

# LEASE APPLICATION

## Application Fees Payable :

Please tick the fee box after completion of this form.

Crown Land Applications	Fee (exempt from GST)	Product Code	Mark X
General	\$1,069.20	9318923026844	<input type="checkbox"/>
Renew Lease	\$259.20	9318923026847	<input type="checkbox"/>
Transfer Lease (Consideration of \$60,000 or less)	\$97.20	9318923026852	<input type="checkbox"/>
Transfer Lease (Consideration of \$60,001 or more)	\$194.40	9318923026853	<input type="checkbox"/>
Variation	no fee	NA	<input type="checkbox"/>
Termination	no fee	NA	<input type="checkbox"/>

Reserve Land Applications	Fee (Inc. of GST)	Product Code	Mark X
General	\$1,176.12	9319923024484	<input type="checkbox"/>
Renew Lease	\$285.12	9319923024484	<input type="checkbox"/>
Transfer Lease (Consideration of \$60,000 or less)	\$97.20 (exempt from GST)	9319923024460	<input type="checkbox"/>
Transfer Lease (Consideration of \$60,001 or more)	\$194.40 (exempt from GST)	9319923024460	<input type="checkbox"/>
Variation	no fee	NA	<input type="checkbox"/>
Termination	no fee	NA	<input type="checkbox"/>

## IMPORTANT INFORMATION

- Refer to the Application Guide Sheet for important information. Please ensure you have read the Guide Sheet information prior to completing this form.
- Complete all required application sections and attach the relevant supporting documentation.
- By the completion and return of this application form and in consideration of the Crown (as represented by the Parks and Wildlife Service) considering your application, the applicant is taken to have made application on the terms and conditions of this application document.
- The Crown is under no obligation to agree to provide for any of the Lease dealing matters set out in the application (including in respect of the issuing of any new Lease rights to the applicant) and nothing in this application document or any previous discussions between the parties is to be construed as making any express or implied representation, undertaking or commitment by the Crown that it will provide for any of the Lease dealing matters set out in the application.
- If the Crown does not provide for any of the Lease dealing matters set out in the application the Crown is under no other contractual or other legal obligation to the applicant. The Crown may also request amendments be made to any of the details set out in this application in order for any particular Lease dealing to proceed.

### Parks and Wildlife Service Use Only:

FILE : \_\_\_\_\_  
 DOC ID : \_\_\_\_\_  
 CLAIMS ID : \_\_\_\_\_  
 Land type :      Crown Land       Reserved Land

What type of application do you wish to lodge?	Complete Sections:
<p><b>New General Purpose Lease</b> This is where you are applying to use Crown land or Reserved land for grazing, maintenance, to legal an encroachment, for a pipeline or marine structures (boat shed/jetty/slipway) or any other purpose other than access.</p>	<input type="checkbox"/> → A, B, E, F & G
<p><b>Extend or Renew Existing Lease</b> This is where you wish to have the period of Lease continue beyond the current expiration date of the Lease. You may also tick this box if your Lease has recently expired and you wish to have a further period of Lease on similar terms.</p>	<input type="checkbox"/> → A, B, C, E, F & G
<p><b>Transfer Existing Lease</b> This is where you wish to have someone else be given the rights and take on the responsibilities of the Lease, and you will no longer have any such rights or responsibilities yourself. This may often occur where the person to whom you are transferring is buying your property or improvements (including marine structures) or business.</p>	<input type="checkbox"/> → A, B, C, D1, E, F & G
<p><b>Vary Existing Lease</b> This is where you wish to change some of the applicable terms and conditions of the Lease or the area of land to which the Lease relates, by adding and/or removing applicable land.</p>	<input type="checkbox"/> → A, B, C, D2, E, F & G
<p><b>Terminate Existing Lease</b> This is where you wish to have the Lease end prior to the date of expiration specified in the Lease.</p>	<input type="checkbox"/> → A, B, C, D3, E, F & G

## Section A - NEW APPLICANT DETAILS **(complete for all types of applications)**

The person listed as Applicant 1 will be contacted about issues relating to the application unless an agent is nominated below. If there are more than two persons, copy this page and attach it to the form.

- A.1 If applying for the Lease in a company name please ensure the company section is completed below.
- A.2 Applicants for existing Lease  
Note: This should be the same persons who are shown on the existing Lease. For Lease transfers, you will be requested to insert the new licensees details at Section G. If for some reason the proposed applicants vary from the current Lease please provide relevant details of the same at Section G. If any of the current licensee address/ contact details differ from what's on the current Lease, please provide relevant details of the same at Section G.
- A.3 Applicants for a new Lease  
Note: Please provide full names/details of each person/entity (as relevant) who is intended to be a named party to the Lease below. If there is insufficient space or the entity type is not allowed for below, please provide relevant details at Section G.

## Section A - NEW APPLICANT DETAILS CONTINUED

### Applicant 1

Full Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

ABN / ACN : \_\_\_\_\_

Address: \_\_\_\_\_

Suburb/place/locality: \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

### Applicant 2

Full Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

ABN / ACN : \_\_\_\_\_

Address: \_\_\_\_\_

Suburb/place/locality: \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

### \* Company Details

Name: \_\_\_\_\_

\_\_\_\_\_

Director: \_\_\_\_\_

Director/Secretary's Name: \_\_\_\_\_

ABN / ACN : \_\_\_\_\_

Registered Office: \_\_\_\_\_

\_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

As Trustee for: \_\_\_\_\_

\_\_\_\_\_

**Who should be contacted about this request? (If different from above – i.e. agent)**

Full Name (i.e. agent): \_\_\_\_\_

Company Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb/place/locality: \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Note: If the contact is not an existing lessee, a proposed named new lessee or officeholder of the same, please provide details of the basis on which you are so acting as contact: \_\_\_\_\_

\_\_\_\_\_

**Section B - DETAILS OF THE CROWN LAND / RESERVED LAND**  
(complete for all types of applications)

PID (if known): \_\_\_\_\_

Address: \_\_\_\_\_

If possible, please attach a plan/diagram showing the area you wish to Lease and any relevant photos you may have of the area.

Are you the owner of the private land adjoining the Crown / Reserved land you wish to Lease? Yes  No

If yes, please outline clearly on an attached plan the extent of your land and the Crown land you wish to Lease.

Describe why you are applying to Lease the land: (Attach separate sheet if necessary)

The period you wish the Lease to operate (including proposed start date): \_\_\_\_\_

Note: You may seek to choose a specific date or the date the Lease is signed by all parties for the Lease to commence.

Describe any works you wish to undertake on the Crown / Reserved land e.g. jetty, boatshed, fencing, shed, road and track.

Is the Crown land currently being used by you (or another party)?      Yes       No

If yes – please provide details:

Is public road access available to the Crown land / Reserved Land?      Yes       No

Indicate the route to access the land:

## Section C - CURRENT LEASE DETAILS (complete for renewal, transfer, vary or terminate applications)

### 1. Please provide details of the current Lease

File, Agreement or PID number (if known):

Date on which the current Lease will expire (if known):

### 2. Print the names of the persons or company name who **currently** hold the Lease for the land (transferor/s) below: (The person listed in box 1, will be contacted about issues relating to the transfer.) –

These persons / entities will all be required to sign **Section F**.

(1)

(2)

(3)

(4)

*If there is insufficient space please provide relevant details at Section F.*

Daytime contact number:\*

Email Address: (preferred method of contact is via email)

Postal Address: \*

ABN / ACN :

**Section DI - TRANSFERS** (only complete for TRANSFER OF EXISTING AGREEMENT applications)

Print the names of the persons or company name who are seeking to hold the Lease for the land (transferees) below: (The person listed in box 1, will be contacted about issues relating to the transfer.) –

These persons / entities will all be required to sign **Section F**.

(1)
(2)
(3)
(4)
<i>If there is insufficient space please provide relevant details at Section G.</i>
Daytime contact number: *
Email Address: (preferred method of contact is via email)
Postal Address: *
ABN / ACN :

Are you transferring the Lease to the Transferees due to them:

- Purchasing your property? Yes  No
- Purchasing your business? Yes  No
- Other : \_\_\_\_\_

Note: If there is insufficient space, please provide relevant details at Section G.

Are you (the transferor) or the transferee(s) to meet the legal costs associated with any Lease transfer that may be charged?

- Transferor(s) responsible? Yes  No
- Transferee(s) responsible? Yes  No
- Other? \_\_\_\_\_

Note: If there is insufficient space or you wish to provide further information around proposed financial matters of the transfer for the application, please provide relevant details at Section G.

On what date do you wish the transfer to take effect:

Note: You may seek to choose a specific date (particularly one that may coincide with a property or business sale being completed) or the date the transfer deed is signed by all parties.

**Section D2 - VARIATION** (only complete for **VARIATION OF EXISTING AGREEMENT** applications)

Please provide details of the variations you are applying for:

Note: If possible, please refer to the clauses where you wish the variations to take effect and what those variations are. If you wish to change the area of land, please provide as much detail as you can (including size details, address details, title references, and plans/diagrams/photographs as relevant). If there is insufficient space, please provide relevant details at Section G.

On what date do you seek to have the variation take effect?

**Section D3 - TERMINATION** (only complete **CANCEL AN EXISTING AGREEMENT**)

On what date do you wish the termination to take effect?

Please provide details of the reasons why you wish to have the Lease terminate at such time:

Note: If there is insufficient space, please provide relevant details at Section G

**Section E - STRUCTURES OR IMPROVEMENTS TO THE LAND**  
(complete for all types of applications)

Do you intend to make or are there structures or improvements you have made to the land? Yes  No

If Yes, please provide details and attach photos

**Section F - ACKNOWLEDGEMENT AND SIGNATURES****(Complete for all types of applications)****1. NEW APPLICANTS – new leases only**

New Applicant No. 1 Name:	Signature: Date:
New Applicant No. 2 Name:	Signature: Date:
New Applicant No. 3 Name:	Signature: Date:
New Applicant No. 4 Name:	Signature: Date:

**2. CURRENT LEASE HOLDERS – if transferring, varying, or terminating a Lease**

Current Applicant No. 1 Name:	Signature: Date:
Current Applicant No. 2 Name:	Signature: Date:
Current Applicant No. 3 Name:	Signature: Date:
Current Applicant No. 4 Name:	Signature: Date:

**3. TRANSFEREES – if seeking to have a Lease transferred to you**

Applicant No. 1 Name:	Signature: Date:
Applicant No. 2 Name:	Signature: Date:
Applicant No. 3 Name:	Signature: Date:
Applicant No. 4 Name:	Signature: Date:



## Section G - ATTACH THE FOLLOWING DOCUMENTATION

- Plans showing the location of land. Ensure property boundaries and street names are clearly marked. Where structures or improvements are made, such as jetties, boatsheds and fences indicate where these are located on the plan.
- Colour photos showing several different views of the land, including any structures i.e. boatsheds, jetties, fences, sheds, houses, roads. Please refer to the Photo Guide.
- If you plan to undertake construction on the land you need to submit an Authority for Works Application.

### Applications can also be lodged at:

- at any Service Tasmania Shop, (payment can be made by cash, cheque, EFTPOS or credit card), or
- Post the application form with a cheque (payable to Department of Primary Industries, Parks, Water and Environment) to:

Parks and Wildlife Service  
Department of Primary Industries, Parks, Water and Environment  
GPO Box 44  
HOBART TAS 7001

**GENERAL ENQUIRIES: (03) 6169 9015** (leave message and calls are returned within two business days)

There is no facility to make an over the phone payment

[propertyservices@parks.tas.gov.au](mailto:propertyservices@parks.tas.gov.au)

### Privacy statement

*Personal information is collected for the purpose of processing, assessing and determining this application and may be disclosed to local government, Sustainable Timber Tasmania, Mineral Resources Tasmania, adjoining landowners, agents of Property Services, law enforcement agencies, courts and other organisations authorised to collect it. It may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. It is managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates on request to the Department of Primary Industries, Parks, Water and Environment. A fee may be charged for this service.*

