

Guide to completing a *Form 14—General request*

Request to change the details of a water allocation

The following information will assist you to complete and lodge a Queensland Land Registry *Form 14—General request* to change the details of a water allocation.

Important information

While individuals in Queensland may undertake their own property transactions, only legal practitioners are qualified to provide legal advice. Therefore, discussions with the Department of Environment and Resource Management's (DERM) officers will be limited to explaining the requirements of Land Registry forms and procedures.

Parties electing to undertake their own property transactions must assume responsibility for ensuring the accuracy and legal correctness of lodged documents.

Property transactions can potentially involve complex legal considerations; it may therefore be prudent for parties to seek professional legal advice.

How to complete the form

Lodger details: Insert name, postal address, email address and telephone number for correspondence purposes.

Item 1 Insert nature of request as 'Request to change the details of a water allocation'.

Item 2 Insert the lot on plan description and the title reference as they appear on the title search. Details of the county and parish are not required.

Example

2. Lot on Plan Description	County	Parish	Title Reference
WA 27 on CP AP7900	EXAMPLE		46012345

Item 3 Insert the full name of all allocation holders as shown on the title search. Tenancy need not be shown.

Item 4 Insert 'Water allocation'.

Item 5 Insert the full name of applicant(s).

Item 6 Insert words appropriate for the request (e.g. I hereby request that: 'the details of the water allocation described in item 2 above be changed in accordance with the dealing certificate [dealing certificate number] deposited herewith'.

Item 7 Execute (sign and date) the form.

How to lodge the document

You may lodge Form 14 in person, between 8.30 am and 4.30 pm on business days, at a DERM service centre with lodgement facilities. Alternatively you can post the form to any lodgement service centre. Locations of service centres can be found on the DERM website <www.derm.qld.gov.au>.

You should lodge the following with Form 14:

- a current water allocation dealing certificate
- a notice to Registrar of Water Allocations of existence of supply contract (ROP 13) from the water supply scheme operator—if the water allocation is managed under a resource operations licence.

The forms should not be folded.

Fees

A regulatory fee is payable for lodging Form 14, unless there is a statutory exemption. An additional fee will apply if the document is lodged through the post. Contact Titles Registration Customer Service to obtain current fee information. You can pay by cash, cheque, EFTPOS or credit card.

Further information

For further information relevant to the Form 14 refer to customer information sheets *Lodgement and processing of Land Registry documents*, *Completing Land Registry forms* and *Complying with Titles Registry requisition notices*. If then you still have further enquiries contact Titles Registration Customer Service by telephone on (07) 3405 6900 or by email <titlesinfo@qld.gov.au>. Land Registry forms and customer information sheets are available from the DERM website <www.derm.qld.gov.au>.

For further information about water allocation dealing certificates, contact Water Management and Use, DERM. Contact details are available on the DERM website <www.derm.qld.gov.au>.

For further information about a ROP13 (notice to Registrar of Water Allocations of existence of supply contract)—for water allocations managed under a resource operations licence—contact the holder of the resource operations licence.