

**Guideline –
Application to Change Water Allocation**
(Water Act 2000)**Purpose of the 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, the holder of a water allocation may apply to 'change' the water allocation.

Change

To 'change' a water allocation means to change some aspect of it. An application to change a water allocation may be made in relation to the individual attributes of a water allocation e.g. location.

Please note:

Any change to the water allocation will not be allowed if it increases the holder(s)' share of the water available under the allocation. For example, it is not possible to change only the nominal volume of a supplemented water allocation although the nominal volume may be changed as a consequence of an application to change the priority group. Additionally, the relevant resource operations plan (ROP) will contain 'change rules' that regulate the way water allocations may be changed. These rules detail changes that can be approved quickly because they have been pre-tested. If the proposed change is a permitted change under the change rules, it will be approved and the dealing certificate will be issued. However, if a proposed change is not of a type specifically permitted under the change rules, then a more substantial investigation and decision process, that includes public advertisement of the application, will be required.

The change rules may also specify some types of changes that cannot be made. These are referred to as prohibited or not permitted changes. If you submit a change that is not permitted under the change rules, the application will be refused and monies not refunded.

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 required, an application must be made for a development permit under the *Integrated Planning Act 1997*. These forms are available from this department, your local government customer service office, or can be found on the Integrated Development Assessment System web site <www.ipa.qld.gov.au>.

SECTION A Applicant Details

For the purpose of this application, the '**applicant**' refers to the individual(s) or the corporation applying to:

- change a water allocation

To be able make a proper application, the applicant must be the holder of the water allocation in Section B of the form. A '**holder**' of a water allocation, means the following:

- the individuals or corporations who are the registered holders of the water allocation recorded on the water allocations register.

The applicant 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 applicant's full name as given names followed by surname.

For example: **PAUL JOHN SMITH**

SECTION A Applicant Details (Cont'd)

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 applicant 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 applicant. 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 application. Enter the information as you would want it to appear on an envelope addressed to the applicant.

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 application.

SECTION B Water Allocation Details

This section is used to specify the details of the current water allocation to be changed. For example:

Water Allocation Number Crown Plan Title Reference Nominal volume of the water allocation ML

Resource Operations Plan

LINCOLN BASIN RESOURCE OPERATIONS PLAN

Water Supply Scheme or Water Management Area

CORGAN WATER SUPPLY SCHEME

These details for the water allocation to be changed 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: <<http://www.nrw.qld.gov.au/property/titles/index.html>>.

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

SECTION C Change of Location

The most common type of change that will be needed is a change of location. Water allocations will typically specify a 'zone' and/or 'AMTD' as the location from which the water may be taken. The locations are described in the resource operations plan for the area. For example:

Current Registered Location

CHAPMAN ZONE AC

Proposed Location

CHAPMAN ZONE AD

SECTION D Other Changes

For a change to a water allocation other than a change of location, provide the proposed details. For example:

Describe the proposed changes

CHANGE THE PURPOSE FROM 'AGRICULTURE' TO 'ANY'

Depending on the change(s) being sought, Section C and Section D may not necessarily always both be completed.

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SECTION E **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.

SECTION F **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

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. If this application is approved, the chief executive must give the applicant a certificate under s129 or s134 of the *Water Act 2000* (the relevant section depends on whether the change is permitted under the water allocation change rules of the resource operations plan) which the applicant may then give to the registrar of water allocations for the change to be recorded under s129 or s135 of the *Water Act 2000*. The change 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*.

Where an application is not of a type specifically permitted under the change rules, the application will be publicly viewable in the period in which people may make submissions. If a submitter chooses to apply for an internal review of the department's decision on the application, your name and address will be provided to them, so that they may provide you with notice of their application for an internal review.

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