



# Request for allowance of volume of water taken by a constructing authority

Water Act 2000

**Purpose of the form**

This form is to be used by a constructing authority and a holder of a metered entitlement to request an allowance for the volume of water taken under section 20C(3) of the *Water Act 2000* through a meter that is used to take water under a metered entitlement administered by the department.

All parts of this request must be completed. Refer to the guidelines when completing this form.

**Part A Applicant details**

Name (Specify the full names(s) of all persons applying for this allocation.)

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

Street address:

Mailing address:

**Contact details**

Title:  Mr  Mrs  Ms  Miss  Other (specify)

Full name:

Preferred phone:

Alternative phone:

Facsimile:

Email:

**Part B Existing metered entitlement details**

Provide details of the existing metered entitlement

Water allocation ref: Lot      Crown Plan  
or

Water licence ref:  
or

Seasonal water assignment ref:

**Privacy statement:** The information being collected in this request will be used by this department for the purpose of considering your request for an allowance for the volume of water taken under section 20C(3) of the *Water Act 2000* through a meter that is used to take water under a metered entitlement administered by the department. 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](http://www.business.qld.gov.au).

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

<b>Part C Description of land from which the water was taken</b>				
Specify the source and location from which the water was taken.				
Lot	Plan	Lot	Plan	
GPS location (datum-GDA 94): Latitude		Longitude		
Name of water source (e.g. river creek, lake, spring, aquifer):				
<b>Part D Amount of water taken</b>				
Each time water is taken the date(s) the meter was read, start and end meter readings and amount of water taken (in megalitres) must be provided. Complete one line per water taking event. If more space is required, copy or print a blank copy of this page, complete and attach.				
Start date (dd/mm/yy)	Start meter reading	End date (dd/mm/yy)	End meter reading	Amount taken (ML)
<b>Part E Constructing authority declaration</b>				
Constructing authority to complete and sign the declaration below. If more signature required, copy or print a blank copy of this page, complete and attach. I/We declare that the information in this request is true and correct.				
Constructing authority (name):				
Name:		Name:		
Signature:		Signature:		
Position title ( <i>if applicable</i> ):		Position title ( <i>if applicable</i> ):		
Date:     /     /		Date:     /     /		

**Part F Entitlement holder declaration**

All intended holders 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 understand that the completion of this application demonstrates acceptance of the conditions of the water licence and that the information contained in this application is true and correct.

<b>Individual</b>	
Name:	Name:
Signature:	Signature:
Position/Title: (if applicable)	Position/Title: (if applicable)
Date:        /        /	Date:        /        /
<b>Corporation</b> 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:        /        /

**Office Use Only**

Is the amount of water claimed for adjustment accordance with notification?

Yes  No

If No, specify reason

Amount of water to be adjusted\*:        ML

\*Note: water not to be recorded as water taken under the entitlement

Name of delegated officer:

Position:

Signature:

Date:        /        /

Actioned in WMS by:

Name:

Position:

Signature:

Date:        /        /

**Guidelines for  
Request for allowance of volume of water  
taken by a constructing authority**

*Water Act 2000*

**Purpose of form**

This form is to be used by a constructing authority and a holder of a metered entitlement to request an allowance for the volume of water taken under section 20C(3) of the *Water Act 2000* (Water Act) through a meter that is used to take water under a metered entitlement administered by the department.

The taking of water by a constructing authority\* without the need to obtain a water permit or water licence is permitted, providing the water is taken in accordance with:

- section 20C(3) of the Water Act
- Exemption requirements for the taking of water without a water entitlement under the Water Regulation 2016 (exemption document)
- any conditions imposed by the chief executive under section 20C(4) of the Water Act.

\* A constructing authority is as defined under section 2 of the *Acquisition of Land Act 1967* and the exemption document.

If water is taken by a constructing authority through existing metered works, the metered entitlement holder may wish to ensure that the volume of water registered on the associated meter, taken under section 20C(3) of the Water Act, is not deducted from their water entitlement amount.

If this request is accepted by the department the amount of water taken by a constructing authority under section 20C(3) of the Water Act will not be deducted from the metered water entitlement amount for that water year.

This request is to be submitted by the constructing authority and holder of a metered entitlement before the end of each water year to their local departmental water services office. A new request must be sent to the department for each subsequent water year that water is taken under section 20C(3) of the Water Act.

All parts of this request must be completed and includes:

- details about the metered entitlement
- description of the source and location of where water was taken
- each time water is taken the start and end date(s) and meter readings, including the total amount of water taken
- completion of the declaration by both the constructing authority and metered entitlement holder
- attaching copies of:
  - notification of project commencement as detailed in the exemption document
  - notice of conditions or restrictions imposed by this department for the take of water.

## Part A Metered entitlement holder details

Metered entitlement holder details must be completed as follows:

### Name

For one individual, clearly write in upper case the holder'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 holder 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 holder. This information is usually only necessary for corporations or similar bodies.

For example: THE MANAGING DIRECTOR

### Street address

Specify the street address of the holder. Information provided within this section of the form will be used for the service of all official documents and any correspondence relating to the request, unless otherwise specified in the mailing address section.

For example: UNIT 3  
146 SHORE STREET  
ROCKHAMPTON QLD 4370

### Mailing address

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

For example: PO BOX 25  
ROCKHAMPTON QLD 4370

### Contact person's details

Metered entitlement holders 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 Existing water entitlement details

Provide details of the existing metered entitlement. This will be either a:

- water allocation, or
- water licence, or
- seasonal water assignment.

To assist with the processing of this notification and if you know the details provide your:

- water account reference
- client reference.

These references should be on any recent correspondence from the department.

### Part C Description of land from which the water was taken

Specify the details of the source and location from which water was taken.

This can be:

- lot and plan\*
- GPS coordinates (Datum-GDA 94)
- name of water source (E.g. river creek, lake, spring, aquifer).

\*Land is usually described as a lot on a plan. You will find these on the water entitlement or local government rates notice or a valuation notice. Separately list each parcel of land as lot and plan.

For example: **Lot Plan**  
                   13   RP134507  
                   158   W314657

### Part D Amount of water taken

A meter reading must be made at the start and end each time water is taken. Complete one line per water taking event with the following details:

- the start and end date(s) the meter was read
- the start and end meter readings
- total amount of water taken (in megalitres).

If more space is required, copy or print a blank copy of the page, complete and attach to the request.

### Part E Constructing authority declaration

The constructing authority who is authorised to take water under section 20C(3) of the Water Act must complete and sign the declaration.

### Part F Entitlement holder authority declaration

All holders of the metered entitlement that water was taken under section 20C(3) of the Water Act must complete and sign the declaration. All persons signing on behalf of a corporation must sign before a witness and provide their Australian Company Numbers (ACN).

### Use of this information (privacy statement)

The information being collected in this request will be used by this department for the purpose of considering your request for an allowance for the volume of water taken under section 20C(3) of the Water Act through a meter that is used to take water under a metered entitlement administered by the department. 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.dnrm.qld.gov.au](http://www.dnrm.qld.gov.au).

### 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 this request have been completed.
- Details about the affected entitlement have been provided in Part B
- Description of the land from which the water was taken has been provided in Part C
- Part D has been completed for each event when water was taken.
- The request form is signed by both the constructing authority and the metered entitlement holder.
- Attached to the request is a copy of the notification of project commencement (as detailed in the exemption document)
- Attached to the request is a copy of the notice of conditions or restrictions imposed by this department for the take of water.

### Lodgement

Mail/deliver the request form and any attachments to your nearest departmental office. Contact details are available on the department's website at [www.business.qld.gov.au](http://www.business.qld.gov.au).