



## Part B – Form LA12

# Allocate or purchase a Reservation in Title Application

### 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), if relevant. A refund of application fees will not be given. (Details of fees are available on the [Department of Resources website](#) at <<https://www.resources.qld.gov.au>> or from a regional [department's business office](#) or call 13 QGOV 13 74 68).
4. **Part A - Form LA00:** [Contact and land details](#) 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.
7. Prior to lodging your application, the Department **strongly encourages** the applicant to have a **pre-lodgement meeting** with a departmental officer who will provide additional information in relation to native title, expected timeframes, anticipated costs and to ensure the application will achieve your desired outcome.

### Important information

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 cancellation and purchase of a road reservation, 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. 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](mailto: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](http://www.resources.qld.gov.au/home/legal/privacy)>.

Office  
Use Only

Allocate or purchase a Reservation in  
Title application



**1. Are you the registered owner of the parcel subject to the reservation?**

Yes

**go to 4**

No

**go to 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?**

Yes

**go to 3**

No

**Application cannot proceed**

**3. Has the registered owner been notified of this application?**

Yes

**go to 4**

No

**Application cannot proceed**

See evidence requirement in attachments.

**4. Is the application a result of subdivision or reconfiguration of a lot?**

Yes

**go to 5**

No

**go to 5**

**5. Is the application for allocation of the reservation?**

Yes

**go to 6**

No

**go to 8**

**6. Is the proposed subdivision in relation to the following:**

Family Hardship

**go to 7**

Road alignment at the request of local government or Department of Transport and Main Roads

**go to 8**

Minor Boundary adjustment relating to encroachments

**go to 8**

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**

**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 – Form LA00 – Contact and Land details
- Copy of proposed plan of subdivision
- 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 application is made by a constructing authority provide evidence the registered owner has been notified of the application to allocate the Reservation in Title.

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 representative)


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 representative of the applicant is signing as the applicant then the legal representative's full name must be printed immediately below the signature.