / Lake <input type="checkbox"/> Natural or <input type="checkbox"/> Constructed Surface area: _____ m <sup>2</sup> Max Wall height: _____ m Capacity: _____ (ML) Easting: E _____ Northing: N _____	<input type="checkbox"/> Wetland <input type="checkbox"/> Natural or <input type="checkbox"/> Constructed Surface area: _____ m <sup>2</sup> Max Wall height: _____ m Capacity: _____ (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: _____ (ML) Easting: E _____ Northing: N _____	<input type="checkbox"/> Aquifer Capacity: _____ (ML) Easting: E _____ Northing: N _____
Total Storage Capacity Available: _____ 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 diversion licence:

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

## 6 Engineer Details and Hydraulic analysis

### 6.1 Summary of hydraulic analysis

Hydraulic analysis of the proposal is to be submitted with this application form. The modelling should be undertaken for the catchment upstream of the off-take 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:

Model used and details:

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

### 6.2 Engineer details

Please provide the details of the engineer responsible for investigation, design and construction

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

IEAust Membership  Yes  No Membership No. (if applicable) \_\_\_\_\_

Qualifications/experience



# Payment Details

To pay please complete and return with your application to:

Melbourne Water Corporation  
 P O Box 4342  
 MELBOURNE VIC 3001

OR

- Fax to Melbourne Water on (03) 9679 7099 or
- Scan document and Email to [enquiry@melbournewater.com.au](mailto:enquiry@melbournewater.com.au)

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

Address: .....(please print in block letters)

Take & Use Licence No.  
 (if known)

**BEE**

**0**

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Melbourne Water File Reference (if applicable): ..... / ..... / .....

Tick type of payment (✓)

<input type="checkbox"/>	Water resource assessment fee	(Item 2)	\$
<input type="checkbox"/>	Works licence construction fee	(Item 2)	\$
<input type="checkbox"/>	Meter Fee (GST Inclusive)	(Item 4)	\$
<b>Total</b>			<b>\$</b>

Please indicate the method of payment

- Cheque - Made payable to **Melbourne Water Corporation** and marked **'Not Negotiable'**
- Online Payment - Please provide the online receipt number here: .....

Credit Card payments can be made online by visiting Melbourne Water's website at <http://www.melbournewater.com.au/aboutus/onlinepayments> and complete the online payments form.

Please quote either your:

Victorian Water Register Take & Use Water Entitlement reference number - i.e BEE019201 or Melbourne Water Corporation File Reference - i.e. 465/700/0001 when making online payment.

If unsure of your reference number, please contact Melbourne Water for assistance.

**Office Use Only**

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