



## CROWN LANDS ACT 1976

### APPLICATION TO RENEW A CROWN LAND LEASE

**IMPORTANT INFORMATION**

- Assessment of the application will not commence until the application fee is paid.
- If adequate information is not provided this application may be delayed or declined.
- If insufficient space is provided please attach a separate page.

**1. APPLICANT DETAILS**

**Complete the details below for the person/s who are applying to Licence Crown land.** The person listed in box 1 will be contacted about issues relating to the application. If there are more than 4 persons, copy this page and attach it to the form:

<b>APPLICANT 1</b> (circle) Mr/Mrs Miss/Ms	APPLICANT (Full Name, Company, Association or Business Name):
As Trustee for: ( <i>where the applicant is trustee for a company or superannuation fund</i> ) Occupation:	
Position Title: (if company of incorporated body) Daytime contact number:	
Email Address:	
Residential Address/Registered Office/Address for Notices:	
Post Code	
Postal Address:	
Post Code	
ACN No:	
ABN No (If different from ACN)	

<b>APPLICANT 2</b> (circle) Mr/Mrs Miss/Ms	APPLICANT (Full Name, Company, Association or Business Name):
As Trustee for: ( <i>where the applicant is trustee for a company or superannuation fund</i> ) Occupation:	
Position Title: (if company of incorporated body) Daytime contact number:	
Email Address:	
Residential Address or Registered Office:	
Post Code	
ACN No:	
ABN No (If different from ACN)	

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<b>APPLICANT 3</b> (circle) Mr/Mrs Miss/Ms	APPLICANT (Full Name, Company, Association or Business Name):
As Trustee for: <i>(where the applicant is trustee for a company or superannuation fund)</i>	
Occupation:	
Position Title: (if company of incorporated body)	
Daytime contact number:	
Email Address:	
Residential Address/Registered Office/Address for Notices:	
	Post Code
Postal Address:	
	Post Code
ACN No:	ABN No (If different from ACN)

<b>APPLICANT 4</b> (circle) Mr/Mrs Miss/Ms	APPLICANT (Full Name, Company, Association or Business Name):
As Trustee for: <i>(where the applicant is trustee for a company or superannuation fund)</i>	
Occupation:	
Position Title: (if company of incorporated body)	
Daytime contact number:	
Email Address:	
Residential Address/Registered Office/Address for Notices:	
	Post Code
Postal Address:	
	Post Code
ACN No:	ABN No (If different from ACN)

**2. AGENT/SOLICITOR:**

Type:	Mr/Mrs/Ms/Miss	First Name:	Initials:	Surname:
Firm/Company:				
Address:				
				Postcode:.....
Phone:	Email Address:			

**\*Mandatory fields**

**3. DETAILS ABOUT THE CROWN LAND**

Agreement Number:	
Date of expiry of current licence:	
Property Identification Number (PID)*:	Title Reference*:
Municipality*:	
Address*:	
	Post Code:.....

Are you the owner of the freehold land adjoining the Crown land that you are applying to use? Yes  No   
 If yes – please provide details:

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Is public road access available to the Crown land? Yes  No   
 If yes – please describe the route.

**4. DEADLINE**

Is there a deadline that is important to you? (Write the date here .....)

Explain why:

**5. ALL APPLICANTS PLEASE SIGN HERE:**

Applicant	Date
1.	
2.	
3.	
4.	

**6. ATTACH THE FOLLOWING EVIDENCE from the Evidence for Crown land applications sheet:**

- Plans showing the location of Crown 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 Crown land, including any structures ie boatsheds, jetties, fences, sheds, houses, roads. Ensure that there are sufficient close up photos showing the condition of the land. (Refer to the Photo Guide attached).
- If you plan to undertake construction on Crown land you need to submit an Authority for Works Application.

**Privacy Statement**

*Personal information is collected for the purpose of processing, assessing and determining this application and may be disclosed to local government, Forestry Tasmania, Mineral Resources Tasmania, adjoining landowners, agents of the 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 Right to Information and may be accessed by the individual to whom it relates on request to the Department of Primary Industries, Parks, Water & Environment. A fee may be charged for this service.*

<b>Contact Details</b>	PS Message Service (03) 6169 9015 (leave message and calls are returned within two business days)
<b>Property Services</b> GPO Box 44, Hobart TAS 7001	Email <a href="mailto:PropertyServices@parks.tas.gov.au">PropertyServices@parks.tas.gov.au</a> <a href="http://www.parks.tas.gov.au/ps">www.parks.tas.gov.au/ps</a>

## PHOTO GUIDE

Photos tell a story about the Crown land and any built structures. It allows PS 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 (ie 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 Crown land relating to your application. This is particularly important for marine structures.
- Where there is nothing to identify the Crown land, 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.

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

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

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



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



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



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



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



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



### Samples of other marine structures



### Samples of other roads and built structures

