

## Description of Form

This form is used to apply for a Crown Lands Lease application under S.34 & S.34A of the Crown Lands Act 1989.

## Important Information

Prior to the release of Crown land for use or occupation under a lease, the statutory provisions of the Crown Lands Act 1989 require land assessment and public advertising of the land's availability and intended use.

Leases may be granted for any purpose and under such terms and conditions as the Minister may consider appropriate.

1. All applications are dealt with on their merits and no guarantee can be given as to the success or otherwise of the application at the date of application.
2. An application by several applicants must be signed by all applicants (the type of tenancy, and shares (where tenants-in-common) should be shown). Companies which have a common seal should execute the application under seal and also provide the ACN.
3. The holder(s) of a lease may be required to furnish security or guarantees for the performance of conditions.
4. Full particulars should be provided as to the proposed purpose of the lease together with details of any structures etc. proposed to be erected.
5. Upon receipt of the completed application form this Department will institute its own investigation and references will be forwarded to other affected Authorities for their consideration and comments or requirements.
6. Further advice will be supplied when the Department's investigations have been completed and the replies received from these Authorities.
7. If the purpose of the proposed lease is for the extraction of material, details of :
  - the type of extraction (dredging, quarrying etc.);
  - material proposed to be taken (sand, gravel, loam etc.); and,
  - volume of material and location of stock pile sites (if applicable)should be included in the PROPOSED USE section of Schedule 2 of this form.

## Fee

**\$602.80** – An advance towards processing costs. For further information on fees please refer to the Crown Lands [Fee Schedule](#) on the Crown Lands website. Additional charges may apply.

## Contact Us

NSW Trade and Investment Crown Lands

PO Box 2155

DANGAR NSW 2309

T: 1300 886 235

F: 02 4925 3517

E: [accounts@crowmland.nsw.gov.au](mailto:accounts@crowmland.nsw.gov.au)

W: [www.crowmland.nsw.gov.au](http://www.crowmland.nsw.gov.au)

### Privacy statement

The personal information you provide on this form is subject to the Privacy & Personal Information Protection Act 1989. It is being collected by NSW Trade & Investment and will be used for purposes related to this application. NSW Trade & Investment will not disclose your personal information to anybody else unless authorised by law. The provision of this information is voluntary or required to be supplied. If you choose not to provide the requested information we may not be able to process this application. You have the right to request access to, and correct details of, your personal information held by the department. Further information regarding privacy can be obtained from the NSW Trade & Investment website at [www.trade.nsw.gov.au/legal/privacy](http://www.trade.nsw.gov.au/legal/privacy)

## Application type

Applicant is	<input type="checkbox"/> Business / Company	<input type="checkbox"/> Individual(s)
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## Business / Company information

Please only complete if applicant is a business / company\*

Business / Company Name	
ABN/ACN	
Contact Person	
Email address	
Locality/Street address	
Postal address	
Contact telephone	

\* If applicant is a business / company a company seal is to be included with this application if available.

## Individual 1

Please only complete if applicant is an individual

Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:			
First Name		Surname		
Date of Birth				
Home address				
Postal address				
Email address				
Home telephone		Work		Mobile

## Individual 2

Please only complete if there is more than one individual applicant

Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:			
First Name		Surname		
Date of Birth				
Home address				
Postal address				
Email address				
Home telephone		Work		Mobile

## Schedule 1 – Description of land applied for

Please provide a clear map, diagram or sketch to clearly show the boundaries and dimensions of the land and attach it to this form.

Property Address			
Parish / County			
LGA			
Lot		DP/SP	
General description of land			

## Schedule 2 - Proposed Use / Purpose for which lease is applied for

Insert a general description of the proposed use of the land. Attach additional information and plans, if necessary.

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## Existing/Proposed Structures

Insert a description of the structures currently on the land and a description of any proposed structures. Attach additional information and plans, if necessary.

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## Adjoining Land

If the applicant owns, or otherwise holds, adjoining land, please provide details.

Property Address			
Parish / County			
Local Govt. Area			
Lot		DP/SP	

## Declaration

I  We hereby apply for a lease in respect to the land described in Schedule 1 above, for the purposes specified in Schedule 2 above, and lodge herewith the advance toward application processing costs.  
I/we certify that the land applied for is required bona fide for my/our own use, and that I am/we are not less than eighteen years of age.

### Business/ Applicant 1

Name			
Office held			
Signature		Date	

### Applicant 2 (if applicable)

Name			
Office held			
Signature		Date	

## Fee

Tick appropriate:

- \$602.80** Pay by cheque. Enclose a cheque payable to Crown Lands or  
 **\$602.80** Pay by money order. Enclose a money order payable to Crown Lands

## Supporting documentation checklist

- Include a clear map, diagram or sketch which clearly shows the boundaries and dimensions of the land applied for.  
 Include additional information and plans (if necessary).  
 Include a company seal (if available)

## Lodgement

→ Mail to NSW Trade and Investment Crown Lands, PO Box 2155 DANGAR NSW 2309

Office use only – Refer to the Receipting and Referrals Codes Document					
<input type="checkbox"/> BCD	<input type="checkbox"/> BCN	<input type="checkbox"/> DO	Code	Account Number	
Fee Paid		Receipt Number		TRIM	
Checked by			Date		