Lease application process

Lease application

Once the application is received at your local DEWNR regional office, an assessment of the application will commence.

A DEWNR officer will check the information. If any details are missing, then the application will be returned to be resubmitted. When all the information is included, a letter will be sent acknowledging receipt of your application.

Referral

DEWNR will refer the application to other areas to assess:

- Native title
- **Biodiversity**
- Planning requirements
- Coast protection (if applicable)

Site inspection

A site inspection may be required to confirm whether the purpose is appropriate for the land in the application. The application is assessed against departmental policies.

A recommendation will be submitted to the Minister for his consent.

Terms and conditions of lease

The applicant is sent a draft of the Lease to review and accept the terms and conditions. The process will be terminated if the applicant does not accept.

Registering lease

Once the applicant returns the lease and fees, DEWNR will register the lease details with the Lands Titles Office. For information on how to apply refer to 'How to fill in the form' factsheet.

Applicant

Prepares and submits completed Form #2 including the required payment amount to local DEWNR Regional office with attachments, such as Development Proposal

DEWNR Officer

- Review for correctness
- Review prerequisites

Incomplete

Returned for more information

DEWNR Officer

- Acknowledgement sent to applicant
- Referral to Native title, Biodiversity, Planning requirements & Coast Protection Board as required

NOTE:

Please allow a minimum of 2 months for referral process if required

Referral Process Complete

DEWNR Officer

- Site inspection (if required)
- Assess against Policies, procedures, objectives
- Recommendation to the Minister

Reviews the terms and conditions of the Lease

Applicant acceptance by signing & returning the Lease & submits all fees required

Process ends if the applicant does not accept

DEWNR registers the lease with the Land Titles Office

DEWNR will forward the lease to the applicant



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

