

Guide – Permanent Transfer of Water Allocation



Requirements and Steps - Permanent Transfer of Water Allocation

When entering a sale contract the purchaser and seller need to complete an ["Application Form - Permanent Transfer of Water Allocation"](#). Once completed please submit to Seqwater with the required documentation below:

Required Documentation

- ☐ Permanent Transfer of Water Allocation Application
- ☐ Copy of sale contract or other transfer evidence (i.e. court order, probate, etc.)
- ☐ Copy of current Registration Confirmation Statement for all water allocations being transferred
- ☐ Copy of completed Titles Queensland forms, i.e. Form 1 & 24 or forms relevant to a deceased estate etc.
- ☐ Death Certificate, Will and/or Grant of Probate by an Australian Court – if deceased Estate
- ☐ Company Search (< 3 months old) – only if purchaser is a company
- ☐ Copy of Trust Deed, Deed of Retirement of Trustee (if applicable) – if purchaser is a trustee/corporate trustee
- ☐ If the purchaser applies to receive the subsidised irrigation pricing, then proof that the purchaser is a primary producer is required. Provide one of the following:
 1. Letter from qualified accountant confirming primary producer status of purchaser/transferee,
 2. Tax office assessment notice showing primary producer status (within the last 2 years)
 3. Business plan (for new business ventures)

Steps

1. Seqwater receives required forms and documents from Solicitor/Purchaser.
2. Seqwater will send an invoice for the transfer fee. Please refer to Fees and Charges schedule for the current year on <https://www.seqwater.com.au/irrigation>.
3. Seqwater will prepare the supply contracts and a search letter advising any amounts owing on the seller's account and any usage to date.
4. If there are no outstanding monies or other issues, the search letter and supply contract will be emailed to Solicitor/Purchaser. together with W2F152. Seqwater may withhold the W2F152 until monies are paid and/or alternative arrangements suitable to Seqwater have been made. Where this is the case, Seqwater will liaise with the Solicitor/Purchaser.
5. Solicitor/Purchaser to supply Registration Confirmation Statement (RCS) to Seqwater when transfer is registered at Titles Queensland.

Response Time by Seqwater

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

- Where there are no monies outstanding and no other issues, we aim to issue the Supply Contracts and W2F152 within 10 business days from when we receive a fully completed application form and ALL required documents/forms.