## 1. Applicant details:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
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<table>
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<tr>
<th>ABN/ACN (if applicable):</th>
<th>Facsimile:</th>
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<table>
<thead>
<tr>
<th>Telephone:</th>
<th>Contact Person:</th>
<th>Email:</th>
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## 2. Application

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

- **Land Licence Agreement**² (Please complete sections 1, 2, 3, 4 and 9 of this Application)
  - Flood Margin Land (agricultural or primary production)
  - Assignment/Transfer of Licence (where permitted under terms of licence)
  - Renewal of Licence (where permitted under terms of licence)
  - Channel/Drain Land (agricultural or primary production use)

- **Minor Works**³ (Please complete sections 1, 2, 3, 4, 5, 6 and 9 of this Application)
  - Pump Site, Recycle Pit and Other Minor Works

- **Access and Utility Crossings and Easements**⁴ (Please complete sections 1, 2, 3, 4, 7 and 9 of this Application)
  - Utility Crossing Licence
  - Utility Easement
  - Infrastructure Access and Investigation Fee
  - Access Crossings Licence
  - Access Easement

- **Other**⁵ (Please complete sections 1, 2, 8 and 9 of this Application)
  - Pontoon Licence
  - Event/Function
  - Any other (insert details):

### 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:
   a) proposing to undertake minor works on SunWater infrastructure (e.g. installation of an offtake); or
   b) 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.
3. Description of the Applicant’s property adjoining SunWater land (if applicable):

<table>
<thead>
<tr>
<th>Street/Road Number:</th>
<th>Street/Road Name:</th>
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<tr>
<th>Town:</th>
<th>Freehold or Leasehold:</th>
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<tr>
<th>Lot Number:</th>
<th>Registered Plan Number:</th>
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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):

__________________________________________________________

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):

__________________________________________________________

Notes:

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

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

Notes:

8. Event/Function Details (if applicable):

Name of event/function: __________________________________________

Event organiser: ________________________________________________

Event to commence: ________/_____/20___ 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.
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](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 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

<table>
<thead>
<tr>
<th>Licence / Access Request</th>
<th>Application/Investigation Fee</th>
<th>Rental Charge pa</th>
<th>Other Charges</th>
<th>Insurance Amount</th>
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<tbody>
<tr>
<td><strong>Land Licence Agreements</strong> Minimum rental charges for land &lt;10 ha of $330 apply.</td>
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| | | | |
| 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. |

Note:
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.