

# Your guide to Application by Legal Personal Representative in respect of a Water Share

Approved Form No: WR-04LPR

**THIS BROCHURE IS A GENERAL GUIDE ONLY**

This section is to be completed by the party lodging the application at Land Victoria. Insert name, telephone number, postal address, your reference (if any) and water register party ID. If you do not have a water register party ID, one will be inserted by Land Victoria staff at time of lodgement.

Insert the Water Share Identification number.

Insert the full name(s) of the executor(s) or administrator(s).

Insert the full address(s) of the executor(s) or administrator(s). A 'care of' or 'post office box number' is not an acceptable address.

Insert the representative capacity of the applicant(s).  
e.g. 'as executor of the will of ...'  
'as administrator of the Letters of Administration of ...'

Insert the full name of the deceased. If there is any variation in the name of the deceased in the Probate Parchment or Letters of Administration with the deceased's name as recorded on the water register, proof of identity by statutory declaration is required.

Insert the date of death of the deceased owner of the water share.

Insert date of application.

The applicant(s) or the legal practitioner for the applicant(s) must sign the application. The applicant's signature(s) must be witnessed.

**APPLICATION BY LEGAL PERSONAL REPRESENTATIVE  
IN RESPECT OF A WATER SHARE**  
Section 84K Water Act 1989

Lodged by -  
Name:  
Address:  
Customer ID:  
Customer Own Ref:

**Privacy Collection Statement**

The information from this form is collected under the Water Act 1989, in order to process this transaction. The information is used for the purpose of maintaining the Water Register and for the provision of statistical water market information. Most of the information in the Water Register is available to the public. Incomplete forms cannot be processed.

The Applicant applies to be recorded as legal personal representative of a deceased owner of the water share described.

Water Share Identification No.:

Applicant: *(full name of Legal Personal Representative)*

Address of Applicant: *(full address including postcode; post office box not acceptable)*

Representative capacity:

Deceased Owner of Water Share: *(full name)*

Date of death of Deceased Owner of Water Share:

Dated:

**Execution by Applicant**

I certify that the Applicant, with whom I am personally acquainted or as to whose identity I am otherwise satisfied, signed this document in my presence.

Certified correct for the purposes of the Water Act 1989 by the Applicant.

Signature of witness:

Signature of Applicant:

Name of witness:

or

Certified correct for the purposes of the Water Act 1989

Signature of Australian Legal Practitioner under the Legal Profession Act 2004 for the Applicant:

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**VICTORIAN WATER REGISTER, 570 Bourke Street, Melbourne 3000 Telephone: (03) 8636 2010**

The back of this form must not be used.

**WATER REGISTER USE ONLY:**

**If there is insufficient space in any panel an approved Annexure Page (approved form WR-14AX) must be used. The back of the Application by Legal Personal Representative in respect of a Water Share form must not be used.**

## When to use the Application by Legal Personal Representative in respect of a Water Share

The Application by Legal Personal Representative in respect of a Water Share form is used by the executor(s) or administrator(s) of a deceased sole owner of a water share or a deceased owner who held the water share as a tenant in common.

If the deceased owner of the water share is recorded as a **joint owner** the 'Application by Surviving Owner of a Water Share' form must be used by the surviving owner(s).

The Application by Legal Personal Representative in respect of a Water Share form should be typed or legibly written in blue or black ink. The use of self-correcting typewriter ribbon or correction fluid is not permitted. The back of the form must not be used, the approved Annexure Page (approved form WR-14AX) **must** be used for any additional pages.

## What does it cost?

Land Victoria fees for lodging and recording your Application by Legal Personal Representative form are set out in the current Water (Resource Management) Regulations 2007 and 'Your guide to most common Land Victoria water share transaction fees'.

## Documents to be lodged at Land Victoria

1. A completed *Application by Legal Personal Representative* in respect of a Water Share.
2. Evidence of representation which may be provided by either
  - (a) completing and lodging the statutory declaration provided with the Application by Legal Personal Representative in respect of a water share form. Clause 5 of the declaration requires the person making it to state their means of knowledge, a statement 'I am the applicant' or 'I am the legal practitioner for the applicant and the applicant is the Legal Personal Representative' (if appropriate) would

be acceptable **together with a copy of the front page of the grant exhibited to the Statutory Declaration** (*note the copy of the grant deed need not be certified*)

- (b) lodging a certified photocopy of the front page of the relevant grant of probate or letters of administration. The wording of the certification is set out below:

'I certify that this is a true copy of the front page of the grant of probate (grant of letters of administration) of which it purports to relate and that the grantee has not been removed'

*(signature of applicant or legal practitioner for applicant)*

## Further Information

Land Victoria  
Level 9  
570 Bourke Street  
Melbourne, 3000  
Telephone (03) 8636 2010  
Office Hours 8:30am – 4:00pm  
[www.dse.vic.gov.au](http://www.dse.vic.gov.au)