

Application to trade water entitlement (Take and use and Works licence)

What is this form used for?	Use this form to apply to trade all or part of a take and use licence entitlement. This is a requirement under Section 62 of the Water Act 1989
Talk to us first	Before you lodge your application, please talk to us about trading rules in your area. Contact 131 722
What do I need to do?	To lodge your application you need to: <ul style="list-style-type: none">• Fill in all details on the form (the form can also be downloaded from our website www.melbournewater.com.au/diverters and completed on your computer; however it must be printed and signed)• Supply any required documentation• Sign the form - all licence holders / applicants must sign
What other documents do I need to provide?	Apart from the completed and signed application form, you also need to give us: <ul style="list-style-type: none">• A copy of land title(s) where pumps or dams are located and where water is to be used• A map to show us where pumps or dams are located and where water is to be used• If a licensee (seller) has deceased, or if this transfer is part of a deceased estate, please provide a copy of death certificate and copy of will or probate to allow us to confirm executors authority to represent the estate.• 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.• 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.)• If applicable, written permission from landowner where pumps/pipelines or other associated works are situated (ie crown land, council or neighbours)
How much does the application cost and how do I pay?	Cost will vary depending on whether the trade is temporary or permanent. Our fee schedule can be downloaded from our website https://www.melbournewater.com.au/about-us/services-and-prices/waterway-diversion-and-stormwater-harvesting Please indicate the method of payment <input type="checkbox"/> Cheque - Made payable to Melbourne Water Corporation and marked ' Not Negotiable ' <input type="checkbox"/> 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 reference number - i.e. BEE019201 or the MWC File Reference - i.e. 465/700/0001 when making online payment. If unsure of your reference number, please contact Melbourne Water for assistance.
Where do I send the application?	When the form has been completed and signed by all buyers and sellers, please send: <ul style="list-style-type: none">• The form• Copy of title(s)• Map and• Payment To: Melbourne Water PO Box 4342 Melbourne VIC 3001 Australia F +61 3 9679 7099 E : diversions@melbournewater.com.au
Notes	Incomplete applications, including non payment of fees, will be returned.

Seller's Licence Details

Licence no.

or BEE.....

Purpose of the application

Permanent transfer of licenced volume

Total licence volume

Part licence

Volume to be transferred.....megalitres

Temporary transfer of licenced volume

Transfer until 30 June 20.....(Advise when trade is to cease)

Total licence volume

Part licence

Volume to be transferred.....megalitres

Trading price

We often receive requests for information about the price of water being traded.

To help us provide this information, you need to tell us the value paid per megalitre for this water trade. This information will be used when water price calculations are requested.

Trade prices will remain confidential. Applicant details will not be associated to individual water transfer applications.

\$.....per megalitre

Seller's declaration

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.

Application details may also be 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 Contact Details (Name of current licence holder/s)

Given name(s)	Surname	Signature
Given name(s)	Surname	Signature
Residential address (Including post code)		
Postal address (if different from residential)		
Telephone	Mobile	Fax
Email		

Dated: / /20

If there are more than two applicants, please complete Annexure 1. All applicants must sign the declaration

If the Seller's is a Company

Name of company:		ABN:	
Given name(s)	Surname	Signature	Position
Given name(s)	Surname	Signature	Position
Postal address (Including postcode)			
Telephone	Mobile	Fax	
Email			
Dated: / /20	If there is more than one applicant company, please complete Annexure 1. All applicants must sign the declaration		

Note that the person(s) who signs on behalf of a company must be authorised to do so, for example, a company secretary or director. We will not accept liability if this form is signed by a person who is not authorised to do so.

Buyer's declaration

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.

Application details may also be 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 contact details

Given name(s)	Surname	Signature
Given name(s)	Surname	Signature
Residential address (Including post code)		
Postal address (if different from residential)		
Telephone	Mobile	Fax
Email		
Do you consent to having Annual invoices emailed : <input type="checkbox"/> Yes <input type="checkbox"/> No		

Dated: / /20

If there are more than two applicants, please complete Annexure 1. All applicants must sign the declaration

If the Buyer is a company

Name of company:		ABN:	
Position	Given name(s):	Surname:	Signature:
Position	Given name(s):	Surname:	Signature:
Postal address (including postcode)			
Telephone	Mobile	Fax	
Email			
Do you consent to having Annual invoices emailed : <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dated: / /20		If there is more than one applicant company, please complete Annexure 1. All applicants must sign the declaration	

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: _____

Buyer's 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

Industrial / commercial use _____
(Please specify)

Other:

(Please specify)

Buyer's land description

Attach a current copy of the Land Title of each parcel and not more than 3 months old where water is used and where pumps or dams are located. The land title must clearly show volume and folio numbers and land owners details.

If an up to date land title is not available, please supply a Notice of Acquisition or Disposition for each land parcel to be included on the licence.

I have attached a copy of land title / Notice of Acquisition or Disposition for each parcel where water is used and where pumps and dams are located.

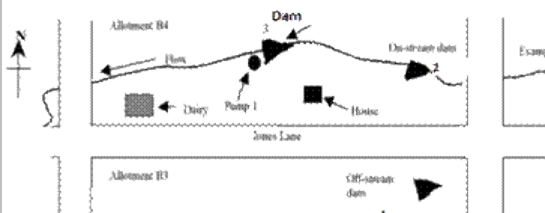
Property Address/s:

Buyer's Diversion Points

- (i) Tell us if your diversion points are pumps or dams
- (ii) Provide a sketch or photocopy of a locality plan on a separate A4 sheet showing the locations of ALL pumps and dams on the property. Please show a minimum of two named roads on your map.

Property address:

Example of sketch



Buyer's Pump Details

Provide below the general information for your pump and offtake works. If the works are new or modified you need to complete a Works Licence Application form.

Pump Works ID	Engine Type (Electric, Petrol, Diesel)	Engine Output (kW/ HP)	Pump Manufacturer	Pump Model	Serial No	Suction Size mm	Delivery Size mm

Maximum flow rate: _____ Litres / Hour. Daily Extraction Rate (ML): _____ ML / Day

Location Description: _____

(ie On Crown Reserve behind 123 Smith St, Yarra Junction)

Meter Reading

Meter No.:	Reading:																				ML
Meter No.:	Reading:																				KL/m ³ or ML

Buyer's Storage Details

Provide below the general information for any dam or storage works. If the works are new or modified, you may need to complete a Works Licence Application form.

Dam Works ID	Natural / Constructed	Surface Area m2	Max Wall Height m	Capacity ML

Tank Works ID	Above Ground/ Below Ground	Concrete/ Plastic/ Fibreglass	Dimensions (l x w x h)	Capacity ML

Total Storage Capacity Available: _____ ML

Location Description:

(ie NE corner of 123 Smith St, Yarra Junction)

Notes

1. We suggest that you speak to one of our Officers if you have any questions while completing this application form.
2. An up to date copy of land title is to be provided for each land area where water is to be used and where pumps or dams are located
3. Application fees received with this application may be non-refundable or only partially refundable should you decide to opt out of the process at any time after we receive this application form. We recommend that you discuss this proposal with an MWC Officer before submitting your application.
4. Incomplete applications will be returned to the licence holder. No action will commence on this form until a complete application is received by us.
5. If your application is approved, your water usage may be metered. MWC will supply a water meter at cost and you can choose to have it installed by a MWC contractor or by a contractor of your choice. As licensee, you pay installation costs. MWC must inspect the completed installation for compliance to standards and specifications. All meters remain the property of MWC. Please contact MWC on 131 722 for further information on metering.
6. If a licensee (seller) has deceased, or if this transfer is part of a deceased estate, please provide a copy of death certificate and copy of will or probate to allow us to confirm executors authority to represent the estate.

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](#).

More Information

If you want help with your application or more information on Surface Water Licences, visit our website at www.melbournewater.com.au/diverters or phone Melbourne Water on 131 722 or speak to a member of the Diversion Team.

Disclaimer

Melbourne Water will use the information provided in this Application Form to act on and/or make a Surface Water Licence decision. Should this information be incorrect or change, we may take steps to revoke any licence granted and require you to submit a new application together with the applicable fee.

Annexure 1

Copy this annexure and attach to application if there are more applicants than provided for.

Please print name(s) in full and in capital letters. Illegible applications will be returned. All applicants must sign. All notices will be sent to the postal address of the first named party in the State 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 applicant(s)		
Given name(s):	Surname:	Signature
Given name(s):	Surname:	Signature
Given name(s):	Surname:	Signature
Given name(s):	Surname:	Signature
Given name(s):	Surname:	Signature
Given name(s):	Surname:	Signature
Dated: / /20	If there are more applicants, please copy this annexure and attach to application. All applicants must sign the declaration	

If applicant is a company			
Name of company:			ABN:
Given name(s)	Surname	Signature	Position
Given name(s)	Surname	Signature	Position
Postal address			
Telephone		Mobile	Fax
Email			
Dated: / /20	If there are more applicant companies, please copy this annexure and attached to application. All applicants must sign the declaration.		

Note that the person(s) who signs on behalf of a company must be authorised to do so, for example, a company secretary or director. We will not accept liability if this form is signed by a person who is not authorised to do so.