



Part B – Form LA12

Allocate or purchase a Reservation in Title Application

Land Act 1994

Requirements

1. This application is to allocate or purchase a reservation in title.
2. Please read the respective [Applying to allocate or purchase a reservation in title guide](#), which includes application restrictions.
3. Payment of the prescribed Application fee per title reference. A refund of application fees will not be given. Details of fees are available on the [Department of Resources](#) website or contact your nearest [business centre](#) call 13 QGOV 13 74 68.
4. [Part A online form](#): Contact and land details or Part A - [Contact and land details \(PDF\)](#) will need to be completed and submitted with your application.
5. Any additional information to support the application.
6. Your application will not be considered as having been properly made unless all parts of this application form have been completed accurately, otherwise your application may be returned to you to complete.

Important information

7. You are **strongly encouraged** to arrange a pre-lodgement meeting with us before you apply to ensure you have the information you need to apply correctly. You can do this by contacting your nearest business centre.
8. Except in the case of family hardship or action not instigated by the owner e.g. road realignment at the request of local government or Department of Transport and Main Roads or, a minor boundary adjustment relating to encroachments, a public purpose reservation will not be allocated to a lot on subdivision or reconfiguration of a lot and must be purchased unless it is required for its public purpose.
9. If an owner of freehold land applies for purchase of a reservation for road purposes, and
 - If the adjoining road is a local road under the control of a Local Authority, and/or
 - If the adjoining road is a road under the control of the Department of Transport and Main Roads,either or both of these authorities must be consulted to ascertain current or short term road expansion requirements before consideration is given to disposing of the reservation.
10. If your application to purchase the reservation is approved, you will be required to pay the market value of the area of land within the reservation. The valuation is determined by the Department of Resources.
11. Information on this form, and any attachments, is being collected to process and assess your application under sections 23A and 24 of the [Land Act 1994](#). If required, we may need to consult with third parties such as relevant local or state agencies and adjoining property owners. Details provided to third parties will generally be limited to type of application, area applied for and intended use. Your personal information will not otherwise be disclosed unless authorised or required by law.
12. Please note that we may wish to contact you to seek your views on our service, to advise you of any legislative changes that might affect you or to seek your participation in surveys or programs relevant to your application type. Any participation will be voluntary and you may email stateland@resources.qld.gov.au if you do not wish for the department to contact you.

13. The department may also compile or analyse statistics and conduct research. Any publication of findings will not involve the publication of identifying personal information.
14. For further privacy information click [Privacy](#) or go to <www.resources.qld.gov.au/home/legal/privacy>.

Office Use Only	Allocate or purchase a Reservation in Title application	 9 311662 190079
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1. Are you the registered owner of the parcel subject to the reservation?		
<input type="checkbox"/>	Yes	go to 4
<input type="checkbox"/>	No	go to 2
If no and subject to question 2, the application can only be considered if accompanied by a declaration from the registered owner stating that the applicant is acting as an agent on behalf of the registered owner.		

2. Is the applicant a constructing authority?		
<input type="checkbox"/>	Yes	go to 3
<input type="checkbox"/>	No	go to 4

3. Has the registered owner been notified of this application?		
<input type="checkbox"/>	Yes	go to 4
<input type="checkbox"/>	No	Application cannot proceed
Required - evidence that the registered owner has been notified of the construction authority's intention to request the Department of Resources to re-allocate the reservation in title to an owner's/lessee's land as part of a particular action.		

4. Is the application a result of subdivision or reconfiguration of a lot?		
<input type="checkbox"/>	Yes	go to 5
<input type="checkbox"/>	No	go to 5

5. Is the application for:		
<input type="checkbox"/>	allocation of a reservation in title	go to 6
<input type="checkbox"/>	purchase of a reservation in title	go to 9

6. Is the proposed subdivision in relation to the following:		
<input type="checkbox"/>	Family Hardship	go to 7
<input type="checkbox"/>	Road alignment at the request of local government or Department of Transport and Main Roads	go to 8
<input type="checkbox"/>	Minor Boundary adjustment relating to encroachments	go to 8
<input type="checkbox"/>	Other	go to 8
Family hardship could include where an elderly person may need the support of a family member and that member's family, and due to local government restrictions, the land would need to be subdivided to enable a separate dwelling for that family.		

7. Has a prior subdivision been successful in obtaining approval for allocating this Reservation in Title on the basis of either family hardship or action not instigated by the owner?

Yes

go to 8

No

go to 8

8. Provide supporting documentation including a copy of registered plan and copy of proposed plan of subdivision or sketch plan

go to 9

(If there is insufficient space, please lodge as an attachment)

9. Provide details of the purpose of the reservation e.g. drainage, tramway, rail, telegraph.

go to 10

(If there is insufficient space, please lodge as an attachment)

10. Provide details of any additional information to support this application. (optional)

go to 11

(If there is insufficient space, please lodge as an attachment)

Attachments

The following will need to be lodged with your application for it to be considered a properly made application. If all this information is not submitted, your application will be returned.

11. Tick the box to confirm the attachments for part of the application:

- Application Fee
- Part A online form – Contact and Land details or Part A – Contact and Land details (PDF)
- Copy of proposed plan of subdivision or sketch plan showing the allocation proposal, if applicable
- Evidence of pre-lodgement discussions with the department, if applicable
- Declaration from the registered owner stating that the applicant is acting as an agent on behalf of the registered owner, if applicable
- If claiming exemption from purchase on the basis of Family Hardship, copy of supporting Documentation, if applicable
- If application is made by a constructing authority provide evidence the registered owner has been notified of the application to allocate the Reservation in Title, if applicable
- For a reservation for road purposes, provide the views of the relevant local government (for a local road) or Department of Transport and Main Roads (for a State controlled road) and confirming if the reservation is required for road purposes in the immediate future

It is recommended that any attached plans, sketches or maps be of A4 or A3-size. Your application will not be considered as having been properly made, unless all parts of this application form are completed accurately. In this instance your application may be returned to you for completion.

Declaration

I certify that I have read the information, which forms part of this application and the information I have provided is true and accurate.

Signature of applicant (or their legal practitioner)

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Date: / /

If applicant, section 142 of the [Land Act 1994](#) states a person is eligible to apply for, buy or hold land under the *Land Act 1994* if the person is an adult, that is, 18 years of age or over. If the legal practitioner of the applicant is signing as the applicant then the legal practitioner's full name must be printed immediately below the signature.