

LICENCE 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	Reserve Land Applications	Fee (Inc. of GST)	Product Code	Mark X
General	\$664.20	9318923026845	<input type="checkbox"/>	General	\$730.62	9319923024484	<input type="checkbox"/>
Access Only	\$267.30	9318923026846	<input type="checkbox"/>	Access Only	\$294.03	9319923024484	<input type="checkbox"/>
Renew Licence	\$259.20	9318923026848	<input type="checkbox"/>	Renew Licence	\$285.12	9319923024484	<input type="checkbox"/>
Transfer Licence (Consideration of \$60,000 or less)	\$97.20	9318923026850	<input type="checkbox"/>	Transfer Lease (Consideration of \$60,000 or less)	\$97.20 (exempt from GST)	9319923024460	<input type="checkbox"/>
Transfer Licence (Consideration of \$60,001 or more)	\$194.40	9318923026851	<input type="checkbox"/>	Transfer Licence (Consideration of \$60,001 or more)	\$194.40 (exempt from GST)	9319923024460	<input type="checkbox"/>
Variation	no fee	NA	<input type="checkbox"/>	Variation	no fee	NA	<input type="checkbox"/>
Termination	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 licence dealing matters set out in the application (including in respect of the issuing of any new licence 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 licence dealing matters set out in the application.
- If the Crown does not provide for any of the licence 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 licence 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:
New General Purpose Licence 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.	<input type="checkbox"/> → A, B, E, F & G
New Access-Only Licence This is where you are applying to use Crown land or Reserved land for access.	<input type="checkbox"/> → A, B, E, F & G
Extend or Renew Existing Licence This is where you wish to have the period of licence continue beyond the current expiration date of the licence. You may also tick this box if your licence has recently expired and you wish to have a further period of licence on similar terms.	<input type="checkbox"/> → A, B, C, E, F & G
Transfer Existing Licence This is where you wish to have someone else be given the rights and take on the responsibilities of the licence, 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.	<input type="checkbox"/> → A, B, C, D1, E, F & G
Vary Existing Licence This is where you wish to change some of the applicable terms and conditions of the Licence or the area of land to which the licence relates, by adding and/or removing applicable land.	<input type="checkbox"/> → A, B, C, D2, E, F & G
Terminate Existing Licence This is where you wish to have the licence end prior to the date of expiration specified in the licence.	<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 licence in a company name please ensure the company section is completed below.
- A.2 Applicants for existing licence
 Note: This should be the same persons who are shown on the existing licence. For licence 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 licence 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 licence, please provide relevant details of the same at Section G.
- A.3 Applicants for a new licence
 Note: Please provide full names/details of each person/entity (as relevant) who is intended to be a named party to the licence 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 licensee, a proposed named new licensee 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 Licence 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 licence? Yes No

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

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

The period you wish the Licence to operate (including proposed start date): _____

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

If this application is for access across Crown / Reserved land to your freehold property:

Is the access road formed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the access road currently in use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the access road adjoin or lead to any other property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the access road your sole access?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If no, attach a map of the alternative access route(s).

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 LICENCE DETAILS (complete for renewal, transfer, vary or terminate applications)

I. Please provide details of the current licence

File, Agreement or PID number (if known):

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

2. **Print the names of the persons or company name who currently hold the licence 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)
<i>If there is insufficient space please provide relevant details at Section F.</i>
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 licence 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: *	ABN / ACN :
Email Address: (preferred method of contact is via email)	
Postal Address: *	

Are you transferring the Licence 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 licence 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 licence 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 licenses 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 LICENCE HOLDERS – if transferring, varying, or terminating a licence

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 licence transferred to them/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
www.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.



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