



EASEMENT GUIDELINES

January 2021

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Updates

Version 1.2 Administrative updates and minor changes for clarification to Table 4.

Version 1.3 Amendment to 3c page 13

For more information contact Urban Utilities Developer Services:

Email DevelopmentEnquiries@urbanutilities.com.au

Acronyms and definitions

TERM	DEFINITION
ADAC	Asset Design and As-Constructed (mandated XML file format for as-constructed data submissions).
Asset	Refers to any assets owned by (or intended for transfer to) Urban Utilities, including water supply and/or sewerage infrastructure, pump stations, maintenance structures, etc.
Authorised persons	Tenants, employees, agents, contractors, licensees and invitees of and other persons claiming (or authorised) by, through or under, either the Grantee or the Grantor of the easement.
BOA	Build Over Asset is terminology used by Urban Utilities for any building or construction works being undertaken over or near our infrastructure.
Building Approval	A Building Approval is a permit issued by a local council for building works, and may be required for the renovation, extension or construction of a dwelling on an existing lot. Where water supply works and/or sewerage infrastructure are altered or created in support of a Building Approval, a Water Approval is required.
CMS	Community Management Statement.
Combined sanitary drain	Privately owned and maintained sewer drain servicing more than one property; not part of a community title scheme and connected to a single point on the reticulated sewer network.
Development Approval	A Development Approval is a permit issued by a local council for development works. It describes where certain activities may be located and limits the potential impacts on surrounding properties. Where a Development Approval is required (e.g. reconfiguration of lot/subdivision, or material change of use), a Water Approval is also typically required.
Easement area	The land described as the burdened land in the Form 9 - Easement.
Easement purpose	The purpose of a specific easement as stated in Item 7 of the Form 9 - Easement.
Form 9 Easement	A Form 9 is a pro-forma document used by the Queensland Titles Registry to record the details of easements.
Form 20 Schedule	A Form 20 Schedule is a pro-forma document used to set out easement terms. Unless a registered mandatory standard terms document is being referred to, a Form 20 Schedule should accompany the Form 9 Easement and (where required) Form 21 Survey Plan (or equivalent) that is submitted to the Queensland Titles Registry to create a new easement. Urban Utilities also have their standard terms registered with the Queensland Titles Registry, and if the Form 9 has the dealing number stated, the Form 20 is not required to be submitted to the Queensland Titles Registry with the Form 9.
Grantee	The person or entity shown as the "Grantee" in Item 5 of the Form 9 – Easement and that person's assignees and successors/ for easements granted to Urban Utilities that will be "Central SEQ Distributor-Retailer Authority ABN 86 673 835 011". Note: Urban Utilities is the trading name of the Central SEQ Distributor-Retailer Authority.
Grantee's rights	The rights granted to the Grantee under the terms of the easement.

TERM	DEFINITION
Grantor	The person or entity shown as the "Grantor" in Item 1 of the Form 9 – Easement and each assignee or successor of that person in respect of the easement area. In most cases the Grantee will be the current registered owner of the Grantor's land.
Grantor's land	The parcel or parcels of the Grantor's land that include the easement area.
Property connection (Sewer)	A short length of sewer, owned and operated by Urban Utilities, connecting the main sewer and the customer sanitary drain. Comprises of a junction on the main sewer, a property connection fitting, possible vertical riser, and sufficient straight pipes to ensure the property connection fitting is within the lot to be serviced (SEQ Code).
Property service (Water)	A section of water pipe, under the control of Urban Utilities, that supplies water from the reticulation main to the customer and generally terminates at the water meter, or in the case of fire services, the isolating valve of the fire protection system at the main (SEQ Code).
Relevant works	The sewerage works or the water supply works or, in some instances, both.
RFI	Request For Information.
SEQ Code	The South East Queensland Water Supply and Sewerage Design and Construction Code, which provides a consolidated set of design and construction standards for new retail water supply and sewerage reticulation infrastructure in participating south-east Queensland local government areas.
Sewerage works	All pipes for carrying, treating or disposing of sewage and other wastewater, all ancillary plant, equipment, fittings and attachments (including pumps and pump stations) and works of any nature to protect or support any of them.
Terminal entry point	A structure at the end of a reticulation sewer to allow insertion into the sewer of equipment for inspection and maintenance (SEQ Code).
Water Approval	<p>Urban Utilities is the assessment authority for the water supply and sewerage aspects of development within our service area. Assessments are undertaken in accordance with a legislated Water Approval process.</p> <p>A Water Approval is required where the demand on the water or sewerage network changes as a result of development activities (new connections or disconnections), or where an existing connection is altered in some way (alterations).</p>
Water supply works	All water mains or pipes for carrying water supplied by the Grantee, all ancillary plant, equipment (including pumps and pump stations and water reservoirs), fittings and attachments, and works of any nature to protect or support any of them.

1 Easements overview

This guideline identifies easement requirements associated with Urban Utilities' assets. It may be periodically updated for clarity and to reflect revised requirements.

Other utility providers and government authorities (including local councils) may also require easements to protect their assets and manage interests on their land. Easements may also be required by local councils and/or the Queensland Government for Urban Utilities assets on local council or State-controlled land.

It is the responsibility of prospective purchasers or developers to contact the relevant local council or government authority to confirm requirements for easements on local council or State-controlled land.

This guideline explains when and why Urban Utilities requires easements, and:

- provides an overview of the different types of easements relevant to Urban Utilities' water supply and sewerage infrastructure and operational requirements
- identifies the circumstances in which easements are required by Urban Utilities.
- explains the technical and legal requirements for Urban Utilities' easements.

General easement requirements for water supply and sewerage infrastructure and other Urban Utilities' assets are included in the *South East Queensland Water Supply and Sewerage Design and Construction Code* (SEQ Code). While the Code provides general guidance, these guidelines are intended to provide further clarity regarding when and why easements are required by Urban Utilities.

1.1 What is an easement?

An easement is a right to enter or use a section of land for a particular purpose. In the context of easements for water supply or sewerage infrastructure, the easement is granted in favour of Urban Utilities.

An easement may limit the way a current and future landowners utilise their land. For example, an easement may prevent the construction of certain structures or excavations within the easement area without consent of the Grantee. An easement may also impose obligations on the Grantee (i.e. Urban Utilities) that requires the entity to contribute to the repair or maintenance of an access track on the easement area.

In Queensland, easements must be registered in the official [Land Titles Registry \(Titles Office\)](#), which is a searchable electronic register of interests in land, available to the public.

1.2 Why does Urban Utilities require easements?

Urban Utilities obtains easements to ensure it can protect, access, operate and maintain water supply and sewerage infrastructure located in private land.

Urban Utilities requires easements to:

- safeguard Urban Utilities' assets (and nearby private and public assets) from damage
- guarantee access to Urban Utilities' assets for operational and maintenance purposes
- alert landowners to the fact that Urban Utilities' assets are located within their property, and that certain restrictions on the use of land may exist
- enable development to occur while ensuring the safe, reliable operation of Urban Utilities' assets.

While some existing water supply and sewerage infrastructure in private land may be protected by existing easements (i.e. major pipelines and pump stations), the majority of Urban Utilities' smaller, linear infrastructure (including maintenance structures, i.e. manholes) may not be protected by easements.

1.3 Are there different types of easements?

There are five easement types, but most easements granted in favour of Urban Utilities will be easements in gross (also known as public utility easements).

The following terminology is used when dealing with easements for Urban Utilities' assets, including water supply and/or sewerage infrastructure.

Table 1 Easement Glossary

TERM	EXPLANATION
Water supply and/or sewerage easement	<p>The terminology used by Urban Utilities to describe either surface or volumetric easements (see below) which contain or provide access to Urban Utilities' assets, including water supply and/or sewerage infrastructure.</p> <p>Water supply and/or sewerage easements are designed to ensure the ongoing protection of, and access rights to, Urban Utilities' assets.</p>
Reticulation infrastructure	<p>Reticulation infrastructure is the general network of water supply and/or sewerage infrastructure which provides services to individual homes and properties. It is typically smaller than trunk infrastructure and includes pipes with an internal diameter of 300mm or less.</p>
Trunk infrastructure	<p>Trunk infrastructure is larger and functionally more significant water supply and/or sewerage infrastructure that services broader catchment areas rather than individual users. It generally provides a wider network distribution or collection function, is typically larger than reticulation infrastructure and includes pipes with an internal diameter greater than 300 mm.</p>
Surface easement	<p>An above-ground, two-dimensional easement designed to protect water supply and/or sewerage infrastructure, as well as providing Urban Utilities with periodic access for maintenance and repair purposes.</p> <p>Surface easements in private property are commonly used to ensure access is preserved to maintenance structures (manholes) along sewers. Where a surface easement is required for access to a maintenance structure, a one metre wide access way along the property boundary to the rear of a lot (where infrastructure is commonly located) will be imposed.</p> <p>Surface easements may also be required for certain trunk infrastructure (and other Urban Utilities' assets) due to topography, operational requirements, or to facilitate co-location with other utility services.</p> <p>A surface easement should remain unobstructed and be clear of surface coverings such as sheds, decks, invasive landscaping or retaining walls.</p>
Volumetric easement	<p>Volumetric easements are three-dimensional easements, required in any private property containing trunk infrastructure including water supply and/or sewerage infrastructure. They are typically located below ground in private property or within a basement or carpark area.</p> <p>Volumetric easements over reticulation sewers are also usually required where (by absolute exception) Urban Utilities has permitted construction of a reticulation sewer within the internal wall of a basement, enclosed car park or other common property of a building.</p> <p>A volumetric easement may also be used where construction over trunk infrastructure (sewerage) has been permitted in accordance with Urban Utilities' Build over Asset conditions.</p> <p>Volumetric easements are used to protect larger diameter mains or trunk infrastructure from temporary or permanent development works that may place a load on, or cause damage to, Urban Utilities' network. Development works include above-ground works</p>

TERM	EXPLANATION
	(and associated loads and vibration), or below ground works (such as foundational works or building footings).

1.4 How does an easement impact the use of private land?

An easement will generally require a landowner (and future landowners) to maintain unfettered and unrestricted access for Urban Utilities to the easement area.

Where an easement in favour of Urban Utilities exists (or is created), the rights and obligations set out in that easement must be adhered to. For landowners, this may result in restrictions on the use and development of the land where an existing water supply and/or sewerage easement is present or required as a condition of a Water Approval.

Existing easements also serve to notify prospective purchasers or developers that Urban Utilities' assets are present and need to be protected. Prospective purchasers or developers can obtain current property title searches and survey plans [online](#) for details of easements and other encumbrances on land.

It is important to note that due to historical development some Urban Utilities' assets present in private properties may not be covered by an existing easement.

1.5 How are public utility easements obtained?

Most of the easements obtained by Urban Utilities are created by agreement between the landowner and Urban Utilities (i.e. by grant of easement) under provisions of the *Land Title Act 1994* and the *Land Act 1994*.

Easements relating to development are typically obtained by agreement between the parties, however easements can also be created by resumption of land (generally under the provisions of the *Acquisition of Land Act 1967*) or by a court ordering a statutory right of user under the provisions of the *Property Law Act 1974*.

2 Easement requirements for new developments

2.1 Water and sewer services for new developments

Urban Utilities is the assessing authority for water and sewerage servicing-related aspects of development within the Brisbane, Ipswich, Scenic Rim, Somerset and Lockyer Valley local government areas. Assessments are undertaken in accordance with a legislated Water Approval process. A Water Approval is required where proposed development will change the demand on the water or sewerage network, or where an existing connection is altered in some way.



Figure 1 Urban Utilities' geographic service area

Applications for new or altered connections are assessed against Urban Utilities' requirements, including but not limited to the following standards and guidelines:

- [South East Queensland Water Supply and Sewerage Design and Construction Code \(SEQ Code\)](#)
- [Urban Utilities Customer Service Standards](#) (contained within our Customer Charters)
- [Water Netserv Plan \(Part A\) – Connections Policy.](#)

Where approved, the Water Approval will include conditions permitting the development, including requirements for water supply and/or sewerage easements (Table 3). For more information on how to apply for a new or altered connection, visit www.urbanutilities.com.au/Development.

2.2 What easements are required for new developments?

Easements are typically required by Urban Utilities where water supply and/or sewerage infrastructure is (or will be) constructed outside of a designated road corridor (i.e. in private or public land).

As identified in the SEQ Code, all necessary easements must be incorporated during the design phase of a development project.

Typically, where land containing Urban Utilities' assets is being developed, the requirement for new easements will be included in the conditions of a Water Approval (section 2.1).

Developers should be mindful that:

- all reticulated water supply and/or sewerage infrastructure should be located within the public road reserve wherever possible and cannot be located in private property for the purposes of minimising costs.
- it is the responsibility of the developer (and their representatives) to ensure that adequate provision within the development site has been made for all applicable easements (including those identified in this document).
- it is the responsibility of the developer to ensure that the requirements of other utilities and government authorities (including local councils) are met, including obtaining owner's consent and complying with any additional easement requirements of the relevant authority.
- they (or their representatives) are generally responsible for negotiating and finalising water supply and/or sewerage easements as required.
- they are responsible for all associated matters and costs relating to water supply and/or sewerage easements (and any other third-party easements) including the payment of any compensation to the affected landowners.

There are a range of circumstances requiring the granting of an easement to Urban Utilities (Table 2). Where applicable, the general conditions for water supply and/or sewerage easements as outlined in Water Approval (Table 3) must be submitted to and accepted by Urban Utilities prior to the issue of a Connection Certificate, which certifies that the Water Approval conditions have been met.

Table 2 Circumstances requiring the granting of an easement to Urban Utilities

SCENARIO	DEVELOPMENT CIRCUMSTANCES	EASEMENT REQUIREMENTS	SURFACE EASEMENT	VOLUMETRIC EASEMENT
1	<p>Building Approvals</p> <p>A Building Approval may be required for the renovation, extension or construction of a dwelling on an existing lot. Building Approvals control the safety of building structures and incorporate building works undertaken under the <i>Planning Act 2016</i>. Building Approvals are assessed against the Building Code of Australia and Queensland building and plumbing regulations.</p> <p>Where water supply works and sewerage infrastructure are altered or created in support of a Building Approval, a Water Approval is required.</p>			
[1a]	Where building works occur under a Building Approval with no impact on, or alteration to, Urban Utilities' assets (typically including renovations and home extensions).	No easements are required.	-	-
[1b]	Building works where new or significantly altered ¹ water or sewerage infrastructure is required within private property because of works associated with a Building Approval; and The new or altered infrastructure would otherwise require an easement (as identified in this document).	<input checked="" type="checkbox"/> Easements are required (as applicable). A Water Approval is required.	<input checked="" type="checkbox"/> As applicable.	<input checked="" type="checkbox"/> As applicable.
[1c]	Building works where new or altered water supply and/or Sewerage infrastructure is required within private property because of works associated with a Building Approval; and The new or altered infrastructure does not require an easement (as identified in this document).	No easements required. A Water Approval is required.	-	-

¹ Note: raising or lowering a maintenance structure for the purposes of landscaping or accommodating building structures will not trigger the requirement for an easement.

SCENARIO	DEVELOPMENT CIRCUMSTANCES	EASEMENT REQUIREMENTS	SURFACE EASEMENT	VOLUMETRIC EASEMENT
	<p>Development Approvals</p> <p>Development Approvals are assessed by local councils and determine where certain activities may take place, and control the potential impacts of those activities on surrounding properties.</p> <p>Where a Development Approval is required (e.g. reconfiguration of lot/subdivision, or material change of use), a Water Approval is also normally required.</p>			
2	Water Infrastructure			
[2a]	<p>Where a Development Approval requiring a Water Approval is executed and there is an existing or proposed water main within the subject site(s).</p> <p>Note: water mains should not be designed within private property other than by exception at Urban Utilities' absolute discretion.</p>	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
[2b]	Where a water meter is positioned within private property.	<p>No easements are required</p> <p>Where a master meter or sub meter is inaccessible, AMR technology may be required.</p>	-	-
[2c]	Where private water services are constructed within the boundaries of a Community Title Scheme (CTS)/body corporate.	No easements are required	-	-
[2d]	Where Urban Utilities water supply infrastructure is constructed within local council, government-owned land (including reserves and trust land).	<p style="text-align: center;"><input checked="" type="checkbox"/></p> <p>Easements are required on all Queensland Government land including reserves and trust land</p> <p>Easements may be required on other government or local council land at their discretion.</p>	<p style="text-align: center;"><input checked="" type="checkbox"/></p> <p>As applicable.</p>	<p style="text-align: center;"><input checked="" type="checkbox"/></p> <p>As applicable.</p>

SCENARIO	DEVELOPMENT CIRCUMSTANCES	EASEMENT REQUIREMENTS	SURFACE EASEMENT	VOLUMETRIC EASEMENT
3	Sewerage Infrastructure			
[3a]	Where there are no existing or proposed large diameter sewers (greater than DN315mm), sewerage maintenance structures or terminal entry points (TEP) within the subject site.	No easements are required.	-	-
[3b]	Where a new large diameter (greater than 300mm internal diameter, or greater than DN315 PE) gravity sewer is constructed within the subject site or (with property owner's consent) in a neighbouring property.	<input checked="" type="checkbox"/> A volumetric easement is required. If Scenario [3c], [3f], [3h] and/or [3i] also applies, a surface easement will also be required.	<input checked="" type="checkbox"/> As applicable.	<input checked="" type="checkbox"/>
[3c]	Where there is an existing sewerage maintenance structure or terminal entry point (TEP) within the subject site.	No easements are required.	-	-
[3d]	Where there is an existing Urban Utilities' trunk sewer (or sewer rising (pressure) main exists within the subject site.	<input checked="" type="checkbox"/> A volumetric easement is required. If Scenario [3c], [3f], [3h] and/or [3i] also applies, a surface easement will also be required.	<input checked="" type="checkbox"/> As applicable.	<input checked="" type="checkbox"/>
[3e]	Where there is existing or new reticulation infrastructure (internal diameter 300mm or less) within the subject site, but no sewerage maintenance structures.	No easements are required.	-	-
[3f]	Where a new maintenance structure or terminal entry point (TEP) is constructed within the subject site.	<input checked="" type="checkbox"/> A surface easement is required.	<input checked="" type="checkbox"/>	-

SCENARIO	DEVELOPMENT CIRCUMSTANCES	EASEMENT REQUIREMENTS	SURFACE EASEMENT	VOLUMETRIC EASEMENT
[3g]	Where (with property owner's consent) a new property connection is established to a maintenance structure positioned within a neighbouring site. ²	- No easement will be required by QUU. Easements may be required by the property owner.	<input checked="" type="checkbox"/> As per property owner's requirements.	<input checked="" type="checkbox"/> As per property owner's requirements.
[3h]	Where (with property owner's consent) a new maintenance structure is constructed in a <i>neighbouring</i> site. ³	<input checked="" type="checkbox"/> A surface easement is required.	<input checked="" type="checkbox"/>	-
[3i]	Where a gravity sewer is constructed (suspended) on an internal basement or carpark wall (by exception, at Urban Utilities' absolute discretion (see section 3)).	<input checked="" type="checkbox"/> An easement is required (as applicable) A Water Approval is required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[3]	Where Urban Utilities Sewerage Works are constructed within local council, government-owned land (including reserves and trust land).	<input checked="" type="checkbox"/> Easements are required on all government-owned state land including reserves and trust land. Easements may be required on other government or local council land at their discretion.	<input checked="" type="checkbox"/> As applicable.	<input checked="" type="checkbox"/> As applicable.

² Neighbouring property owners' consent is always required for any works in any site adjoining the subject site. This consent is required prior to Urban Utilities issuing a Water Approval.

³ As per [2], above.

2.3 How does Urban Utilities enforce easement requirements?

In addition to general easement requirements established by the SEQ Code, Urban Utilities also applies site specific requirements via conditions in a Water Approval (Table 2).

A developer or landowner must satisfy all easement requirements, including the Urban Utilities' standard condition for easements (Table 3) for the issue of a Connection Certificate.

Table 3 General Water Approval condition for easements

CONDITION REFERENCE	CONDITION TITLE	CONDITION DETAILS	CONDITION TIMING
DOC03	Easements	<p>(a) At no cost to Urban Utilities, the Applicant must obtain the grant of easements (including easement plans and associated documents) in favour of Urban Utilities in accordance with the SEQ Code and associated policies.</p> <p>(b) Buildings or structures must not encroach on any easement issued in favour of Urban Utilities, without the written consent of Urban Utilities.</p>	<p>Prior to the earlier of:</p> <ul style="list-style-type: none"> - Urban Utilities issuing the Connection Certificate; - where there is a related development approval, council-issuing a signed plan of subdivision, Certificate of Classification, End of Maintenance Certificate or endorsement of a Community Management Statement (whichever is relevant); or - the commencement of the use.

2.4 When does Urban Utilities enforce easement requirements?

In most circumstances, the developer (or their representative) will grant an easement to Urban Utilities:

- after construction works are completed on site (including construction of any water supply and/or sewerage infrastructure).
- prior to issuing a Connection Certificate (required for plan sealing).

Alternatively, an easement application may be submitted once infrastructure designs have been completed prior to construction. After construction, Urban Utilities will verify that the as-constructed drawings and approved survey plan are consistent (i.e. the surveyed easement reflects the location of relevant infrastructure and site access). If the easement and as-constructed drawings are aligned, the easement will be accepted.

If the constructed infrastructure differs to the designs submitted, the applicant must amend the easement (at their own cost) and resubmit prior to the issue of a Connection Certificate.

In rare cases, an easement may be acquired before site works commence to ensure that land will be available (if necessary) for the future construction of pre-determined Urban Utilities' assets (typically, the construction of planned trunk infrastructure). This type of easement arrangement is normally negotiated and resolved via an infrastructure agreement.

3 Technical requirements for easements

The following technical requirements identify the spatial and physical conditions for easements over and around water supply and/or sewerage infrastructure.

These requirements are intended to provide guidance for developers and landowners and ensure easements can be accommodated from the early stages of a development.

Note: any new water supply and/or sewerage infrastructure contained within a volumetric easement must be designed and constructed in accordance with Urban Utilities' requirements, including but not limited to, the SEQ Code.

3.1 Volumetric easements: technical requirements

The following technical requirements apply to volumetric easements, which are typically necessary where trunk (gravity sewer) or water supply assets are constructed or contained within private property.

These general requirements should be incorporated when developing site plans to ensure that the necessary easements can be accommodated. Please note that any existing infrastructure which remains within a development site will also be subject to the following requirements (regardless of when that infrastructure was originally constructed).

Table 4 Technical requirements for volumetric easements

ASSET DETAIL	VOLUMETRIC EASEMENT REQUIREMENTS ⁴
Water Supply Infrastructure	
Less than or equal to 300mm internal diameter.	6 metre wide volumetric easement (depth subject to specific infrastructure details).
Greater than 300mm internal diameter.	10 metre wide volumetric easement (depth subject to specific infrastructure details).
Sewerage Infrastructure – gravity sewers	
Less than or equal to 300mm internal diameter.	No volumetric easement (unless in a basement, Table 2, Scenario 3i). Surface easement(s) to maintenance structures required.
Greater than 300mm internal diameter, less than or equal to 600mm internal diameter AND less than or equal to five metres deep.	6 meter wide volumetric easement.
Greater than 300mm internal diameter, less than or equal to 600mm internal diameter AND greater than 5m deep.	10 meter wide volumetric easement.
Greater than 600mm internal diameter.	10 metre wide volumetric easement.
Sewerage Infrastructure – rising mains	
Less than or equal to 300mm internal diameter.	6 metre wide volumetric easement (depth subject to specific infrastructure details).
Greater than 300mm internal diameter.	10 metre wide volumetric easement (depth subject to specific infrastructure details).

⁴ The width and continuity of an easement may be varied from the technical requirements specified above at the discretion of Urban Utilities.

General Requirements	
Asset position	Urban Utilities' infrastructure should generally be positioned in the centre of an easement.
Thrust blocks	Where required, thrust blocks (which are used to restrain water supply and sewerage pipes which are pressurised) must be contained entirely within the applicable easement.

3.2 Surface easements: technical requirements

The following technical requirements apply to surface easements, which are most commonly required for ensuring access is maintained to maintenance structures on gravity sewers in private property. These conditions should be considered when developing site plans to ensure that the necessary easements can be accommodated.

Table 5 Technical requirements for surface easements

DESIGN PARAMETER	REQUIREMENT
Access to a sewerage maintenance structure	
Width	1 metre wide
Position	From the site frontage, preferably along the side property boundary, to the maintenance structure.
Use	The easement must be permanently free of obstruction and/or substantial changes in level (e.g. retaining walls, landscaping, fences, patios and decks).
Easement area containing the structure	
Maintenance shaft	1 metre x 1 metre easement centred over the structure ⁵ .
Terminal Entry Point	1 metre x 1 metre easement centred over the structure.
G-type manhole	1.5 metre x 1.5 metre easement centred over the structure.
F-type manhole	1.7 metre x 1.7 metre easement centred over the structure.
X-type manhole	1.7 metre x 1.7 metre easement centred over the structure.

3.2.1 Surface easements for maintenance structures

Where a sewerage maintenance structure (maintenance hole, maintenance shaft or terminal entry point) is located on private property, a 1.0 metre wide easement for sewerage purposes is required. A surface easement for sewerage purposes should typically run along the side boundary of the property, from the street frontage to the asset.

The relevant maintenance structure(s) must be contained within the easement in order to achieve compliance with relevant legislation and Titles Office requirements relating to easements in gross (also known as public utility easements). Sewerage surface easements which do not contain any Urban Utilities' infrastructure will not meet the requirements for public utility easements.

⁵ Note that the access cover for a maintenance structure may not be centred over the structure itself.

If an alignment along the side boundary of the subject site is not feasible, the easement is to follow the most logical access pathway to provide safe access.

3.3 Shared utility easements

Other utilities (including power, gas and telecommunications) are generally not permitted to share or co-locate within easements granted to Urban Utilities.

By exception, overlay easements with other utility providers may be necessary due to topography, site constraints and the nature of the water supply and/or sewerage easements. Where overlay easements are proposed, developers, or their representatives, should contact development.easements@urbanutilities.com.au.

3.4 Build Over Asset (BOA) approvals and easements

Permission to build over or near any Urban Utilities' infrastructure requires a Build Over Asset (BOA) Approval. BOA Approvals are used to ensure that proposed structures within a development will not damage or prohibit critical access to Urban Utilities' infrastructure.

Infrastructure considered in a BOA Approval (typically sewerage infrastructure) may also be subject to the easement requirements identified in this document. The need to lodge a BOA application is usually identified in the conditions of a Water Approval, and the BOA application is a separate process.

Table 6 Easement requirements relating to Build over Asset Approvals

URBAN UTILITIES INFRASTRUCTURE	BUILD OVER ASSET (BOA)
Trunk infrastructure (sewerage)	BOA permitted (with conditions)
Reticulation infrastructure (sewerage)	
Water supply infrastructure (trunk or reticulation infrastructure)	Not eligible for BOA approval
Water property service connection	
Sewer maintenance structure	
Sewer rising main	

For more information, including how to apply for BOA approval visit www.urbanutilities.com.au/buildoverasset

3.5 Sewerage infrastructure located in basements or enclosed car parks

Many new buildings (particularly within inner city suburbs) are built 'boundary to boundary' within a lot. In certain circumstances, it may be difficult or impractical to relocate existing gravity sewers (reticulation infrastructure only) within a development site in accordance with the SEQ Code. There may be no reasonable alternative to the construction of gravity sewers within the basement or enclosed car parks of buildings.

Gravity sewers constructed within basements impose significant restrictions on Urban Utilities' ability to access, operate and maintain its infrastructure, as well as risking damage to private property in the event of a surcharge or pipe break. On this basis, all other servicing options must be exhausted before a gravity sewer will be approved in the basement or enclosed car park of buildings. Urban Utilities permits the construction of such infrastructure by exception at its absolute discretion.

Developers seeking approval to construct a gravity sewer on the internal basement or carpark wall of a proposed development must request a Services Advice Notice from Urban Utilities. Subject to approval, technical design considerations (Table 7) must then be addressed.

Table 7 Technical requirements for gravity sewers (reticulation infrastructure) constructed within a basement

DESIGN PARAMETERS	REQUIREMENT
Maximum gravity sewer reticulation sizing	Gravity sewers greater than DN160 are not permitted. Any property connections to upstream properties connecting into a gravity sewer within a basement must be minimum size DN160 PE100.
Pipe material	The gravity sewer material is to be Mild Steel (MS) with a fusion bonded polymeric lining (e.g. Sintapipe by Pentair); or Ductile Iron Cement Lined (DICL) with calcium aluminate cement mortar (e.g. Tyton Xtreme by Pentair). All other materials are easily damaged by vandalism or incidental contact.
Pipe protection	Any exposed gravity sewer (e.g. suspended on a basement car park wall) shall be protected from vehicle impact by the use of bollards at 1 metre spacing or appropriately designed guardrails.
Pipe supports	Support brackets are to be provided at sufficient spacing to ensure continual grade of sewer without sagging/ponding between supports.
Differential settlement	For sections of the pipe transitioning into and out of a basement wall, allowance for differential settlement must be provided.
Access	Urban Utilities requires 24 hour access to the gravity sewer. Urban Utilities is to be provided with a copy of any keys or electronic cards required to access the gravity sewer.
Easements	Easements, in favour of Urban Utilities, shall be provided over the entire length of the sewer including any sewer maintenance structures in accordance with Urban Utilities' requirements.
Minimum clearance	Where pipes are within vehicle paths the minimum headroom from the underside of any pipe or support structure is to be 2.3 meters.
Prohibited fittings	Elbows are not permitted within the alignment of the design. Long-radius bends may be used to achieve horizontal changes in alignment.
Prohibited structures	Maintenance structures are not permitted within basements (except where the access cover is at ground level, open to the sky with clearance requirements as per MP1.4). Access covers are not permitted within basements due to the risk of poisonous gas leakage into the basement. Maintenance structure chambers within basements are to be surrounded by concrete walls with bedding sand surround, geo-fabric lining, and drainage holes.

4 How to submit an easement application

4.1 Making an easement application

Knowing how to prepare and submit an easement for assessment and approval can save time and money.

For standard processing times for a new easement go to www.urbanutilities.com.au/development.

4.1.1 Step 1 - when to request an easement approval

A Form 21 Survey Plan of the proposed easement must be provided prior to making an easement application. In general, this means an application cannot be made until after the construction of the relevant works are complete.

The relevant survey plans should include the following:

- (a) the water supply works, or sewerage infrastructure covered by the easement; and (where applicable)
- (b) other structures within the subject site(s) that may impact the final alignment and dimensions of the easement (e.g. basement car parks, external walls or fencing and retaining walls).

In most cases an application for easement is made to Urban Utilities at the same time the As-Constructed Package for a Water Approval is submitted. The As-Constructed Package includes all the information required to certify the construction of water supply and sewerage infrastructure.

4.1.2 Step 2 - submit an application

Applications for an easement must be submitted to development.easements@urbanutilities.com.au.

The following documentation must be included for an easement application to be assessed by Urban Utilities' Developer Services team:

- Easement Preparation Request Form (available from www.urbanutilities.com.au/development)
- a copy of the survey plan on a Form 21 that has been signed by the surveyor
- a current title search (dated within the last month)
- a copy of the CMS (if the easement is within Common Property).

Once received and verified, Urban Utilities will advise the applicant via email that the easement application has been properly made.

4.1.3 Step 3 - technical review

Urban Utilities' Developer Services will undertake a technical review to ensure that the proposed easement meets the stated requirements.

If the technical review determines changes to the surveyed easement are required, a request for information (RFI) will be issued to the applicant via email.

4.1.4 Step 4 - execution

Following technical review, Urban Utilities will prepare a Form 9 to for formal registration and execution of the easement with the Titles Office. The authorised delegate for Urban Utilities will execute the easement documents and arrange for the original documents to be sent to the nominated postal address for final execution, stamping and lodgement by the applicant.

Once executed, Urban Utilities will issue an invoice for processing the easement to the applicant via post. Please check the Urban Utilities website for up-to-date easement fees and charges.

4.2 Registering an easement

It is the responsibility of the applicant to attend to easement registration at their own cost. Once registered, a copy of the Registration Confirmation Statement (RCS) should be provided to Urban Utilities by email or post.

4.3 Obtaining a Connection Certificate

A Connection Certificate is required to finalise a Water Approval and enable plan sealing of any development project.

- **Formal easement documentation:** where an easement is required as a condition of a Water Approval, formal easement documentation (including registerable survey plan(s), executed Form 9 – Easement(s) and (if applicable) Form 20 Schedule) must be completed and included in the As-Constructed Package prior to a Connection Certificate being issued by Urban Utilities.
- **As-Constructed drawings:** water supply and sewerage As-Constructed drawings (in ADAC-compliant XML file format) must also be provided as per the relevant SEQ Code standard drawings. As-Constructed drawings must identify the location of all water supply and/or sewerage infrastructure, and associated easement locations and dimensions.

A complete list of As-Constructed Package requirements is identified below for reference purposes:

- A site inspection report (including photographic evidence)
- Contractor accreditation (where new water supply and/or sewerage infrastructure have been constructed)
- Product and material certificates (as above)
- As-Constructed Package Certification Form (as above)
- Infrastructure Charges Notice (full payment)
- As-Constructed drawings (ADAC format)
- Compliance testing reports (water supply and sewerage infrastructure)
- Maintenance bond (if applicable)
- Maintenance inspection (confirmation)
- CCTV footage (if applicable)
- Water meter installation form (if applicable).

For further information regarding the requirements for an As-Constructed Package, go to [Developer Services](#).

4.4 Surrendering easements

In parts of our service area, easements exist on private property along the length of Urban Utilities infrastructure. In some cases, these easements reflect outdated and superseded easement requirements.

Urban Utilities may agree to surrender easements that are not required under contemporary easement guidelines (identified in this document) and the SEQ Code. Please contact development.easements@urbanutilities.com.au to determine the surrender of specific easements. Please note that decisions regarding the surrender of redundant easements will be made on a case-by-case basis at the discretion of Urban Utilities.

Where existing easements that protect Urban Utilities' infrastructure are granted in the name of a local council, applicants must contact their local council to request surrender of the easement. Urban Utilities can provide written consent in support of easement surrenders on a case-by-case basis, which will be subject to internal technical review, the requirements in this document and the SEQ Code. Please contact development.easements@urbanutilities.com.au if you require further information.

Where a development site contains an existing easement that is not required under these guidelines or the SEQ Code, the developer may request the surrender of the existing easement on application for Water Approval. If Urban Utilities determines that the existing easement is no longer required for its present or future needs, the existing easement will be surrendered subject to:

- satisfaction of all Urban Utilities requirements for the disuse/removal of any existing works
- the developer accepting ownership of any such disused existing works