



Department of Natural Resources, Mines and Energy

ABN 59 020 847 551

**Notice of proposed transfer or lease of
unsupplemented water allocation**

Water Act 2000

Purpose of the form

This form is used to notify the chief executive of the proposed transfer or lease of a water allocation not managed under a resource operations licence (unsupplemented water allocation).

Part A Transferor (seller) or lessor details

Specify the full name(s) of the current holder(s) of the unsupplemented water allocation:

If transferring part shares under a tenants in common arrangement, please specify the name(s) of the holder(s) transferring their part share:

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:

Ticking this box is your consent to receive emails from the department including any notice, formal information or document required or permitted to be given under the *Water Act 2000*.

Privacy statement: The information being collected in this form will be used by this department for the purpose of processing your notice to transfer or lease an unsupplemented water allocation under the authority of section 157 of the *Water Act 2000*. When this notice is received the chief executive must give the water allocation holder a certificate under section 157 of the *Water Act 2000*. The certificate must be lodged with the registrar of water allocations for the transfer or lease to be recorded on the water allocations register. The transfer or lease will not have effect until it is registered. Water allocations and instruments lodged or registered in relation to water allocations are publicly searchable under section 175 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 our privacy commitment can be found 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 Purpose of this notice

Indicate the purpose of this notice. Only one purpose can be selected.

Transfer (unsupplemented water allocation) **OR** Lease (unsupplemented water allocation)

Part C Water allocation being transferred or leased

Provide the details of the unsupplemented water allocation being transferred or leased.

Lot	Crown Plan	Title reference
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Part D Transferor's or lessor's water meter(s)

Provide current meter readings for each meter on the transferor's or lessor's property and complete the works and meter details. If there are more than two water meters, attach a separate list to this notice.

Works reference	Meter serial no.	Meter reading	Date read	Time read
			/ /	: am/pm
			/ /	: am/pm

Part E Unused volume of annual entitlement available to transferee or lessee

Specify how the unused volume of the annual entitlement available to be taken by the transferee in the current water year will be calculated:

Option 1 Use the above meter readings to calculate the unused volume of the annual entitlement available to be taken.

Option 2 I will provide new meter readings at transfer to be used to calculate the unused volume of the annual entitlement.

Option 3 Use the volume specified here: _____ megalitres.

Part F Transferor or lessor declaration

All transferor(s) or lessor(s) to complete and sign the declaration below.

If more signature space is required, copy or print a blank copy of this page, complete and attach.

I/We declare that the information provided in this notice is true and correct.

Individual	
Name:	Name:
Signature:	Signature:
Position/Title: (if applicable)	Position/Title: (if applicable)
Date: / /	Date: / /

Corporation Executed for and on behalf of

Organisation name:	
ACN:	
By (name):	By (name):
Position:	Position:
Signature:	Signature:
Date: / /	Date: / /
Witnessed by:	Witnessed by:
Witness signature:	Witness signature:
Date: / /	Date: / /

Part H Transferee (buyer) or lessee details

Specify the full name(s) of all persons to become the holder of the transferred or leased unsupplemented water allocation:

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

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

Street address:

Mailing address (if same as street address write 'as above'):

Contact Details

Title: Mr Mrs Ms Miss Other (specify)

Full name:

Preferred Phone:

Alternative Phone:

Facsimile:

Email:

Ticking this box is your consent to receive emails from the department including any notice, formal information or document required or permitted to be given under the *Water Act 2000*.

All transferees or lessees must provide their contact details. If more space required for all transferees to provide details, copy or print a blank version of this page.

Applicant contact details

Title: Mr Mrs Ms Miss Other (specify)

Full name:

If a corporation, please supply the ACN:

Street address:

Mailing address (if same as street address write 'as above'):

Preferred phone:

Alternative phone:

Facsimile:

Email:

Ticking this box is your consent to receive emails from the department including any notice, formal information or document required or permitted to be given under the *Water Act 2000*.

Applicant contact details

Title: Mr Mrs Ms Miss Other (specify)

Full name:

If a corporation, please supply the ACN:

Street address:

Mailing address (if same as street address write 'as above'):

Preferred phone:

Alternative phone:

Facsimile:

Email:

Ticking this box is your consent to receive emails from the department including any notice, formal information or document required or permitted to be given under the *Water Act 2000*.

Part G Transferee or lessee meter details

Specify whether the transferred allocation will be taken through an existing water meter. Tick the option that applies to you. Only one option can be selected.

Option 1 I intend to take the transferred or leased allocation through existing water meter(s).
Complete works and meter details below. (If there are more than two meters, attach a separate list to this notice).

Works reference	Meter serial no.	Meter reading	Date read	Time read
			/ /	: am/pm
			/ /	: am/pm

Option 2 I intend to take the transferred or leased allocation, but I do not have any works installed for the taking of water. (You may need to apply for a development permit for new works and arrange for a meter to be installed before taking water under the unsupplemented water allocation).

Option 3 I intend to take the transferred or leased allocation. I have existing works for the taking of water but these works do not have a meter attached. (A meter will need to be installed before you can take the water under the unsupplemented water allocation).

Option 4 I do not currently intend to take the water authorised to be taken under the unsupplemented water allocation. (Should your intentions change, the department must be advised prior to the taking of any water under the unsupplemented water allocation).

Part H Transferee or lessee declaration**All transferee(s) or lessee(s) to complete and sign the declaration below.**

If more signature space is required, copy or print a blank copy of this page, complete and attach.

I/We declare that the information provided in this notice is true and correct.

Individual

Name:	Name:
Signature:	Signature:
Position/Title: (if applicable)	Position/Title: (if applicable)
Date: / /	Date: / /

Corporation Executed for and on behalf of

Organisation name:	
ACN:	
By (name):	By (name):
Position:	Position:
Signature:	Signature:
Date: / /	Date: / /
Witnessed by:	Witnessed by:
Witness signature:	Witness signature:
Date: / /	Date: / /



**Guidelines for
Notice of proposed transfer or lease of
unsupplemented water allocation**

Water Act 2000

Purpose of the form

The purpose of this form is to notify the chief executive of the proposed transfer of ownership or lease of an unsupplemented water allocation. Under the *Water Act 2000*, the holder of an unsupplemented water allocation who wishes to transfer or lease an allocation must give notice of the proposed transfer or lease to the chief executive of the Department of Natural Resources, Mines and Energy.

This notice informs the chief executive of the proposed transfer or lease, however is not used for the chief executive to approve any transfer or lease of the allocation. The notice allows the chief executive to administratively deal with changes to how the allocation is held.

The chief executive must give the allocation holder a dealing certificate acknowledging receipt of the notice. To complete the transfer or lease of an allocation the dealing certificate and appropriate titles registry forms must be lodged with the Water Allocation Registrar prior to the expiry of the certificate. The registrar will not record the transaction unless the certificate is lodged with the titles forms.

An unsupplemented water allocation refers to an authority to take water that is not dependent on water infrastructure, (i.e. natural flow). Such entitlements are not managed under a resource operations licence.

Part A Transferor (seller) or lessor details

For the purpose of this form, the 'transferor' or a 'lessor' refers to the individual(s) or corporation wishing to sell or lease the unsupplemented water allocation. The transferor or lessor must be the holder, or part holder, of the water allocation specified in Part C of the form. A 'holder' of an unsupplemented water allocation is an individual or corporation who is the registered owner of the allocation recorded on the Water Allocation Register.

If transferring part shares under a tenants in common arrangement, the name(s) of the holder(s) transferring their part share should be specified.

Part C Water allocation being transferred or leased

This section is used to specify the details (lot, crown plan, title reference) of the unsupplemented water allocation being transferred or leased. For example:

Lot	123	Crown Plan	AP6879	Title Reference	46000129
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The details of the unsupplemented water allocation to be transferred or leased can be obtained by searching the Water Allocation Register. These searches may be undertaken at selected departmental business centres. To locate which business centres provide this facility, phone 13 QGOV (13 74 68) or visit the department's website at www.business.qld.gov.au and search for 'water management contacts'.

Part E Unused volume of annual entitlement available to transferee or lessee

In this section the transferor or lessor must specify how the department should determine the volume of water to be transferred at the time of the transfer or lease.

Any unused volume of the annual entitlement being transferred or leased will be available to be taken by the transferee or lessee during the remainder of the water year.

If the meter readings provided in Part D are to be used to calculate the unused volume of the annual entitlement, option 1 should be selected.

If the meter readings are expected to change between the time of lodging this notice and registration of the transfer or lease, option 2 may be selected. This option requires the transferor or lessor to provide new meter readings when the transfer takes place. The new meter readings will be used to calculate the unused volume of the annual entitlement available to be taken.

If there is an agreed unused volume that will be available for use by the transferee after the transfer, select option 3 and provide the amount in megalitres. The amount must not be greater than the unused volume of the original unsupplemented water allocation.

Part F Transferor or lessor declaration

All transferor(s) or lessor(s) must complete and sign the declaration.

Where the holder of a part share of the water allocation is proposing the transfer or lease their share, only the holder of this part share is required to complete and sign the declaration.

Lodgement

Mail/deliver the notice and any attachments to your nearest departmental office. Water management contacts are available on the Business Queensland portal at www.business.qld.gov.au.