



Department of Natural Resources, Mines and Energy

ABN 59 020 847 551

Request for water entitlement data attached to land

Water Act 2000

Purpose of the form

Individuals or entities (e.g. solicitors) acting on behalf of an individual may request information relating to water licences, interim water allocations and associated information or approvals that are attached to a property.

Refer to the guidelines when completing this form.

Part A Requestor details

Title: Mr Mrs Ms Miss Other (specify)

Specify the full name(s) of all requestors:

If the applicant is a corporation, please supply the ACN:

Attention (optional) (e.g. Principal, Secretary, Managing Director, etc.)

Street address:

Mailing address:

Contact details

Title: Mr Mrs Ms Miss Other (specify)

Full name:

Preferred phone:

Alternative phone:

Facsimile:

Email:

Privacy statement: The information being collected in this request will be used by this department for the purpose of processing your request for water entitlement data attached to land under the authority of section 1009 of the *Water Act 2000*. Your personal details will be accessed only by authorised officers within this department and will not be disclosed to any other third party without your consent except where required by law. The information collected will be retained as required by the *Public Records Act 2002* and may be stored in a departmental database. More information on the department's privacy commitment can be found on the department's website at www.business.qld.gov.au.

OFFICE USE ONLY	Application ref.	Fee received \$	Office Stamp Only
	Client ref.	Receipt no.	
	Authorisation ref.	Registration Date / / Initials	

Part B Other return contact details

If requested data is to be returned to a different contact or address as indicated in Part A provide the contact and return address details here.

Specify the full name(s) of all requestors:

If the applicant is a corporation, please supply the ACN:

Attention (optional) (e.g. Principal, Secretary, Managing Director, etc.)

Street address:

Mailing address:

Contact details

Title: Mr Mrs Ms Miss Other (specify)

Full name:

Preferred phone:

Alternative phone:

Facsimile:

Email:

Part C Property description

Specify the description of land to which the search relates.

Lot	Plan	Lot	Plan

Part D Response method

- Email (Note: this is the preferred method)
 Facsimile
 Letter

**Guidelines for
Request for water entitlement data
attached to land**

Water Act 2000

Purpose of this form

Individuals or entities (e.g. solicitors) acting on behalf of an individual may request information relating to water licences, interim water allocations and associated information or approvals that are attached to a property.

Processing of this request will not commence until the completed form and the prescribed search fee has been received by this department. After receipt, we will endeavour to respond to your request within 10 business days. If we cannot provide a response to your request within this timeframe we will contact you. It is important that you provide full and correct contact information on the request.

Part A Requestor details

Requestor details in this part must be completed. The requested data will be returned to the contact or address as indicated in this part. If the data is to be returned to a different contact and address please complete Part B as well. Requestor details must be completed as follows:

Name

For one individual, clearly write in upper case the requestor's full name as given names followed by surname.

For example: PAUL JOHN SMITH

For two individuals, clearly write the full name of all individuals as given names followed by surname, both persons separated by a semi-colon.

For example: PAUL JOHN SMITH; TINA ROSE JONES

For a number of individuals clearly write all the full names as given names followed by surname as a list, the full name of each person should be separated by a semi-colon.

For example: PAUL JOHN SMITH; TINA ROSE JONES; GWEN MARY SMITH;
PETER FREDRICK WATSON; PETER FREDERICK WATSON AS TRUSTEE

Where the requestor is a corporation, write the complete name of the incorporated body and the Australian Company Number (ACN).

For example: PAUL JOHN SMITH PTY LTD

For incorporated associations, use the authorising officer's name.

For example: PAUL AUSTIN ACTING UNDER THE AUTHORITY OF THE
BUNYA MOUNTAINS BRIDGE SOCIETY INC

For other legal entity names or bodies holding land under trust.

For example: THE STATE OF QUEENSLAND (REPRESENTED BY DEPARTMENT OF
EDUCATION AND TRAINING)

Attention (Optional)

If necessary, use this section to write the title of the position held by a person acting for the requestor. This information is usually only necessary for corporations or similar bodies.

For example: THE MANAGING DIRECTOR

Part A Requestor details (continued)**Mailing address**

Information provided within these sections of the request will be used for the service of all official documents and any correspondence relating to the request for data. Enter the information as you would want it to appear on an envelope addressed to the requestor.

For example: PO BOX 25
 ROCKHAMPTON QLD 4370

Contact person's details

Requestors must use this section to provide the department with the details of one nominated contact person. The department will use the information provided for its records concerning the request and for personal or telephone contact about matters relevant to this notification.

Part B Other return contact details

If the requested data is to be returned to a different contact or address from that as indicated in Part A on the request form, provide these details in Part B as well. These details must be completed using the instructions in Part A of these guidelines.

Part C Property description

Please specify the description of land to which the search relates. Ensure that you correctly specify the property description(s) where the search is to occur. List each parcel of land as Lot on Plan*.

For example: Lot Plan
 13 RP654321
 14 WOU56
 16 BK18

Provide a separate attachment if more than ten parcels need to be listed on the request.

*Land is usually described as a Lot on Plan. This can be found on a council rates notice or a valuation notice.

Part D Response method

The preferred method to return your requested data is by email. However, you can indicate your preferred method of response.

Additional information available

In addition to supplying you with your requested entitlement data, we may be able to provide additional information relating to the entitlements. This may include:

- current water licence details
- current interim water allocation details
- copies of development permits
- details of riparian works access (stock and domestic works)
- water metering requirements and fees
- fees and charges
- water access conditions (for example water sharing rules, announced entitlements or restrictions)
- details of outstanding applications
- copies of regulated overland flow notifications
- copies of bore works notifications
- tenure requirements associated with access to water
- details of outstanding water compliance issues associated with the property.
- details of associated water plans or water management protocols including:
 - any proposed amendments to water licences
 - details of any land and water management attached to the property.

Search exclusions

For a request of entitlement data, we can only provide information held by this department for water entitlements under the *Water Act 2000* that are attached to land. Water allocations are not attached to land so will not be included in the search. They are a registered title and recorded on the Water Allocation Register. For more information on water allocations or the Water Allocation Register refer to the department's website at www.business.qld.gov.au.

In addition, this search will only identify authorisations where the land details in your request are the same as those on the authority. If the land details have changed since the authorisation was last issued—for example, land subdivisions or boundary realignments—resulting in a change in property descriptions and the licence has not been updated, then certain authorisations may not be included in this search.

Use of this information (privacy statement)

The information being collected in this request will be used by this department for the purpose of processing your request for water entitlement data—attached to land under the authority of section 1009 of the *Water Act 2000*. Your personal details will be accessed only by authorised officers within this department and will not be disclosed to any other third party without your consent except where required by law. The information collected will be retained as required by the *Public Records Act 2002* and may be stored in a departmental database. Information on the department's privacy commitment can be found on the department's website at www.business.qld.gov.au.

Fees and charges

The prescribed search fee is payable at the time of application. This fee will be charged separately for each property listed in the search request and will include copies of entitlements associated with the property.

For this purpose a property is defined as contiguous land lots with the same ownership as per the land title.

There may be additional charges such as copies of applications.

The prescribed fee payable at the time of application is changed each year with the consumer price index (CPI) and takes effect from 1 July each year. Prior to submitting an application immediately following 1 July contact your nearest departmental office to obtain details of the current fees.

Checklist

The following checklist has been provided to assist you in completing this request. Ensuring that you have satisfied all of the following requirements will help avoid delays in the processing of your request.

- All parts of the request are completed as per these guidelines.
- All parts of the request relating to lot and plan contain correct real property descriptions.
- You have indicated your preferred method of response, ensuring that contact details are current.
- The prescribed fee is enclosed.

Lodgement

Mail/deliver the request form, the fee and attachments to your nearest departmental office. Contact details are available on the department's website at www.business.qld.gov.au.