

Transferring a lease or licence

Transferring a lease

Under the *Crown Land Management Act (2009)* the Minister needs to consent to the transfer of all leases. Please note some leases in certain areas are not transferable. Contact your DEWNR regional office to discuss eligibility.

Application forms to transfer a lease are available on the DEWNR website:

www.environment.sa.gov.au/managing-natural-resources/Land/Crown_lands/Forms_and_fact_sheets

If you are selling your lease, you first need to obtain a Certificate of Title over the land. Please refer to the *'Purchasing a title from a lease or licence'* factsheet.

Completed applications should be sent to your local DEWNR office with the application fee.

Approval

When the application to transfer the lease is approved, a consent document will be sent to you. You will need to lodge this with the *'Memorandum of Transfer'* in the Lands Titles Office to finalise the transfer. You may wish to enlist a conveyancer to assist in the process.

Transferring a licence

Some licences to occupy Crown land are connected to privately owned land. When this land is sold the licence is transferred with the land. Application forms to transfer a licence are available on the DEWNR website:

www.environment.sa.gov.au/managing-natural-resources/Land/Crown_lands/Forms_and_fact_sheets

Completed applications should be sent to your local DEWNR office with the application fee.

Approval

Applications need to be assessed before approval is given by the Minister. Upon approval being granted and all requirements met, a copy of the

updated licence will be sent to the new licensees. Please note, the licensee named on the document is responsible until the transfer is completed.

For more information

For enquiries, please contact the Department of Environment Water and Natural Resources:
DEWNR.CrownLandsEnquiries@sa.gov.au

Metropolitan Office - Adelaide

GPO Box 1047, ADELAIDE SA 5001
Phone: (08) 8204 1218

Regional Office - Berri

PO Box 231, BERRI SA 5343
Phone: (08) 8595 2105 Fax: (08) 8595 2110

Regional Office - Kadina

PO Box 195, KADINA SA 5554
Phone: (08) 8821 2588 Fax: (08) 8821 2270

Regional Office - Port Augusta

PO Box 78, PORT AUGUSTA SA 5700
Phone: (08) 8648 5300 Fax: (08) 8648 5301

Regional Office - Mount Gambier

PO Box 1046, MOUNT GAMBIER SA 5290
Phone: (08) 8735 1121 Fax: (08) 8735 1135

