



# Advertising Guidelines

Under the Water Act 1989, applicants for a Take and Use licence and/or a Construction Licence may be required to advertise and notify adjoining landholders of their proposal. Ministerial direction given under the Act, requires an applicant to provide written notice of such applications to -

1. the owner or occupiers of land immediately upstream; and
2. the owners or occupiers of land immediately downstream for 2 km, or the first 3 downstream owners or occupiers, whichever is the lesser number of properties; and
3. place an advertisement in a newspaper generally circulating in the area if an application is greater than 20 Megalitres. If the application is for a volume greater than 50 Megalitres a second advertisement is required.

To assist you in meeting this requirement these advertising guidelines have been developed by Melbourne Water. The onus is on the applicant to demonstrate to Melbourne Water compliance. It is strongly suggested that you forward all correspondence by certified mail so it can be accounted for.

A sample notification that can be sent to adjoining land owners is given below and may be used at your discretion :

Date

Name

Address

### Notification under Water Act 1989

An application has been made to Melbourne Water for a take and use licence for commercial/irrigation purposes to use ?? Megalitres of water which may affect you.

Details of the application are as follows:

Application address :	Provide address where water will be used
The application is for: From: Diversion location:	'X' Megalitres (please provide volume being applied for) 'Y' Creek / River (please provide name of waterway) Provide pump location if different from address above
The applicant's name is	
Melbourne Water's File No	

You may look at the application and any documents that support the application at:

Melbourne Water  
Winneke Treatment Plant  
Simpson Road  
Christmas Hills Vic 3775

This can be done during office hours by appointment and is free of charge. For an appointment please telephone 9712 2227. Any person who may be affected by the granting of this application may object or make other submissions to Melbourne Water. Any objections must:

- be in writing,
- include reasons for the objection,
- state how the objector will be affected and
- be mailed to Melbourne Water at P O Box 67, Yarra Glen, Vic, 3775.

Any response is requested within 30 days from your receipt of this letter. Should a response not be received within this period, Melbourne Water may determine the application.

If the proposal is for a volume greater than 20 megalitres, public advertising is also required. If the application is for a volume greater than 50 megalitres a second advertisement is required. A sample advertisement that could be placed in your local newspaper is given below and may be used at your discretion:

Date

**Notification under Water Act 1989**

An application has been made to Melbourne Water for a take and use licence for commercial/irrigation purposes to use ?? Megalitres of water.

Details of the application are as follows:

Application address :	Provide address where water will be used
The application is for: From: Diversion location:	'X' Megalitres (please provide volume being applied for) 'Y' Creek / River (please provide name of waterway) Provide pump location if different from address above
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Any person who may be affected by the granting of this application may object or make other submissions to Melbourne Water at P O Box 67, Yarra Glen, Vic, 3775.

Any response is requested within 30 days from the date of this notice.

**Note :**

Any private or public notification must provide the owners or occupiers of the nature of the proposal (ie what is proposed), time available for comments or objections (30 days) and the address to which any such comments or objections should be forwarded to. (Melbourne Water, P O Box 67, Yarra Glen, Vic, 3775)