



General Application for Access to SunWater Land or Infrastructure and Events

SunWater Limited
 Level 10, 179 Turbot Street Brisbane Q 4000
 PO Box 15536 City East Q 4002
 Ph: (07) 3120 0079
 Fax: (07) 3120 0251
 Email: property@sunwater.com.au
 Web: www.sunwater.com.au

1. Applicant details:

Name: _____ Address: _____

 ABN/ACN (if applicable): _____
 Telephone: () _____ Facsimile: () _____
 Contact Person: _____ Email: _____

2. Application

I/We hereby apply for: _____ Tick relevant box (Fee Schedule **attached**¹)

Land Licence Agreement ² (Please complete sections 1, 2, 3, 4 and 9 of this Application)	<input type="checkbox"/>
• Flood Margin Land (agricultural or primary production)	<input type="checkbox"/>
• Assignment/Transfer of Licence (where permitted under terms of licence)	<input type="checkbox"/>
• Renewal of Licence (where permitted under terms of licence)	<input type="checkbox"/>
• Channel/Drain Land (agricultural or primary production use)	<input type="checkbox"/>
Minor Works ³ (Please complete sections 1, 2, 3, 4, 5, 6 and 9 of this Application)	<input type="checkbox"/>
• Pump Site, Recycle Pit and Other Minor Works	<input type="checkbox"/>
Access and Utility Crossings and Easements ⁴ (Please complete sections 1, 2, 3, 4, 7 and 9 of this Application)	<input type="checkbox"/>
• Utility Crossing Licence	<input type="checkbox"/>
• Utility Easement	<input type="checkbox"/>
• Infrastructure Access and Investigation Fee	<input type="checkbox"/>
• Access Crossings Licence	<input type="checkbox"/>
• Access Easement	<input type="checkbox"/>
Other ⁵ (Please complete sections 1, 2, 8 and 9 of this Application)	<input type="checkbox"/>
• Pontoon Licence	<input type="checkbox"/>
• Event/Function	<input type="checkbox"/>
• Any other (insert details):	<input type="checkbox"/>

Notes:

¹ Application fees are payable to SunWater upon application and are non-refundable. Payments can be made by cash, cheque or money order. This Application will not be considered until payment of the application fee has been received. Please note, there may be other costs/charges e.g. payment of an annual/rental charge, payment of SunWater's legal costs may also be required.

² An application for a **Land Licence Agreement** must be completed by any third party wanting non-exclusive access to SunWater land (e.g. to graze cattle). Please note: SunWater's Land Licence Agreements: are not transferable or assignable; are subject to annual rent reviews in line with CPI, fixed percentage or market rent review; and a maximum term of 10 years applies.

³ An application to conduct **Minor Works** must be completed by any third party:

- proposing to undertake minor works on SunWater infrastructure (e.g. installation of an offtake); or
- requiring short-term access to SunWater land to undertake minor works not on SunWater infrastructure (e.g. access to SunWater land is required in order to repair a boundary fence).

⁴ An application for an **Access and Utility Crossings and Easements** is required for any permanent or long-term crossing of SunWater's infrastructure (e.g. a third party pipeline crossing under a SunWater channel or a vehicle crossing over a SunWater pipeline) or any permanent or long term access to SunWater land (e.g. a power line crossing SunWater land or an adjoining landholder accessing his or her property via SunWater land).

⁵ **Other** means any other application by a third party for access to SunWater Land or Infrastructure. This includes an application for a pontoon licence or an application to hold a function or event on SunWater land.

If you are still unsure how to categorise your application, please contact SunWater Property Services on ph. (07) 3120 0079.

If access to SunWater's land via another party's property is required, it is the responsibility of the Applicant to obtain a formal access agreement from the effected landholder.



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3. Description of the Applicant's property adjoining SunWater land (if applicable):

Street/Road Number: _____ Street/Road Name: _____
 Town: _____ Freehold or Leasehold: _____
 Lot Number: _____ Registered Plan Number: _____

4. Proposed Licence or Easement Area/Land to be accessed/Location of the proposed minor works (if applicable):

Please provide complete details of the location (e.g. Reservoir Name, Channel or Drain, Lot and plan description, title search, description of SunWater infrastructure and attach a drawing/sketch):

Is there a feasible alternative location (e.g. on your property, on or through other land)? Yes No

If no, please provide complete reasons why there is no feasible alternative location: _____

5. Description of the proposed minor works (if applicable):

Please provide complete details of the proposed minor works including any interface with SunWater's infrastructure (attach a plan, and copies of any licences, permits or approvals required for the minor works including dial before you dig plans):

Do the proposed minor works involve any High Risk Activities?⁶ Yes No

If yes, please provide details and attach copies of your safe work method statement and any supporting documentation: _____

Notes:
⁶ High Risk Activities include works involving: Abrasive Blasting, Asbestos Containing Materials, Chemicals, On or Near Confined Spaces, Construction Work, Dam Safety Inspections, Demolition Work/Explosives, Dewatering/Channel Work/Pipe Work, Electrical/Energy Sources, Excavation, Heat Sources, Heights, Proximity to Water, Roads or Railways, Remote/Hazardous Situations, Removal/Installation/Maintenance.

6. Timing of works (if applicable):

Please provide details of when the minor works are proposed to be undertaken: _____

Please provide details of the duration of proposed works and any ongoing access requirements: _____

7. Description of the proposed crossing or purpose of the easement (if applicable):

Please provide complete details of the proposed crossing or purpose of the easement including any interface with SunWater's infrastructure (attach a plan, and copies of any licences, permits or approvals required including dial before you dig plans):



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Does the proposed crossing or easement (including the works) involve any High Risk Activities?⁷ Yes No

If yes, please provide details and attach copies of your safe work method statement and any supporting documentation:

Notes:

⁷ High Risk Activities include works involving: Abrasive Blasting, Asbestos Containing Materials, Chemicals, On or Near Confined Spaces, Construction Work, Dam Safety Inspections, Demolition Work/Explosives, Dewatering/Channel Work/Pipe Work, Electrical/Energy Sources, Excavation, Heat Sources, Heights, Proximity to Water, Roads or Railways, Remote/Hazardous Situations, Removal/Installation/Maintenance.

8. Event/Function Details (if applicable):

Name of event/function: _____

Event organiser: _____

Event to commence: _____ at _____ am/pm Event to conclude: _____/_____/20____ at _____ am/pm

Description of event/function: _____

Area and facilities to be used: _____

Estimated number of attendees: _____

Does the event function require exclusive use of any areas: Yes No

If yes, detail of why exclusive access is required: _____

Does the event/function include any water based activities or *aquatic events*: Yes No

Note: to hold an *aquatic event*, a permit may be required from Maritime Safety Queensland (MSQ). Please contact MSQ to check if your event requires approval. If it does, SunWater will require a copy of MSQ's approval for your event.

Does the event/function require any other permits, licences or approvals: Yes No

If yes, please provide copies of all licences, permits and approvals with this Application.

9. Insurance:

The Applicant must hold, as a minimum, the insurance set out in the Fee Schedule. A copy of the policy and certificate of currency must be attached to this Application.

Insurer: _____

Policy Number: _____

Sum Insured: _____

Policy Period: _____

Cover: _____

Application Process

Please forward the completed Application and associated material:

- a) By post to - SunWater Property Services, PO Box 15536, City East Qld 4002
or
- b) By facsimile to - SunWater Property Services (07) 3120 0251
or
- c) By email to – property@sunwater.com.au

SunWater has not “received” the Application until the Application Form completed in full, all required attachments and the application fee have been received by SunWater.

Completion of this Application does not constitute approval and SunWater reserves the right to refuse any application. The proposed access and/or works must not commence unless and until approval is granted by SunWater.

SunWater will acknowledge receipt of this Application within 5 business days and will conduct a preliminary assessment of the Application within 10 business days (or such other time advised by SunWater).

The preliminary assessment conducted by SunWater will consider whether there are any matters which will prevent this Application proceeding any further.

SunWater will inform the Applicant of the results of the preliminary assessment within 15 business days (or such other time advised by SunWater).

Once the preliminary assessment has been completed, SunWater will inform the Applicant what (if any) further information is required, and how long SunWater expects to take in order to reach a final decision. This process will vary depending upon:

- a) the nature, complexity and duration of the proposed access and/or works to be undertaken;
- b) the potential impact upon SunWater infrastructure and upon SunWater customers;
- c) the materials involved (e.g. some SunWater infrastructure is constructed of asbestos cement);
- d) the tenure of the land held by SunWater and any third party approvals required; and
- e) the provision of sufficient material by the Applicant to enable SunWater to assess any risks and proposed controls.

If SunWater’s decides to approve this Application it may be approved subject to compliance with SunWater’s requirements. These requirements may relate to (but are not limited to):

- a) Work methodology (e.g. Work health and safety including site hand over, induction, completion of SunWater’s risk management process documentation);
- b) Protection of SunWater assets during construction;
- c) Minimum notice periods required by SunWater;
- d) Agreement on costs required by SunWater (e.g. site supervision, internal and external processing and legal costs);
- e) The Applicant providing:
 - a. proof of required Insurances;
 - b. an indemnity in favour of SunWater;
- f) Execution of a Licence Agreement/Crossing Deed/Easement/Sublease or any other form of Agreement/Deed SunWater considers necessary.



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Applicant's acknowledgement:

I/we declare that the information provided as part of this Application is true and correct.

Applicant's Signature(s):

Date:

Privacy collection statement:

SunWater collects and uses your personal information to provide services and information to its customers, for its business operations and to comply with the law. Our Privacy Policy (available at www.sunwater.com.au/home/privacy) (which includes our Credit Reporting Policy) tells you how we usually collect, use and disclose your personal information, credit information and credit eligibility information and how you can ask for access to it or seek correction of it. Our Privacy Policy also contains information about how you can make a complaint and how we will deal with such a complaint.

If you would like further information about our privacy policies or practices, please contact our Privacy Contact Officer using the contact details below.

SunWater
Information Services
Level 10, 179 Turbot Street Brisbane Queensland 4000
PO Box 15536 City East Queensland 4002
Phone: +61 7 3120 0000
Fax: +61 7 3120 0260
E-mail: IMPrivacyRequests@sunwater.com.au

Fee Schedule

As at 1 June 2009 Fees and Charges quoted include GST				
Licence / Access Request	Application/ Investigation Fee	Rental Charge pa	Other Charges	Insurance Amount
Land Licence Agreements <i>Minimum rental charges for land <10 ha of \$330 apply.</i>				
Flood Margin Land (agricultural or primary production use)	\$550	5% of unimproved value of adjoining land (pro-rata)	Local Authority Rates	\$10M
Assignment/Transfer of Licence (where permitted under terms of licence)	\$550 (payable by Assignor/Transferor)	As per agreement terms	SunWater's legal costs	As per agreement terms
Renewal of Licence (where permitted under terms of licence)	N/A	5% of unimproved value	Local Authority Rates	As per agreement terms
Channel / Drain Land (agricultural or primary production use)	\$550	5% of unimproved value	Local Authority Rates	\$10M
Minor Works				
Pump Site, Recycling Pit, Other minor works	\$770	\$550 (if applicable)	N/A	\$20M
Access and Utility Crossings and Easements (e.g. sewer, water)				
Utility Crossing Licence	\$1650	Subject to reimbursement of SunWater's legal costs.		\$20M
Utility Easement	\$1650	Subject to reimbursement of SunWater's legal costs. Easement consideration fee may be applicable.		\$20M
Infrastructure Access Investigation Fee	\$990	Applicable where utility crossings or infrastructure proposals affect SunWater's infrastructure but are not subject to a land licence agreement or easement.		N/A
Access Crossing Licence	\$1650	Subject to reimbursement of SunWater's legal costs.		\$20M
Access Easement	\$1650	Subject to reimbursement of SunWater's legal costs. Easement consideration fee may be applicable.		\$20M
Other				
Pontoon Licence	\$550	\$330	N/A	\$10M
Event/Function	N/A	N/A	N/A	\$10M
Other	To be advised upon request.			
<i>Note:</i>				
1. Applications are subject to assessment by SunWater officers, insurance and terms and conditions.				
2. SunWater reserves the right to refuse any application.				
3. Charges in addition to Application/Investigation Fee may apply where SunWater officer cost recovery is required.				