

# Guide to completing *Form 14—General request*

## Request to subdivide or amalgamate a water allocation

The following information will assist you to complete Queensland Land Registry *Form 14—General request* to subdivide or amalgamate a water allocation. For amalgamations, this guide applies only to those where all allocations are unencumbered or are subject to the same registered mortgage.

### 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 the nature of the request as 'Request to record subdivision of a water allocation' or 'Request to record amalgamation of water allocations'.

**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 water allocation described in item 2 above be [subdivided/amalgamated] in accordance with the dealing certificate [dealing certificate number] deposited herewith').

**Item 7** Execute (sign and date) the form.

### How to lodge the form

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 may post the form to any lodgement service centre. Locations of service centres can be found on the DERM website <[www.derm.qld.gov.au](http://www.derm.qld.gov.au)>.

You should deposit the following with Form 14:

- a current water allocation dealing certificate
- a *ROP 13—Notice of existence of water supply contract*, if the allocation is managed under a Resource Operations Licence (ROL)
- the consent of the mortgagee on a Land Registry *Form 18—General consent*, if the allocation is subject to a registered mortgage.

The forms should not be folded.

## **Fees**

Regulatory fees are payable for lodging Form 14 and for creating new titles. 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 a water allocation dealing certificate, contact Water Management and Use, DERM. Contact details are available from the DERM website.