



## CROWN LANDS ACT 1976

### APPLICATION TO TRANSFER A CROWN LEASE, LICENCE OR CROWN LAND HELD UNDER CONTRACT OF SALE

**IMPORTANT INFORMATION**

- This form is a REQUEST for approval to transfer a Crown land Agreement to another person. It is NOT a contract transferring assets between parties. Approval is not automatic. A number of checks will be undertaken before deciding whether it is in the best interests of the Crown to transfer the Agreement.
- If adequate information is not provided this application may be delayed or declined. This will delay the issue of either a new Licence, or Deed of Assignment and the transferor will continue to receive (and be liable to pay) rates, taxes and rental fees.
- If insufficient space is provided please attach a separate page.
- Assessment of the application will not commence until the application fee is paid.

<i>Please Tick</i>	<i>Price</i>	<i>Service Tasmania</i>
<input type="checkbox"/> Transfer of licence consideration of \$60,000 or less	\$ 94.80	Product Code: 9318923026850
<input type="checkbox"/> Transfer of licence consideration of more than \$60,000	\$189.60	Product Code: 9318923026851
<input type="checkbox"/> Application to assign lease consideration of \$60,000 or less	\$ 94.80	Product Code: 9318923026852
<input type="checkbox"/> Application to assign lease consideration of more than \$60,000	\$189.60	Product Code: 9318923026853
<input type="checkbox"/> Transfer of land held under contract of sale consideration of \$60,000 or less	\$ 94.80	Product Code: 9318923026854
<input type="checkbox"/> Transfer of land held under contract of sale consideration of more than \$60,000	\$189.60	Product Code: 9318923026855

**Mandatory completion \***

**1. APPLICANT DETAILS**

**Complete the details below for the person/s who are applying to Lease 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:

1 (circle) Mr/Mrs Miss/Ms	APPLICANT (Full Name, Company or Business Name):
Daytime contact number:*	
Email Address:	
Residential Address: *	
Post Code	
Postal Address: *	
Post Code	
ACN No: ABN No (If different from ACN)	
2 (circle) Mr/Mrs Miss/Ms	APPLICANT (Full Name, Company or Business Name):
Daytime contact number: *	
Email Address:	
Residential Address: *	
Post Code	
ACN No: ABN No (If different from ACN)	

**PS Office Use Only**

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Folder ID: .....

3 (circle) Mr/Mrs Miss/Ms	APPLICANT (Full Name, Company or Business Name):		
Daytime contact number: *			
Email Address:			
Residential Address: *			
			Post Code
ACN No:	ABN No (If different from ACN)		

4 (circle) Mr/Mrs Miss/Ms	APPLICANT (Full Name, Company or Business Name):		
Daytime contact number: *			
Email Address:			
Residential Address: *			
			Post Code
ACN No:	ABN No (If different from ACN)		

**2. AGENT:**

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

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

Lease/Licence Number:*	File Number (if known):
Date on which the current lease/licence will expire:*	

**4. Details about the Crown land**

**\*Mandatory fields**

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

**5. Print the names of the persons who currently hold the Crown land lease/licence (transferor/s) 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)

How do we contact the person listed in box 1? (Note that the preferred method of contact is via email).

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

**6. Deadline**

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

Explain why:

**7. Signatures**

All transferees and transferors must sign this form in the space below.

Transferee(s) - proposed agreement holder(s):	Dated .....
Transferor(s) - current agreement holder(s):	Dated .....

**8. ATTACH THE FOLLOWING DOCUMENTATION:**

- If your agreement requires you to pay Council rates, sewerage costs or and/or rental fees, provide evidence that these fees are up-to-date.
- 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).
- For transfers relating to a Deceased Person’s Estate, provide a copy of the Will, Probate, Letters of Administration or Certificate of Election.
- 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>	Property Services 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

