

# APPLICATION TO LICENCE GUIDE SHEET

The Parks and Wildlife Service (PWS) manages Crown land reserved in accordance with the *Nature Conservation Act 2002*. Most land management functions undertaken by PWS are governed by the *National Parks and Reserves Management Act 2002* and the *National Parks and Reserves Management Regulations 2019*. PWS manages the remainder of the Crown land in accordance with the *Crown Lands Act 1976*.

Crown land is 'public land' owned and managed by the State Government on behalf of the Crown and the people of Tasmania. It includes Public Reserves, school and hospital sites, and the verges of most roads in Tasmania. Other Government Departments (e.g. Department of Education, Department of Health and Human Services) manage some Crown properties such as hospitals, police stations, and schools.

Public land classification details can be found at <https://www.thelist.tas.gov.au>

More information about Crown land managed by PWS can be found at: <https://www.parks.tas.gov.au>

## IMPORTANT INFORMATION

### Please note:

Prior to lodging the application – it is recommended that applicants discuss their requirements/proposal with the PWS by emailing or phoning the number below.

Assessment of the application will not commence until the application fee is paid.

By the completion and return of this application form and in consideration of the Crown (as represented by the PWS) of your application, the applicant is taken to have made the application on the terms and conditions of the application document.

Please indicate what type of application you are requesting, i.e. Crown land or Reserved Land, New Application, Renewal, Transfer, Variation or Termination.

- Complete all required sections and attach the relevant supporting documentation.
- If adequate information is not provided, your application may be delayed or declined. If more information is required an officer will be in contact with you.
- If insufficient space is provided for provision of your information, please attach a separate page.
- Applications are processed in the order in which they are received, and in accordance with the requirements of all relevant Government legislation, policies and procedures.

### Lodgement of Applications:

• 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 a message and your call will be returned within two business days)

There is no facility to make payment over the phone.

[propertyervices@parks.tas.gov.au](mailto:propertyervices@parks.tas.gov.au)  
[www.parks.tas.gov.au](http://www.parks.tas.gov.au)

## PHOTO GUIDE

Photos tell a story about the land and any built structures. It allows the PWS to easily determine what you want to do and whether an inspection of the property is needed before your application proceeds. Clear photos assist with the assessment process.

The key points for providing photos are:

- Label photos clearly (i.e. view looking north, south, east, west or inside view).
- Make sure photos of close up shots are clear and you can see the detail.
- Where there are multiple structures on a photo, clearly indicate with an X, which ones are located on the land relating to your application. This is particularly important for marine structures.
- Where there is nothing to identify the land as Crown or Reserved, mark the specific area that you are applying for with an X.
- For Marine Structures, include inside photos of boatsheds and a wide view which identifies your boat shed or structure amongst many others. Include a photo of the registration plate.

Photos can be sent via email or printed on A4 sheets and attached to an application. The preferred format is JPEG or PDF.

Samples of other marine structures

Samples of other roads and built structures

Ref. No.: \_\_\_\_ Wide View of structure



Ref. No.: \_\_\_\_ View East



Ref. No.: \_\_\_\_ View North



Ref. No.: \_\_\_\_ View West



Ref. No.: \_\_\_\_ View South



Ref. No.: \_\_\_\_ View Inside



*Tips – Keep date and time stamped photos of the property. Record regular property maintenance*



[WWW.PARKS.TAS.GOV.AU](http://WWW.PARKS.TAS.GOV.AU)