



Victorian Water Register

Victorian Water Registrar –

Lodgement & Recording Procedures

**Presented to : Brokers & legal service providers for the
Commonwealth water purchasing program**

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Date : 24 May 2011

Water Registrar - Lodgement & Recording Procedures

- Business Processing Model

- Application lodged with Water Registrar with fee payment
- Application examined and if OK is recorded on water share
- If application has defect e.g. executions, lodging party advised and documents returned for correction
- When defect is rectified application is re-submitted for recording on water share
- Recorded application is imaged on Land Victoria's imaging system



Water Registrar - Lodgement & Recording procedures

- **Water Registrar Applications**

- Water share ownership
 - Recording of water share transfers (WETs & LTTs)
 - approval of transfer completed by water corporation
 - Survivorships
 - Legal personal representatives
 - Trustee in bankruptcy
- Maintenance
 - Party name change
 - Party address change (recording has delegated to WC's)
 - Mortgage amendments - mortgagee name, mortgage priority
- Mortgages
 - Create mortgage
 - Discharge mortgage
 - Mortgage common provisions (memorandum)

- Application Lodgement
 - In Person, Lvl 9, 570 Bourke Street Melbourne
 - By Mail, Water Registrar
 - P.O. Box 500
 - East Melbourne VIC 8002

Water Registrar - Lodgement & Recording procedures

- Business Process issues
 - Search of register should be made to determine ownership of water share and if mortgages affect
 - Water share transfers and LTTs must be recorded at the Water Registrar
 - 60 day period from application approval to lodgement with Water Registrar for transfers and LTTs, otherwise must start process again
 - Obtaining mortgagee consents
 - Understanding of joint ownership and tenants in common

- Common Defects with Applications
 - Document not complete
 - Payment not provided
 - Mortgage on water share with transfer
 - Discharge of mortgage or consent by mortgagee