

Filling in an application form for a lease

A lease may be granted on Crown land under the *Crown Land Management Act (2009)*. You need to submit an application for a lease 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

Application fee

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

Applicant

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

Lodged by

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.

Application type

Tick the appropriate box for the type of application you are making. These include:

- Issue a new lease
- Transfer lease
- Surrender
- Freehold lease

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.

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.

Tick whether you own the adjoining in land. If yes, list the Title details of the land that you own i.e. CT5900/123. This is especially relevant for properties near the coast and along the River Murray. You should include as much detail as possible about your application. In many cases it is beneficial to attach extra pages.

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

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

