

**Guidelines
Notice of proposed Transfer or Lease
Unsupplemented Water Allocation***Section 128B Water Act 2000***Purpose of the form**

This notice is a document approved for use within the State of Queensland under the provisions of the *Water Act 2000*. Under this legislation, the holder of a water allocation who wishes to transfer ownership or lease of an unsupplemented water allocation must give notice of the proposed transfer or lease to the chief executive of Natural Resources and Water.

The purpose of the form is to notify the chief executive of the proposed transfer of ownership or a lease of an unsupplemented water allocation. 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.

The giving of the notice serves to inform the chief executive of the proposed transfer or lease rather than seek the approval of the chief executive. This will allow the chief executive to administratively deal with changes to how the allocation is held.

Upon receipt of this form, the chief executive must give the holder a certificate acknowledging the receipt of the notice. The certificate must be given to the registrar of the water allocations register at the time of lodging the transfer or lease documents. The registrar must not record the transfer or lease of the water allocation until the certificate is received.

PART A Section 1 Transferor (Seller) or Lessor Details

For the purpose of this form, the **'transferor'** or a **'lessor'** refers to the individual(s) or the corporation wishing to sell or lease the unsupplemented water allocation. The transferor or lessor must be the holder of the water allocation in Section 2 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.

The transferor (seller) or lessor details section of this form must be completed as follows:

Name

If insufficient space, please refer to a separate attachment

For one individual, clearly write in upper case the transferor's or lessor'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; LISA MARY SMITH; PETER FREDRICK WATSON; etc.**

PART A Section 1 Transferor (Seller) or Lessor Details continued

Where the transferor or lessor is a corporation, write the complete name of the incorporated body.

For example: **PAUL JOHN SMITH PTY LTD**

For incorporated associations, use the authorising officer's name.

For example: **PAUL SMITH ACTING UNDER THE AUTHORITY OF THE
BUNYA MOUNTAINS BRIDGE SOCIETY INC**

For other legal entity names or bodies holding land under trust:

**DIRECTOR-GENERAL, DEPARTMENT OF EDUCATION,
BILOELA STATE HIGH SCHOOL**

PART A Section 2 Water Allocation being Transferred or Leased

This section is used to specify the details (lot, crown plan, title reference) of the water allocation currently held by the transferor or lessor and to be transferred or leased to the transferee or lessee. For example:

Lot	123	Crown Plan	AP6879	Title Reference	46000129
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The details for the water allocation to be transferred or leased can be obtained by searching the water allocations register for the 'title' of a water allocation. These searches may be undertaken at selected Department of Natural Resources and Water service centres. To ascertain which service centres provide this facility, please phone 1800 803 788 or visit the web site at: <www.nrw.qld.gov.au/property/titles/index.html>.

PART A Section 3 Transferor's or Lessor's Water Meter(s)

This section is used to specify the details of water meters (works reference, meter serial number, meter reading, date and time of meter reading) on the transferor's or lessor's property. For example:

Works reference	Meter Serial No.	Meter Reading	Date Read	Time Read
98765A	5678	210.210	01 / 07 / 05	03 : 30 am
			/ /	: am
				: pm

If insufficient space, please refer to a separate attachment.

PART A Section 4 Unused Volume of Annual Entitlement available to Transferee or Lessee

In this section the transferor or lessor must specify how the Department of Natural Resources and Water should determine the volume of water to be transferred at the time of the transfer or lease. Ownership of the water allocation will transfer to the transferee or lessee when the transfer or lease is registered on the water allocations register.

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 A section 3 should be used to calculate the unused volume of the annual entitlement, option 1 should be selected.

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

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. Option 2 requires the transferor or lessor to provide new meter readings at transfer. The new meter readings will be used 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 available to be taken

PART A Section 5 Transferor or Lessor Declaration

Transferor(s) or lessor (s) 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).

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

Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>

PART B Section 1 Transferee (Buyer) or Lessee Details

For the purpose of this form, the 'transferee' or 'lessee' refers to the individual(s) or the corporation proposing to buy or lease the unsupplemented water allocation specified in Part A Section 2.

The transferee (buyer) or lessee details section of this form must be completed as follows:

Name

If insufficient space, please refer to a separate attachment.

For one individual, clearly write in upper case the transferee's or lessee'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; LISA MARY SMITH; PETER FREDRICK WATSON; etc.**

Where the transferee or lessee is a corporation, write the complete name of the incorporated body.

For example: **PAUL JOHN SMITH PTY LTD**

For incorporated associations, use the authorising officer's name.

For example: **PAUL SMITH ACTING UNDER THE AUTHORITY OF THE BUNYA MOUNTAINS BRIDGE SOCIETY INC**

For other legal entity names or bodies holding land under trust:

**DIRECTOR-GENERAL, DEPARTMENT OF EDUCATION,
BILOELA STATE HIGH SCHOOL**

Attention (Optional)

If necessary, use this section to write the title of the position held by a person acting for the transferee or lessee. This information is usually only necessary for corporations or similar bodies.

For example: **THE MANAGING DIRECTOR**

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 transfer or lease. Enter the information as you would want it to appear on an envelope addressed to the transferee or lessee.

For example: **UNIT 3
12 SHORT STREET
ROCKHAMPTON QLD 4370**

Contact Person's Details

You should use this section to provide the department with the details of one nominated contact person. If required, information provided within these sections of the form will be used for personal or telephone contact about matters relevant to the transfer or lease.

PART B Section 2 Transferee's or Lessee's Water Meter(s)

This section is used to specify whether the transferred or leased allocation will be taken through an existing water meter or if a meter will required to be installed. Only one option should be selected.

If the transferee or lessee intends to take the transferred or leased allocation through an existing water meter(s), option 1 should be selected and works and meter details need to be completed as follows:

- 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 water meters, attached a separate list to this notice).

Works reference	Meter Serial No.	Meter Reading	Date Read	Time Read
12345B	4321	123.123	01 / 07 / 05	03 : 30 am pm
			/ /	: am pm

If the transferee or lessee intends to take the transferred or leased allocation but does not have any installed works for the taking of water, option 2 should be selected.

- Option 2** I intend to take the transferred or leased allocation but I do not have any installed works for the taking of water.

You will need to apply for a development permit for new works and arrange for a meter to be installed by the department before taking water under the water allocation. You should contact the department about installation of a meter.

If the transferee or lessee intends to take the transferred or leased allocation using existing works and if these works are not currently metered, option 3 should be selected.

- 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 departmental meter attached

The department will install a meter before you can take water under the water allocation.

If the transferee or lessee does not intend to use the water authorised to be taken under the allocation, option 4 should be selected.

- Option 4** I do not currently intend to use the water authorised to be taken under the water allocation.

Should your intentions change, this department must be advised prior to the taking of any water under the water allocation.

PART B Section 3 Transferee or Lessee Declaration

Transferee(s) (Buyers) or lessee (s) 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).

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

Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>

Use of this Information

This information is collected under the authority of the *Water Act 2000* for the purpose of ensuring the sustainable management and efficient use of water and other resources. When this notice is received the chief executive must give the water allocation holder a certificate under s128B 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 s153 of the *Water Act 2000*.

Checklist

The following checklist has been provided to assist you in completing this form.

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