



# Department of Natural Resources, Mines and Energy

ABN 59 020 847 551

## Application to subdivide a water allocation

Water Act 2000

### Purpose of the form

This form is used where the holder of a water allocation wishes to replace the original water allocation with two or more water allocations.

Refer to the guidelines when completing this form.

### Part A Applicant details

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

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 B Original water allocation details

Description of the water allocation to be subdivided.

Water allocation reference:

Lot: Crown plan:

Title reference:

Nominal volume of original water allocation:

ML

Water plan\*:

\* For water allocations in the Whitsunday plan area, please reference the Resource Operations Plan instead of the Water Plan above.

Water supply scheme or water management area:

**Privacy statement:** The information being collected in this request will be used by this department for the purpose of processing your application to subdivide a water allocation under the authority of section 158 of the *Water Act 2000* (Water Act). If this application is approved, the chief executive must give the applicant a certificate under section 160 of the Water Act which the applicant may then give to the registrar of water allocations for the subdivision to be recorded under section 161 of the Water Act. The subdivision 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.

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	

**Part C Subdivision details**

Specify how the original water allocation is to be subdivided.

It is proposed to subdivide the original water allocation into \_\_\_\_\_ parts as indicated below.

Part	A	B	C	D	E	F	G	H	I	J	K	L	M
Nominal volume of subdivided part in ML													
Part	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Nominal volume of subdivided part in ML													

**Total nominal volume of subdivided parts** \_\_\_\_\_ Megalitres

If insufficient space, attach a separate sheet using the above format and identify separate parts using a numerical system.

**Part D Comments**

Provide any further comments or information that may be of assistance in assessing this application. If insufficient space provide additional information as an attachment.

**Part E Declaration**

All holders of the original water allocation 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 in this application 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  
Application to subdivide a water allocation**

*Water Act 2000*

**Purpose of form**

The application form is a document approved for use within the State of Queensland under the provisions of the *Water Act 2000*. Under this legislation, a holder of a water allocation may apply to 'subdivide' a water allocation into two or more new water allocations.

To 'subdivide' a water allocation means to divide one water allocation into several separate parts. This form is used where the applicant wishes to subdivide a water allocation for management efficiency or to enable a trade to occur. For example, if parts of a water allocation are to be sold, then the first step is to subdivide the water allocation into two or more allocations as required for the transaction.

Registered interests in the original water allocation transfer to each subdivided part. To amend these interests, a Form 1 Transfer should be lodged with the Registrar of Water Allocations.

Unless otherwise indicated, all sections of the form should be completed. The department may require the applicant to give additional information and you will be contacted if this is the case.

Approval of this application does not authorise construction or installation of new works or any associated development. Where an application for a development permit is required under the *Planning Act 2016* this must be made through the Department of State Development, Manufacturing, Infrastructure and Planning as the single lodgement point for all development applications at [www.dilgp.qld.gov.au](http://www.dilgp.qld.gov.au).

**Part A Applicant details**

For the purpose of this application, the 'applicant' refers to the individual(s) or the corporation applying to subdivide a water allocation

To be able to make a proper application, the applicant must be the holder of the water allocation in Part B of the form. A 'holder' of a water allocation, means the individuals or corporations who are the registered holders of the water allocation recorded on the water allocations register.

Applicant details must be completed as follows:

**Name**

For one individual, clearly write in upper case the applicant'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 applicant is a corporation, write the complete name of the incorporated body and the Australian Company Number (ACN).

For example: PAUL JOHN SMITH PTY LTD

**Part A Applicant details (continued)**

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 applicant. This information is usually only necessary for corporations or similar bodies.

For example: THE MANAGING DIRECTOR

**Street address**

Please specify the street address of the applicant. Information provided within this section of the form will be used for the service of all official documents and any correspondence relating to the application, 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 application. Enter the information as you would want it to appear on an envelope addressed to the applicant.

For example: PO BOX 25  
ROCKHAMPTON QLD 4370

**Contact person's details**

Applicants 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 application and for personal or telephone contact about matters relevant to this notification.

**Part B Original water allocation details**

Specify the details of the water allocation to be subdivided. For example:

Water allocation reference	Lot	<b>123</b>	Crown plan	<b>987654</b>	Title reference	<b>46000129</b>	Nominal volume of original water allocation	<b>325</b>	ML
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Water Plan **LINCOLN BASIN**

Water supply scheme or water management area **CORGAN WATER SUPPLY SCHEME**

These details for the water allocation to be subdivided can be obtained by searching the water allocations register for the 'title' of a water allocation. These searches may be undertaken at selected departmental service centres. To locate which service centres provide this facility, phone 13 QGOV (13 74 68) or visit the department's website at [www.dnrm.qld.gov.au](http://www.dnrm.qld.gov.au).

A separate application must be made for each if more than one water allocation needs to be subdivided.

**Part C Subdivision details**

Specify the number of parts you wish to subdivide the original water allocation into, and provide the nominal volume of each part. For example:

It is proposed to subdivide the original water allocation into  parts as indicated below.

Part	A	B	C	D	E	F	G	H	I	J	K	L	M
Nominal volume of subdivided part in megalitres	310	15											

Part	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Nominal volume of subdivided part in megalitres													

Total nominal volume of subdivided parts  Megalitres

If insufficient space, attach a separate sheet to the application using the above format and identify separate parts using a numerical system.

**Part D Comments**

This section is used where the applicant wishes to provide any further comments or information that may be of assistance in assessing this application. Refer to a separate attachment if insufficient space has been provided.

**Part E Declaration**

Parties to the application must complete and sign the declaration. (If insufficient space, please refer to a separate attachment).

All persons signing on behalf of a corporation must sign before a witness and provide their Australian Company Number (ACN).

**Use of this information (privacy statement)**

The information being collected in this form will be used by this department for the purpose of processing your application to subdivide a water allocation authority of section 158 of the *Water Act 2000*.

If this application is approved, the chief executive must give the applicant a certificate under section 160 of the *Water Act 2000* which the applicant may then give to the registrar of water allocations for the subdivision to be recorded under section 161 of the *Water Act 2000*. The subdivision 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. 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).

**Fees and charges**

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 application. Ensuring that you have satisfied all of the following requirements will help avoid delays in the processing of your application.

- All parts of the form are completed
- The application form is signed by all parties
- The prescribed fee is enclosed.

### **Lodgement**

Mail/deliver the application 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](http://www.business.qld.gov.au).