

## APPLICATION FOR WATERWAYS LICENCE OR ADVICE

APPLICANT DETAILS <sup>1</sup>		
Name:		
Company (if applicable):		
Traditional Place Name (optional)^:		
Postal Address:		
Preferred Contact Number:		
Email:		
^To locate your Traditional Place name you can visit <a href="https://aiatsis.gov.au/explore/map-indigenous-australia">https://aiatsis.gov.au/explore/map-indigenous-australia</a>		
LANDHOLDER DETAILS		
<b>Are the proposed works on your property?</b>		<b>Yes</b>
If the works are not on your property you are required to provide evidence of landholder consent to conduct works. Please note Crown Land consent is required from the applicant if works are located on Crown Land.		<b>No</b>
Name:		
Company (if applicable):		
Traditional Place Name (optional)^:		
Postal Address:		
Preferred Contact Number:		
Email:		
^To locate your Traditional Place name you can visit <a href="https://aiatsis.gov.au/explore/map-indigenous-australia">https://aiatsis.gov.au/explore/map-indigenous-australia</a>		
SERVICE REQUIRED – PLEASE SELECT THE SERVICE(S) YOU REQUIRE BELOW		
<b>Waterway Advice</b> <i>This service provides advice on proposed works, activities or processes that may affect waterway health. This service is suitable in situations where design has not been finalised. This service <b>does not</b> negate the need to apply for a Works on Waterways Licence.</i>	\$ 165.33 inc GST	
<b>Works on Waterway Licence</b> <i>A Works on Waterways Licence is required to conduct works or activities in, on or around a designated waterway under Section 67 of the Water Act 1989. Payment of the licence assessment fee does not guarantee a licence will be granted. For more information on designated waterways please visit <a href="http://www.ghcma.vic.gov.au">www.ghcma.vic.gov.au</a></i>	\$ 165.33 inc GST	
OPTIONAL EXTRA – FEE IS IN ADDITION TO SELECTED SERVICE		
<b>Priority Service CURRENTLY UNAVAILABLE</b> <i>This service places a priority on the assessment of the application. Please note this service <b>does not</b> guarantee same week service. Priority service may not be available pending current CMA workload.</i>	<del>\$ 165.33 inc GST</del> <b>+ service fee</b>	
A response will be supplied within <b>25 working days</b> of receipt of payment unless priority service has been selected or insufficient information has been provided to undertake an assessment.		

<sup>1</sup> Information provided in this form will be used for the assessment of Works on Waterways proposal only. Incomplete applications or applications with insufficient detail for assessment will not be processed until all required information is received. Property and personal information obtained by Glenelg Hopkins CMA will be treated in accordance with the Privacy Act 1988 (Commonwealth), the Privacy Act 2000 (Victoria) and the Spam Act 2003.

**WORKS LOCATION – A LOCALITY MAP MUST BE PROVIDED**

Property Address: (where the works will happen)	Crown Allotment	
	Parish	
	Lot	
	Plan of Subdivision	

Traditional Place Name (optional)^:

^To locate your Traditional Place name you can visit <https://aiatsis.gov.au/explore/map-indigenous-australia>**WORKS PROPOSAL, PLAN AND DETAILS – PHOTOS AND PLANS MUST BE PROVIDED**

Attach supporting information (plans, photos, maps, etc) to your application.

**Please tick the most appropriate box for the proposed works**

New Structure	<input type="checkbox"/>	Stream Clearing or Channel Modification	<input type="checkbox"/>
Replacement Structure	<input type="checkbox"/>	Modifying Existing Structure	<input type="checkbox"/>
Maintenance Works	<input type="checkbox"/>	Other	<input type="checkbox"/>

**WORKS DESCRIPTION**Please provide a **detailed** description of the proposed works. **Please note:** There may be a delay in processing an application if insufficient detail is provided.

eg. 200mm reinforced concrete pipe culvert, 3 metres wide, 8 metres long

**Have you attached photos?***Photographs MUST show:*

- a view of the waterway at the proposed works location
- views of any existing structures from the upstream or downstream sides
- views of the waterway upstream and downstream of the proposed works location.

**Have you attached construction plans?***Neat sketches will suffice for most farm crossings. Plans MUST meet the following minimum requirements:*

- A cross section of the waterway at the proposed works site with dimensions of the waterway channel (width and depth)
- A plan (overhead) view of the proposed works including any rock beaching
- Side elevation view(s) of the proposed works including any rock beaching

## CULTURAL HERITAGE – PROTECTING ABORIGINAL PLACES AND OBJECTS

All Aboriginal cultural heritage places and objects in Victoria are protected by law under the *Aboriginal Heritage Act 2006*. It is against the law to disturb or destroy an Aboriginal cultural heritage place or object.

It is the responsibility of the applicant, as the party legally and financially responsible for the proposed activity, to determine if a Cultural Heritage Management Plan (CHMP) is required under the *Aboriginal Heritage Amended Act 2006*.

Glenelg Hopkins CMA is **not able** to issue a Works on Waterways Licence if a CHMP is required but has not been prepared.

To determine if a CHMP is required, complete the Aboriginal Heritage Planning Tool at <http://www.aav.nrms.net.au/aavQuestion1.aspx>. Print a copy of the final **process list** and attach it to this application.

**Please tick the appropriate box for your proposed works:**

<input type="checkbox"/>	CHMP not required
<input type="checkbox"/>	CHMP required but not prepared
<input type="checkbox"/>	CHMP required and prepared, and a copy is attached to this application

If you are unable to complete the Aboriginal Heritage Planning Tool please contact Aboriginal Victoria on 1800 762 003 or [Aboriginal.Heritage@dpc.vic.gov.au](mailto:Aboriginal.Heritage@dpc.vic.gov.au) for assistance.

Earthworks not governed by a CHMP, but are within a culturally sensitive area or in/near a registered cultural heritage place, have a risk of damaging Aboriginal cultural heritage. You should consider if you need to apply for a Cultural Heritage Permit (CHP) or undertake a voluntary CHMP.

**In applying for a Works on Waterways Licence or Advice, the CMA is able to undertake an Aboriginal cultural heritage due diligence check on behalf of the landholder at no additional cost.** This will assist in determining whether a CHP is required. We strongly encourage that landholders consent to this due diligence check to comply with the *Aboriginal Heritage Amended Act 2006*.

Please contact Glenelg Hopkins CMA on 03 5571 2526 if you have any questions regarding this search, or refer to the Works on Waterways Guidance Note available via the CMAs website [www.ghcma.vic.gov.au](http://www.ghcma.vic.gov.au).

*I, the landholder, consent to the CMA undertaking an Aboriginal cultural heritage due diligence check on my behalf.*

*I, the applicant, have attached written evidence of landholder consent for the CMA to undertake an Aboriginal cultural heritage due diligence check on their behalf.*

**CONSTRUCTION MANAGEMENT – PROTECTING WATERWAY HEALTH DURING THE WORKS**

What will you do to minimise impacts of works on waterway health during the construction/implementation phase?

**Q. How will you minimise the risk of bed and bank erosion occurring in or around the works site?**

**Q. How will you minimise the risks of sediment in runoff entering the waterway from within or around the works site?**

**Q. How will you manage hygiene of the site?** (provide details as to how matters such as rubbish, storage of chemicals, machinery and vehicle wash down, potential waterway contamination/pollution will be managed)

**SITE MANAGEMENT – PROTECTING WATERWAY HEALTH AFTER THE WORKS ARE COMPLETED**

What will you do to minimise potential impacts of the works on waterway health after construction/implementation?

**Q. How will the site be rehabilitated when works are completed?** (as relevant, provide details of proposed reinstatement and/or environmental enhancement works. NOTE: The granting of a Works on Waterways Licence may be conditional on environmental reinstatement and/or enhancement works to offset potential loss or damage to environmental values resulting from the proposed works).

**Q. How will you minimise the long term risk of bed and bank erosion occurring at or around the works?** (eg. Bed and banks will be protected by rock beaching as per the CMA, or other appropriate guidelines).

**Q. If you are proposing a waterway crossing, how will you minimise sediment transport to the waterway during the lifespan of the crossing?** (eg runoff from access tracks will be directed away from the crossing into grassed filter zones).

**HAVE YOU CONSULTED NEIGHBOURING LANDHOLDER ABOUT YOUR PROPOSAL?**

Evidence of this may be required if the works have potential to alter flows of water across a property boundary.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes, please provide contact details
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**HAVE YOU CONSULTED WITH A CMA OFFICER ABOUT YOUR WORKS PROPOSAL?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes, please provide name of officer
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**HAVE YOU USED TECHNICAL GUIDELINES OR PROFESSIONAL EXPERTISE TO DESIGN YOUR WORKS PROPOSAL?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes, please provide details
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## HOW WOULD YOU LIKE TO RECEIVE A RESPONSE?

### IMPORTANT NOTES:

- Payment of the licence assessment fee does not guarantee that a licence will be granted.
- Conduct of works on a designated waterway without a Works on Waterways Licence is an offence under the Water Act 1989 subject to penalties and potential imprisonment.

Email:

Letter:

I declare/acknowledge that:

- *the information provided on and with this application form is complete and correct, and I understand that it will be relied upon by the Glenelg Hopkins CMA in considering this application*
- *the issue of a Works on Waterway Licence does not provide an exemption from obtaining other necessary approvals and/or consent that may be required prior to commencement of works*
- *the Glenelg Hopkins CMA will undertake an Aboriginal cultural heritage due diligence search on the landholder's behalf if consent has been provided*
- *the Glenelg Hopkins CMA may issue a licence for the construction of the works on a waterway but Glenelg Hopkins CMA shall not be responsible for any claims, suits or actions, arising from injury, loss, damage or death, to any person or property which may arise from the construction, maintenance, existence or use of the works*
- *the Glenelg Hopkins CMA and its officers are indemnified against all claims, suits or actions arising from injury, loss, damage or death, to any person or property which may arise from the construction, maintenance, existence or use of the works described in this application*

<b>Applicant Signature:</b>		<b>Date:</b>	
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(To sign this form electronically – type your name in field above)

**Please submit this form using one of the following methods:**

Email: [planning@ghcma.vic.gov.au](mailto:planning@ghcma.vic.gov.au)

Gunditjmara Country  
Mail: PO Box 502  
Hamilton VIC 3300

In person: Gunditjmara Country  
79 French Street  
Hamilton VIC 3300