

Note: This form is used to request an Internal Review or Conversion Application for a Water Approval or Infrastructure Charges Notice issued by Urban Utilities. Minimum information requirements are indicated (*).

Please complete this form and email (with any relevant attachments): developmentenquiries@urbanutilities.com.au with the subject heading: Request for Internal Review or Conversion Application. Receipt of your request will be acknowledged. For enquiries or assistance contact Developer Services on 07 3432 2200. Fees apply in accordance with the **Developer Customer Price List** and must be received to process your request.

Applicant details (if different to the property owner)

Title*

First name*

Last name*

Postal address*

Postcode

Phone*

Mobile phone number*

Email*

Property details*

Please provide the real property description and/or the property address to locate the primary property relevant to this application*.

Real property description*

Lot number	Plan type (RP/SP/CH or other)	Plan number*
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Details of all properties and associated developments should also be attached to the application.

Property address*

Postcode

Details of the request*

Type of application (please select the relevant box):

- Internal Review (if selected, please read and complete **Part A**)
- Conversion Application (if selected, please read and complete **Part B**)

Part A – Internal Review

In accordance with section 99BRBA of the *South-East Queensland Water (Distribution and Retail Restructuring) Act 2009* an internal review application must be:

- (a) accompanied by a statement of the grounds on which the applicant seeks the review of the decision
- (b) supported by enough information to enable the reviewer to decide the application
- (c) made within 30 business days from the date:
 - (i) the original decision is made; or
 - (ii) the refusal of a conversion application.

Please provide the following*:

Water Approval application number to which the request relates*

Date of relevant decision notice*

 / /

Explanation of the request*

Please provide any further information that may assist. Where additional space is required, please write 'Refer attached' in the box below and attach relevant detail.

A request for Internal Review must also include*:

1. A copy of the relevant Water Approval, Infrastructure Charges Notice or Conversion Application decision.
2. Technical information in support of the request.

Part B – Conversion Application

Please provide the following*:

Water Approval application number

Date of decision notice*

/ /

Has the relevant infrastructure been constructed?

No Yes See note below.

Has the Water Approval lapsed more than one year from date of issue?

No Yes See note below.

Note: if the relevant infrastructure has been constructed, the Water Approval has lapsed or it is more than one year from date of issue, the Conversion Application will be refused in accordance with the *South-East Queensland Water (Distribution and Retail Restructuring) Act 2009* and Urban Utilities Water Netserv Plan.

Explanation of the request*

Please provide any further information that may assist. Where additional space is required, please write 'Refer attached' in the box below and attach relevant detail.

Note: In accordance with the *South-East Queensland Water (Distribution and Retail Restructuring) Act 2009*, the distributor-retailer must consider the criteria for deciding the conversion application. Please refer to the conversion criteria in the Water Netserv Plan.

A Conversion Application must also include*:

1. A copy of the relevant Water Approval
2. An explanation of how the subject infrastructure meets the conversion criteria
3. Technical information in support of the request.

Privacy statement

The information and contact details contained in this application may also be used by Urban Utilities to communicate with current, previous and potential future customers, including (but not limited to) gathering feedback on Developer Services products and services in relation to this application and other customer relationship marketing matters.

If you do **not** wish your information to be used for this purpose please check this box.

Acknowledgement*

I hereby consent to the making of this request in accordance with Urban Utilities' Water Netserv Plan and section 99BRAAF of the *South East Queensland Water (Distribution & Retail Restructuring) Act 2009* by the applicant on the premises described above for the purpose of the request.

I have read this form and in signing this document agree to all terms and conditions. I hereby certify that all information provided is correct and complete and that I am*:

The property owner (each owner must sign)

Property owner's full name*

Additional property owner's full name (if required)

Postal address*

Postcode

Phone*

Mobile phone number*

Email*

Signature*

Date

/ /

Signature*

Date

/ /

A person duly authorised by the property owner to make the application

Signature*

Date

/ /