**APPLICATION FOR A PERMIT**

**TO CONSTRUCT AND OPERATE WORKS ON A WATERWAY**

***Water Act, 1989*: Section 67 and North Central CMA *By-law for Waterways Protection, 2014*.**

|  |
| --- |
| **THE APPLICANT MUST COMPLETE ALL THE DETAILS ON THIS FORM AND ATTACH SUPPORTING INFORMATION AS REQUIRED** |

|  |
| --- |
| **1. Applicant Details** |
| Full Name: |  |
| Organisation/ Company: |  |
| Postal Address: |  |
| Contact Numbers: | Ph: | Mobile:  |
| Email Address: |  |

|  |
| --- |
| **2. Landowner Details** *NB: Where the applicant is not the landowner, written consent from the landowner* ***must*** *be submitted with the application.*  |
| Full Name: |  |
| Postal Address: |  |
| Contact Numbers: | Ph: | Mobile: |
| ***or if Crown Land*** |
| Is the site situated on Crown Land *(please tick):* | 🞏 Crown Land*(Written consent must be obtained from the Crown Land Management Unit of the Department of Energy, Environment and Climate Action)* |

|  |
| --- |
| **3. Contractor Details *(the person who will be doing the work – if applicable)*** |
| Full Name: |  |
| Company |  |
| Contact Numbers: | Ph: | Mobile: |

|  |
| --- |
| **4. Details of land where works are proposed**  |
| Address: |  |
| Town: |  |
| Site GPS Coordinates (GDA 94 Vic map): | Easting: | Northing: |
| CA: *or* | Lot No.: |
| Section:  | PS No.: |
| Parish: |  |

|  |
| --- |
| **5. Waterway Details** |
| Name of Waterway: |  |
| Tributary of: |  |
| Catchment*:* | 🞏 Loddon 🞏 Campaspe 🞏 Avoca 🞏 Avon-Richardson |

|  |
| --- |
| **6. Details of Proposed Works**  |
| 🞏 Access Crossing - Bridge | 🞏 Vegetation Removal | 🞏 Waterway Deviation |
| 🞏 Access Crossing - Culvert | 🞏 Pipeline - Bored | 🞏 Jetty |
| 🞏 Access Crossing - Ford | 🞏 Pipeline - Trenched | 🞏 Stabilisation (erosion control) |
| 🞏 Stream Clearing | 🞏 Stormwater Outlet - Bored | 🞏 Stormwater Outlet - Trenched |
| 🞏 Other (describe in your words) |  |

**THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH THIS APPLICATION**

|  |
| --- |
| **Proposed Works***(Please provide a written description of the works and the proposed works method e.g. I wish to install a culvert crossing using a single 600mm diameter reinforced concrete pipe with concrete capping.)*  |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| **Location Plan** *(Please provide a sketch or include a map so that the site can be located)* |
|  |

|  |
| --- |
| **Sketch of proposed work** *(Include dimensions, materials, location of waterway, roads etc.)* |
|  |

|  |
| --- |
| **Sketch of waterway cross section** *(Include approximate dimensions)* |
|  |

|  |
| --- |
| **What measures will be undertaken to protect the bed and banks of the waterway?** *(Please describe)* |
|  |
|  |
|  |
|  |

|  |
| --- |
| **What sediment control measures will be implemented during the works?** *(Please describe)* |
|  |
|  |
|  |
|  |

|  |
| --- |
| **Cultural Heritage Management Plan**  |
| Some ground disturbing activities may require the preparation of a Cultural Heritage Management Plan (CHMP) by a suitably qualified Heritage Advisor.  It is your responsibility to determine whether or not a CHMP is required. Prior to applying for a Works on Waterway permit, it is recommended to review the information on the First Peoples State Relations website at <http://www.firstpeoplesrelations.vic.gov.au/cultural-heritage-management-plans>Please note: If a CHMP is required, then the CHMP must be approved prior to the issue of other permits/licences, including Works on Waterway approval.Your application will not be processed by North Central CMA until either:* An approved CHMP for the proposed works has been provided in support of the application. Or;
* A due diligence report/checklist (due diligence) – that determines a CHMP is not required – has been provided. The due diligence must:
	+ Identify how the works are classified under the Aboriginal Heritage Act Regulations 2018 (the Regulations).
	+ Determine whether the works are an ‘exempt activity’ under the Regulations.
	+ If the activity is not an exempt activity, the due diligence must describe (referring to the Regulations) why the works do not involve significant ground disturbance and do not require a CHMP.
	+ Include a map showing the entire works area (including plant parking areas and material stockpiles).
	+ Note, if the due diligence is relying on ‘Significant Ground Disturbance’ as the reason a CHMP is not required, the due diligence **must be** completed by a qualified Heritage Advisor. For help finding a suitably qualified heritage advisor, visit <https://www.firstpeoplesrelations.vic.gov.au/choose-heritage-advisor>
* In any case, it is recommended cultural heritage due diligence is prepared by a suitably qualified Heritage Advisor.
 |
|  |

|  |
| --- |
| **General Provisions** |

*I hereby indemnify North Central Catchment Management Authority and its officers against all claims, suits or actions arising from injury, loss, damage or death to any persons or property which may arise from the construction, maintenance, existence or use of the works described in this application.*

I consent to an inspection of the site being undertaken by staff of the North Central CMA as part of the assessment of this application for works on a waterway. If a site inspection is required:

|  |  |  |
| --- | --- | --- |
| I want to be notified in advance | 🞏 YES | 🞏 NO |
| I want to attend the inspection | 🞏 YES | 🞏 NO |
| Please include any comments or requirements for access i.e. *4x4 access only, locked gates, stock, etc.*  |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| **Applicant Name**  |  |
| **Applicant Signature** |  | Date / / |
| **Landowner Name - *if different from the applicant***  |  |
| **Landowner Signature:** |  | Date: / / |

Please forward completed application to:

**North Central Catchment Management Authority**

**Attention: Floodplain Management**

**628-634 Midland Highway, Huntly**

**Post: PO Box 18, Huntly VIC 3551**

**Email: floodplain@nccma.vic.gov.au**

**Ph: 03 5440 1896**

|  |
| --- |
| **SUPPORTING INFORMATION REQUIRED** |

**Ensure the following information is included with your application**

* Please provide copies of photos if available.
* This application cannot be assessed unless all required information has been provided.
* If there is insufficient space above, please attach additional plans and documents to this application.
* For major works, the Authority may require further information.

**For public access bridges:**

* Certified engineering design compliant with Australian Standards or Bridge Design Codes
* 100-year ARI flood level. If not available, provide detail of maximum recorded flood level
* Size and number of bridge piers/piles
* Type of fencing or bridge handrails if applicable
* Detail of any variation to the cross-sectional area of the waterway
* If the underside of the bridge deck level is lower that the top of the banks, a hydraulic assessment will be required

**For culvert crossings:**

* Type, size number of culverts
* Detail of crossing/track location
* Culvert invert level and alignment in relation to the waterway, i.e. on a bend or straight section of the waterway

**For stormwater outlets:**

* Type, size, outlet height above bed level and alignment in relation to the waterway
* Proposed scour protection
* Water quality controls
* Flow velocities
* Details on how public safety issues are to be addressed

**For service crossings:**

* Type and method of construction
* For open cut excavation, provide intended depth of pipe below bed level
* For suspended aerial services, provide design detail including height above bed and bank level

**For vegetation clearing/management:**

* Please contact the North Central CMA for further advice.

**For sand and gravel extraction or stream deviation:**

* Please contact the North Central CMA for further advice