

Service Provider – Notice of change or review of service provider registration details



Sections 23 and 23A of the Water Supply (Safety and Reliability) Act 2008

Important information for applicants – Information requested in this form is required to enable your application to change the service providers' details of registration in the service provider register under the *Water Supply (Safety and Reliability) Act 2008* ('the Act') and relevant subordinate legislation and guidelines. Before submitting this application, applicants should understand the requirements of the Act and associated subordinate legislation and guidelines.

Privacy notice – Personal information on this form is being collected for the purpose of assessing your application to change the service providers' details of registration in the service provider register under the Act. Your personal information will not be otherwise disclosed to any other parties without your consent unless authorised or required by law, such as under the *Right to Information Act 2009* or the *Evidence Act 1977*. The regulator must publish a list of entities registered as service providers on the department's website. Further information about privacy is available on the department's website: www.rdmw.qld.gov.au.

This application is to:

**Notify the regulator that the review of service provider registration details has been completed, and/or
Apply to change registration details of a registered service provider.**

Sections 1, 2.1 and 6 must be completed for all applications.

For all other sections, complete those which apply to the change/s to be made:

- ☐ amend service provider's name and/or contact details (complete section 2.2)
- ☐ amend service provider's nominated contact officer (complete section 2.2)
- ☐ amend operating agent's name and/or contact details (complete section 2.3)
- ☐ amend nature of service(s) offered by the service provider (complete section 3)
- ☐ include a service or add infrastructure which is not currently registered (complete section 3 and 4)
- ☐ remove a service or infrastructure which is currently registered (complete section 3 and 4)

Only a Prescribed Related Entity must complete section 5.

If the change to be made is not listed above, please contact the regulator.

Refer to the final page of this document for definition of terms used in this application form.

SECTION 1 – REVIEW OF REGISTRATION DETAILS

Within 30 business days after 30 June each year, service providers must review their registration details. This form must be submitted to the regulator within 10 business days of completing this or any other review.

Please select the option that applies:

- ☐ The registered service provider's details have been reviewed, and NO changes are required.
(Complete sections 2.1 and 6)
- ☐ The registered service provider's details have been reviewed, and changes are required.
(Complete sections 2.1, 6 and all other sections that apply to the changes)

SECTION 2 – THE APPLICANT

2.1 Details of the service provider

Name of the registered service provider as currently recorded in the service provider register to which this application applies.

Please supply the existing registration number if known: **SPID**

Name of the registered service provider	ABN	ACN	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Registered/business physical address	City/Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing address (if different from above)	City/Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2.2 Change of the service provider details and/or nominated contact officer

Include the details proposed to be changed by completing all fields that apply.

Name of the registered service provider	ABN	ACN	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Registered/business physical address	City/Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing address (if different from above)	City/Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nominated contact officer (including title)	Position		
<input type="text"/>	<input type="text"/>		
Phone number	Mobile number		
() <input type="text"/>	<input type="text"/>		
Email address	<input type="text"/>		

2.3 Change of the operating agent details

Include the details proposed to be changed by completing all fields that apply. Note: If there is more than one operating agent, please provide the following information for all your operating agents as an attachment to this application.

Name of the new operating agent	ABN	ACN	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Registered/business physical address	City/Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing address (if different from above)	City/Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact person (including title)	Position		
<input type="text"/>	<input type="text"/>		

Phone number

Mobile number

()

Email address

Details of the services operated for the service provider by the operating agent

SECTION 3 – SERVICES PROVIDED

Include the details proposed to be changed by completing all fields that apply.

What service(s) are provided? ☐ water service (complete section 3.1)
☐ sewerage service (complete section 3.2)

3.1 Change of the water service details

3.1a What type of water service(s) is provided? (Select all that apply)

- ☐ water harvesting or collection, including, for example, water storages, groundwater extraction or replenishment and river water extraction
- ☐ transmission of water
- ☐ reticulation of water
- ☐ drainage, other than stormwater drainage
- ☐ water treatment or recycling
- ☐ other – please specify _____

What is the water source(s)? (select all that apply)

- ☐ surface water
- ☐ artesian water
- ☐ sub-artesian water
- ☐ seawater
- ☐ rainwater
- ☐ recycled water
- ☐ bulk water provider
- ☐ other – please specify _____

3.1b What is the nature of the service and the infrastructure used for that service? (Select all that apply)

- ☐ bulk water – drinking water

Select the infrastructure the service provider owns that provides the <u>bulk water – drinking water</u> service:		
Raw Water	Treatment	Distribution
<input type="checkbox"/> dam(s)	<input type="checkbox"/> treatment plant(s)	<input type="checkbox"/> pumping station(s)
<input type="checkbox"/> weir(s)	<input type="checkbox"/> disinfection	<input type="checkbox"/> reservoir(s)
<input type="checkbox"/> well(s)		<input type="checkbox"/> distribution main(s)
<input type="checkbox"/> bore(s)		<input type="checkbox"/> irrigation network(s)

<input type="checkbox"/> raw water storage(s)		<input type="checkbox"/> drainage network(s)
<input type="checkbox"/> pump(s)		<input type="checkbox"/> other
<input type="checkbox"/> trunk mains		
<input type="checkbox"/> other		

☐ bulk water – non-drinking water

Select the infrastructure the service provider owns that provides the bulk water – non-drinking water service:

Raw Water	Treatment	Distribution
<input type="checkbox"/> dam(s)	<input type="checkbox"/> treatment plant(s)	<input type="checkbox"/> pumping station(s)
<input type="checkbox"/> weir(s)	<input type="checkbox"/> disinfection	<input type="checkbox"/> reservoir(s)
<input type="checkbox"/> well(s)		<input type="checkbox"/> distribution main(s)
<input type="checkbox"/> bore(s)		<input type="checkbox"/> irrigation network(s)
<input type="checkbox"/> raw water storage(s)		<input type="checkbox"/> drainage network(s)
<input type="checkbox"/> pump(s)		<input type="checkbox"/> other
<input type="checkbox"/> trunk main		
<input type="checkbox"/> other		

☐ retail water – drinking water

Select the infrastructure the service provider owns that provides the retail water – drinking water service:

Raw Water	Treatment	Distribution
<input type="checkbox"/> dam(s)	<input type="checkbox"/> treatment plant(s)	<input type="checkbox"/> pumping station(s)
<input type="checkbox"/> weir(s)	<input type="checkbox"/> disinfection	<input type="checkbox"/> reservoir(s)
<input type="checkbox"/> well(s)		<input type="checkbox"/> distribution main(s)
<input type="checkbox"/> bore(s)		<input type="checkbox"/> irrigation network(s)
<input type="checkbox"/> raw water storage(s)		<input type="checkbox"/> drainage network(s)
<input type="checkbox"/> pump(s)		<input type="checkbox"/> other
<input type="checkbox"/> trunk main		
<input type="checkbox"/> other		

☐ retail water – non- drinking water

Select the infrastructure the service provider owns that provides the retail water – non-drinking water service:

Raw Water	Treatment	Distribution
<input type="checkbox"/> dam(s)	<input type="checkbox"/> treatment plant(s)	<input type="checkbox"/> pumping station(s)
<input type="checkbox"/> weir(s)	<input type="checkbox"/> disinfection	<input type="checkbox"/> reservoir(s)
<input type="checkbox"/> well(s)		<input type="checkbox"/> distribution main(s)
<input type="checkbox"/> bore(s)		<input type="checkbox"/> irrigation network(s)
<input type="checkbox"/> raw water storage(s)		<input type="checkbox"/> drainage network(s)
<input type="checkbox"/> pump(s)		<input type="checkbox"/> other
<input type="checkbox"/> trunk main		
<input type="checkbox"/> other		

☐ supply of recycled water

Select the infrastructure the service provider owns that provides the supply of recycled water:

Raw Water	Treatment	Distribution
<input type="checkbox"/> sewage/effluent	<input type="checkbox"/> treatment plant(s) – conventional	<input type="checkbox"/> pumping station(s)
<input type="checkbox"/> wastewater (other than sewage/effluent)	<input type="checkbox"/> treatment plant(s) – advanced	<input type="checkbox"/> storages(s)
<input type="checkbox"/> trunk main	<input type="checkbox"/> disinfection only	<input type="checkbox"/> distribution main(s)
<input type="checkbox"/> other		<input type="checkbox"/> irrigation network(s)
		<input type="checkbox"/> other

☐ water for domestic purposes

Select the infrastructure the service provider owns that provides the water for domestic purposes:

Raw Water	Treatment	Distribution
<input type="checkbox"/> dam(s)	<input type="checkbox"/> treatment plant(s)	<input type="checkbox"/> pumping station(s)
<input type="checkbox"/> weir(s)	<input type="checkbox"/> disinfection	<input type="checkbox"/> reservoir(s)
<input type="checkbox"/> well(s)		<input type="checkbox"/> distribution main(s)
<input type="checkbox"/> bore(s)		<input type="checkbox"/> irrigation network(s)
<input type="checkbox"/> raw water storage(s)		<input type="checkbox"/> other
<input type="checkbox"/> pump(s)		
<input type="checkbox"/> trunk main		
<input type="checkbox"/> other		

☐ stock purposes

Select the infrastructure the service provider owns that provides the water for stock purposes:

Raw Water	Treatment	Distribution
<input type="checkbox"/> dam(s)	<input type="checkbox"/> treatment plant(s)	<input type="checkbox"/> pumping station(s)
<input type="checkbox"/> weir(s)	<input type="checkbox"/> disinfection	<input type="checkbox"/> reservoir(s)
<input type="checkbox"/> well(s)		<input type="checkbox"/> distribution main(s)
<input type="checkbox"/> bore(s)		<input type="checkbox"/> irrigation network(s)
<input type="checkbox"/> raw water storage(s)		<input type="checkbox"/> other
<input type="checkbox"/> pump(s)		
<input type="checkbox"/> trunk main		
<input type="checkbox"/> other		

☐ irrigation service

Select the infrastructure the service provider owns that provides the irrigation service:

Raw Water	Treatment	Distribution
<input type="checkbox"/> dam(s)	<input type="checkbox"/> treatment plant(s)	<input type="checkbox"/> pumping station(s)
<input type="checkbox"/> weir(s)	<input type="checkbox"/> disinfection	<input type="checkbox"/> reservoir(s)
<input type="checkbox"/> well(s)		<input type="checkbox"/> distribution main(s)
<input type="checkbox"/> bore(s)		<input type="checkbox"/> irrigation network(s)
<input type="checkbox"/> raw water storage(s)		<input type="checkbox"/> drainage network(s)
<input type="checkbox"/> pump(s)		<input type="checkbox"/> other
<input type="checkbox"/> trunk main		
<input type="checkbox"/> other		

☐ drainage service (other than stormwater drainage)

Select the infrastructure the service provider owns that provides the drainage service:

Raw Water	Treatment	Distribution
		<input type="checkbox"/> Drainage network(s)
		<input type="checkbox"/> Other

☐ other – please specify _____

3.2 Sewerage service details

3.2a What is the source for the service? (Select all that apply)

☐ sewage or effluent ☐ wastewater, other than sewage/effluent

☐ other – please specify _____

3.2b What type of sewerage service(s) are provided by the service provider? (Select all that apply)

- ☐ sewage treatment
- ☐ collection and transmission of sewage through infrastructure
- ☐ disposal of sewage or effluent
- ☐ other – please specify _____

3.2c What infrastructure is owned (or used) to provide the service? (Select all that apply).

Sewage treatment	Collection and transmission of sewage	Disposal of sewage or effluent
<input type="checkbox"/> treatment plant(s)	<input type="checkbox"/> pumping station	<input type="checkbox"/> creek/river/ocean
<input type="checkbox"/> disinfection	<input type="checkbox"/> trunk sewers	<input type="checkbox"/> lagoons/wetland
<input type="checkbox"/> other	<input type="checkbox"/> collection sewers	<input type="checkbox"/> reuse
	<input type="checkbox"/> storages	<input type="checkbox"/> other
	<input type="checkbox"/> other	

3.3 Other information

Please provide any other information relevant to your application. *(If space is insufficient, additional information may be attached to this application.)*

SECTION 4 – REGISTERED SERVICE(S)

Include the details proposed to be changed by completing all fields that apply.

What is the total number of water connections (include for both drinking and non-potable)? _____

What is the total number of drinking water connections? _____

4.1 Details of the drinking water services

Provide a list of the names of your drinking water services. *(If space is insufficient, additional information may be attached to this application).*

Do you have contracts regarding drinking water services in place with all customers? ☐ Yes
☐ No

4.2 Details of the non-potable water services

Provide a list of the names of your non-potable water services. *(If space is insufficient, additional information may be attached to this application).*

4.3 Name of the sewerage services

Provide a list of the names of your sewerage services. If space is insufficient, additional information may be attached to this application.

Do you have contracts regarding sewerage services in place with all customers?

☐ Yes

☐ No

What is the total number of sewerage connections? _____

SECTION 5 – CONSENT BY RELEVANT INFRASTRUCTURE OWNER

If the service provider is a prescribed related entity, this section is required to be completed by the relevant infrastructure owner.

Please read the following carefully before signing:

I consent to the changes as described in this Application form.

Name	Organisation
<input type="text"/>	<input type="text"/>
Position	Email address
<input type="text"/>	<input type="text"/>
Phone number	Mobile number
<input type="text"/>	<input type="text"/>
Date	Signature
<input type="text"/>	<input type="text"/>

SECTION 6 – DECLARATION

Please read the following carefully before signing:

I declare and warrant that –

- I am authorised to provide the information included in this form (and attachments) and make this declaration.
- The information I have provided in this form (including information submitted as part of this application) is true and correct to the best of my knowledge.
- I understand that it can be an offence under the Act to state anything in this form or provide material that is false or misleading.
- I understand the privacy notice in this form and I consent to the collection, use and disclosure of my personal information in the manner described in that notice.

Name	Organisation
<input type="text"/>	<input type="text"/>
Position	Email address
<input type="text"/>	<input type="text"/>
Phone number	Mobile number
<input type="text"/>	<input type="text"/>
Date	Signature
<input type="text"/>	<input type="text"/>

Complete and sign this form, attaching all relevant materials, and send to:

Email address: DrinkingWater.Reporting@rdmw.qld.gov.au

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Water Supply (Safety and Reliability) Act 2008

Definitions used in this application form

Current infrastructure owner means the owner of infrastructure for a registered service

Entity includes a person and an unincorporated body

Incoming related entity of the current or new infrastructure owner means the entity that the current or new infrastructure owner proposes to nominate to operate the infrastructure to supply the relevant service when the registration for the service is transferred

Local Government describes the institutions and processes by which towns and districts can manage their own affairs to the extent permitted by the *Local Government Act 2009*

New infrastructure owner means the ownership of the infrastructure for the relevant service has been transferred to another owner i.e. the new infrastructure owner

New service provider means the incoming related entity of the current infrastructure owner following a transfer of registration

Outgoing related entity of the current infrastructure owner means the prescribed related entity of the current infrastructure owner who is the service provider for the relevant service until the registration for the service is transferred

Prescribed related entity means an entity that is prescribed under a regulation as a related entity of the relevant infrastructure owner

Relevant infrastructure owner means an entity who is the owner of 1 or more elements of infrastructure for supplying water or sewerage service for which a charge is intended to be made

Relevant service means a registered service under the *Water Supply (Safety and Reliability) Act 2008*

Transfer notice means an approved form that must be used by the current infrastructure owner to notify the regulator of a proposed transfer of registration

Water Authority means a water authority established under the *Water Act 2000*.