

# Filling in an application form for a licence

A Crown land licence may be granted under the *Crown Land Management Act (2009)* to allow a person or organisation to occupy an area of Crown land. For more information you can refer to the "Licences on Crown Land" factsheet.

You need to submit an application for a licence to your local DEWNR regional office. This factsheet is to aid you through the information required for your application.

Application forms are available from the DEWNR website:

[www.environment.sa.gov.au/managing-natural-resources/Land/Crown lands/Forms and fact sheets](http://www.environment.sa.gov.au/managing-natural-resources/Land/Crown%20lands/Forms%20and%20fact%20sheets)

## Application fee for Crown land

The application fee is listed on the top right hand corner of the form. Cheques should be made out to the 'Department of Environment Water and Natural Resources'. Contact your local DEWNR regional office for payment by credit card.

## Application information

### Land Details

You will need to include the details of the Crown land, not your own private land, by land description i.e. Section 700, Hundred of Younghusband, and by title reference i.e. CR5000/400.

### Lodged on behalf of applicant

If you are using a Conveyancer to assist in your application, then their details should be included in the boxes for contact purposes. It is not essential for you to use a Conveyancer.

### Applicant details

The names should be consistent with those on the registered title of the adjoining land.

### Application detail

Include a brief description of the purpose of your application i.e. jetty, pump & pipeline. You should include as much detail as possible about your application. In many cases, applications for a licence will require development approval from the local Council, while others may not. You will need to attach either:

- A copy of your development approval;
- Details of your development application; or
- Written confirmation for your local council that development consent is not required.

### Signatures

Applicants need to sign and date the form. If you are using a Conveyancer or agent you are still required to sign the form.

### Processing

Completed applications should be sent to your local DEWNR office with the application fee. In some cases, local Councils will need to be sought from the relevant Council in addition to the licence.

Ensure all additional documentation is enclosed with your application to allow the Property Officers to investigate and process the application as quickly as possible.

Acknowledge of your application or a request for further information will follow.



## For more information

For enquiries, please contact the Department of Environment Water and Natural Resources:

[DEWNR.CrownLandsEnquiries@sa.gov.au](mailto: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

