

Guide to the Permanent Transfer of Water Allocation Process

Upon entering a sale contract the purchaser and seller complete a Transfer of Water Allocation Application form. The application is completed and submitted to Seqwater with the required documentation.

Required documentation

- Transfer of Water Allocation Application
- Copy of sale contract or other transfer evidence (i.e. court order, probate, etc)
- Copy of completed form 1 & 24 (or form 5, 5A or 6 (and Form 24A) for a deceased estate)
- Company search – **if Purchaser is company**
- Copy of Trust – **if Purchaser is a trustee/corporate trustee**
- Death Certificate, Will **and/or** Grant of Probate by an Australian Court– **if deceased estate**
- Copy of title searches for all water allocations being transferred
- If the purchaser wants to receive the subsidised irrigation pricing from the Queensland Government, then proof that the purchaser is a primary producer is required (contact the Irrigation Team for more detailed information)

Steps

1. Seqwater receives required forms and documents from Solicitor/Purchaser.
2. Seqwater prepares contracts and search letter detailing further conditions (e.g. payment of outstanding account).
3. Seqwater sends contracts and letter to Solicitor/Purchaser for signing.
4. Solicitor/Purchaser return original signed contracts.
5. Seqwater receives signed contracts and checks payment for accounts have been received as per search letter or commitment obtained from solicitor that any outstanding monies will be collected at settlement.
6. Seqwater issues 'Notice of Existence of Supply Contract' (W2F152) to Solicitor/Purchaser electronically.
7. Solicitor/Purchaser to supply Registration Confirmation Statement (RCS) to Seqwater when transfer is registered at Titles and on receipt, Seqwater provides a release of supply contract letter to the Seller.
8. Seqwater send welcome letter to purchaser along with the customer copy of the executed supply contract.

Response Time by Seqwater

Our aim is to complete all applications efficiently and within an acceptable timeframe. The following is a guide on our response times:

- Issue Supply Contracts for signing (10 business days from receipt of **fully completed application form and ALL required documents/forms**)
- Issue of W2F152 (10 business days from receipt of completed/signed supply contracts)

Application Fee

An Administration and Transfer Fee is applicable and an invoice for the fee will be sent to the Solicitor/Purchaser after the application has been received. Please refer to the Fees & Charges Schedule on our website for the current fee.