



## CROWN LANDS ACT 1976

### APPLICATION TO ALTER A CONDITION OF A CROWN LAND LEASE OR LICENCE

**IMPORTANT INFORMATION**

- If adequate information is not provided this application may be delayed or declined.
- If insufficient space is provided please attach a separate page.

Office Use Only
Doc ONE ID: .....
Folder ID: .....
CLAIMS: .....

**\*Mandatory fields**

<b>1. Is this Variation Request accompanied by an application to Transfer the Agreement?</b>	Yes		No	
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**2. Print the names of the persons who currently hold the Crown land lease/licence below:** (The person listed in box 1, will be contacted about issues relating to the transfer.)

1	4
2	5
3	6
Daytime contact number:*	
Email Address:	
Postal Address: *	
	Post Code
ACN No:	ABN No (If different from ACN)

**3. Details about the Lease/Licence**

Lease/Licence Number OR Debtor/Customer No:*	File Number (if known):	<b>*Mandatory fields</b>
Date on which the current lease/licence will expire:*		

**4. Details about the Crown land**

Property Identification Number (PID):*
Municipality:*
Address:*
Post Code:

**5. Who should be contacted about this request?** (Note that the preferred method of contact is via email).

Name:*
Daytime contact number:
Email Address:
Postal Address:
Post Code:
Address:*
Post Code:

**6. Deadline**

If there is a deadline that is important to you, write the date here .....

Explain why the deadline is important:
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## 7. Signatures

All named agreement holders must sign this form in the space below.

1	Dated .....
2	Dated .....
3	Dated .....
4	Dated .....
5	Dated .....
6	Dated .....

## 8. ATTACH THE FOLLOWING DOCUMENTATION:

- A full explanation (list) of the changes you are seeking to make to the existing agreement.
- 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 and structures. (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>  <b>Property Services</b> GPO Box 44, Hobart TAS 7001 Fax: (03) 6173 0226	Property Services Message Service (03) 6169 9015 (leave message and calls are returned within two business days)  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>
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Updated February 2019

## 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 East



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



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



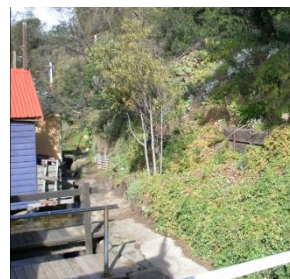
Ref. No.: \_\_\_\_\_ View South



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



### Samples of other marine structures



### Samples of other roads and built structures

