



Change of details / Minor Licence Amendment Form

Notes

This form can be used to apply for minor amendment to details / ownership of a licence such as:

- Changing or removing a licence holder from a licence in the event of a change in name (i.e. marriage / separation / company name change), a licence holder being deceased or a licence partner being added or removed.
- Adding or removing a land parcel to a licence.
- Adding or changing secondary contact details to a licence.

At least one existing party and parcel must be retained on the licence for this application form to apply. (Changes of both land and licence ownership require a transfer application to be made. If unsure please contact Melbourne Water.)

Application fees apply to adding or removing parties or parcels and for company name changes.

No fee will apply to changes in name due to changed marital status, postal or secondary contact details.

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

OFFICIAL

CHANGE OF DETAILS/MINOR LICENCE AMENDMENT

- NOTE: 1. CHANGES MAY ONLY BE MADE BY THE ENTITLEMENT HOLDERS.
2. IF THE CHANGE IS DUE TO SURVIVOURSHIP, THE APPLICANT MUST INCLUDE A COPY OF WILL OR PROBATE WHICH WILL DEMONSTRATE THE EXECUTOR OR LEGAL REPRESENTATIVE OF THE LICENCE HOLDER. THIS PARTY MUST SIGN ON BEHALF OF THE DECEASED ESTATE IN SECTION 7.
3. IF ANY APPLICANT 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. MELBOURNE WATER WILL NOT ACCEPT LIABILITY IF THIS FORM IS SIGNED BY A PERSON WHO IS NOT AUTHORISED TO DO SO.
4. IF THERE IS INSUFFICIENT SPACE IN A SECTION, PLEASE PROVIDE ADDITIONAL DETAILS ON A SEPARATE PAGE.

1. Licence(s) subject to this application

BEE:

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 Or Melbourne Water File Ref: ___/___/___

BEE:

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 Or Melbourne Water File Ref: ___/___/___

2. Current Licence Holders

Please print name(s) in full and in capital letters.

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.

If company:

Company / Business/ Trading Name: _____

Company Contact Person: _____

Position held within Company _____

(e.g. Director / Secretary)

3. Amended Licence(s) to be held in the Name(s) of:

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.

If company:

Company / Business/ Trading Name: _____

Company Contact Person: _____

Position held within Company _____

(e.g. Director / Secretary)

4. Licence contact details

Postal Address : _____

Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____ Fax: _____ E-mail: _____

5. 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 Licensee: _____

Address : _____

Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____ Fax: _____ E-mail: _____

6. Parcels to be added/removed from the licence

6.1 PARCELS TO BE ADDED TO LICENCE(S).

- Attach a copy of the Land Title for each property issued by the Titles office sufficient to identify the parcel
- If the owner of the parcel is different to the licence holder, provide evidence or permission for the licence holders to occupy the land.

Property Address: _____

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

6.2 PARCELS TO BE REMOVED FROM LICENCE(S)

Property Address: _____

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

7. OTHER DETAILS

Please provide further instruction if you feel more information is required:

8. Signature(s) and Declaration of Applicants

All applicants/persons that are listed in sections 2 and 3 are required to sign the application.

IF THE CHANGE IS DUE TO SURVIVOURSHIP INCLUDE A COPY OF WILL OR PROBATE WHICH WILL DEMONSTRATE WHO IS THE EXECUTOR. THE EXECUTOR OR LEGAL REPRESENTATIVE OF LICENCE HOLDERS MUST SIGN AND PROOF OF AUTHORITY PROVIDED.

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)

Privacy Notice

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 and the Victorian Department of Energy, Environment, and Climate Action 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 Energy, Environment, and Climate Action.

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.

By applying for a diversion licence, you are consenting to the use and disclosure outlined above.

Our [Privacy Policy](#) is available on our website.

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

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

Address:(please print in block letters)

Take & Use Licence No.
 (if known)

BEE

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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)	\$
Total			\$

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