

## Instructions

All enquiries, completed applications and supporting documentation should be directed in the first instance to the Sunwater Property team mailbox at [property@sunwater.com.au](mailto:property@sunwater.com.au) . If you are unsure how to categorise your application, please contact Property Services on 13 15 89.

Completed applications may also be forwarded:

Sunwater Property Services: PO Box 15536, City East Qld 4002

## 1. Applicant Details

Individual or Organisation Name: .....

ABN/ACN (if applicable.): .....

Contact Name: .....

Postal Address: .....

Email Address: .....

Phone/Mobile No.: .....

Fax Number (if applicable.): .....

Applicants Property (Lot description): Lot Number..... Registered Plan Number .....

Sunwater Property Location: .....

(eg. Name of Dam; Channel or Drain; Lot/Plan description; attach drawing/sketch of location of works, access etc)

## Application

### 2. EVENT/FUNCTION (application to be submitted one (1) month prior to Event/Function)

Event/Function Name: .....

Event Organiser/Contact: .....

Location/venue of proposed event/function: .....

Description of event/function; area and facilities to be used: .....

.....

.....

.....

Does the event/function require exclusive use of any area – YES/NO (If yes, please provide details of why exclusive access is required): .....

.....

Event to Commence:

Event to Conclude:

\_\_\_\_/\_\_\_\_/\_\_\_\_ am/pm

\_\_\_\_/\_\_\_\_/\_\_\_\_ am/pm

(\*\*)



(\*\*Cont.)

Estimated number of attendees: .....

Does the event/function include any water-based activities: **YES\*\*/NO**

**\*\*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 so, Sunwater will require a copy of MSQ’s approval to hold the event

Does the event/function require other permits, licence or approvals: **YES\*\*/NO**

**\*\*Please provide copies of licences/permits/approvals with this application**

**EVENT/FUNCTION – INSURANCE REQUIREMENTS**

The organiser/applicant holds minimum \$10,000,000 public liability for the event: **YES/NO**

Insurer .....

Policy Number ..... Sum Insured .....

Current Policy Period\* \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ \*

Type of Cover \*\* .....

*\*If the current policy expires before the event is due to take place, Sunwater will require a copy of the updated certificate of currency prior to giving its approval for the event to be held.*

*\*\*The event/activity to be undertaken must be included within your insurance cover (or not excluded).*

The certificate of currency must list ‘Sunwater Limited’/’Burnett Water Pty Ltd’ (as applicable) as an interested party with respect to the event. Please refer to your insurer.

Does your Certificate of Currency list “Sunwater Limited”/”Burnett Water Pty Ltd” (as applicable) as stated above YES /\*NO

**\*NO - please refer to your insurer to fulfil this requirement before the event application can be approved.**

**3. LAND LICENCE AGREEMENT (adjoining landowner only)**

➤ <b>Grazing/Agriculture</b> (Flood Margin/Channel or Drain Land – delete if not apply.)	<input type="checkbox"/>
➤ <b>Assignment of Licence (where permitted under terms of licence)</b>	<input type="checkbox"/>
➤ <b>Renewal of Licence (where permitted under terms of licence)</b>	<input type="checkbox"/>
➤ <b>Minor Works</b> (Pump Site; Recycling Pit; Drainage Diversion; other Minor Works .....	<input type="checkbox"/>
➤ <b>Utility Crossing (installation &amp; maintenance)</b>	<input type="checkbox"/>
➤ <b>General Access</b> <ul style="list-style-type: none"> <li>• Access (Short/Long Term)</li> <li>• Access Crossings (installation &amp;/or maintenance)</li> </ul>	<input type="checkbox"/>

<p>➤ <b>Other</b></p> <ul style="list-style-type: none"> <li>• Encroachment</li> <li>• Turnaround for farm equipment/machinery</li> <li>• Beautification/open space (Flood Margin Land)</li> <li>• Recreation/sport (approved groups/clubs only)</li> <li>• Other.....</li> </ul>	<input type="checkbox"/>
<p><b>4. THIRD PARTY LAND ACCESS</b></p>	
<p>➤ <b>Easement</b></p>	<input type="checkbox"/>
<p>➤ <b>Crossing Deed</b></p>	<input type="checkbox"/>
<p>➤ <b>Works Deed</b></p>	<input type="checkbox"/>
<p>➤ <b>Colocation Agreement</b></p>	<input type="checkbox"/>
<p>➤ <b>Bespoke Licence</b></p>	<input type="checkbox"/>
<p>➤ <b>Other.....</b></p>	<input type="checkbox"/>
<p><b>Supporting Documentation &amp; Information (a preliminary assessment cannot be completed without these documents)</b></p>	
<p>➤ Location plan/sketch</p>	<input type="checkbox"/>
<p>➤ Attach details of proposed minor works plus plan/sketch</p>	<input type="checkbox"/>
<p>➤ Attach details of proposed access/utility crossing plus RPEQ approved plans</p>	<input type="checkbox"/>
<p>➤ Safe Work Method Statement for proposed works</p>	<input type="checkbox"/>
<p>➤ Insurance Policy must be in the name of the applicant</p>	<input type="checkbox"/>
<p>➤ Scope of works &amp; any additional information to support the application (if insufficient space, please lodge as an attachment):</p>	<input type="checkbox"/>

**5. Application Process**

- 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 timeframe as advised by Sunwater) and issue invoice for payment
- Sunwater will consider whether there are any matters preventing the Application progressing further.
- Once the preliminary assessment is complete, Sunwater will inform the Applicant if any further information is required and when a final decision will be available, including any other reason for a delay in that decision.
- Please note that Sunwater Licence Agreements are not transferable or assignable.

**6. Applicant's Acknowledgement**

I/we agree to pay all fees relevant to the application in accordance with Application Category. I/we understand that these fees are non-refundable and payment of the fee **does not guarantee** an application approval. Sunwater reserves the right to refuse any application. I/we declare that the information provided on this form is true and correct.

Applicants Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

**7. 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](http://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 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 9, 515 St Pauls Terrace Fortitude Valley Queensland 4006  
 PO Box 15536 City East Queensland 4002  
 Phone: +61 7 3120 0000  
 Fax: +61 7 3036-6482  
 Email: [IMPrivacyRequests@sunwater.com.au](mailto:IMPrivacyRequests@sunwater.com.au)

**8. Approval and Review Details**

<b>Owner:</b>	GM Legal	<b>Issue Date:</b>	August 2021	<b>Document No:</b>	2642772
<b>SME:</b>	Senior Property Advisor	<b>Next Revision Date:</b>	August 2024	<b>Reference No:</b>	CS SUP 05