

New licence application

Use this form to apply for a licence for the use and occupation of Crown land and/or Crown roads.

Important information

All applications are considered on their own merits. Licences may be granted by way of a competitive process or through direct negotiation. No guarantee can be given as to the outcome of any application under the provisions of the *Crown Land Management Act 2016*.

In reviewing and making a determination, the department may request further information be provided.

Fee

An application fee is required to apply for a licence. An invoice for the application fee will be sent to you once the application starts to be processed. Additional fees may be charged when lengthy status searches are required.

For further information please refer to the NSW Department of Planning & Environment – Crown Lands website. [Crown Lands - Application Fees and Rents](#)

Application Checklist

Please review the checklist at the end of this document to ensure your application is fully completed. Applications with missing information will not be accepted and will be returned for your completion.

Lodgement

Please send completed application and all required documents to licences@crowmland.nsw.gov.au

or

NSW Department of Planning & Environment – Crown Lands

PO Box 2155

DANGAR NSW 2309

Contact us

For more information, please contact us at:

Phone: 1300 886 235

Email: enquiries@crowmland.nsw.gov.au Web:

www.crowmland.nsw.gov.au

Privacy statement

The personal information you provide on this form is subject to the Privacy & Personal Information Protection Act 1989. It is being collected by NSW Department of Planning and Environment and will be used for purposes related to this application. NSW Department of Planning and Environment will not disclose your personal information to anybody else unless authorised by law. The provision of this information is voluntary or required to be supplied. If you choose not to provide the requested information we may not be able to process this application. You have the right to request access to, and correct details of, your personal information held by the department. Further information regarding privacy can be obtained from the NSW Department of Planning and Environment website at www.dpie.nsw.gov.au/privacy.

Application type

Applicant is	<input type="checkbox"/> Company/organisation <input type="checkbox"/> individual(s)
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Company or Organisation information

Please only complete if applicant is a company or other organisation

Company/Organisation name	
Contact person	
Email	
ACN/ABN	
Address	
Postal address	
Daytime telephone	
Mobile telephone	

APPLICANT INFORMATION	
Have any of the currently appointed directors and/or company secretaries ever been registered as banned & disqualified individuals with the Australian Securities and Investment Commission (ASIC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have any of the currently appointed directors and/or company secretaries even been disqualified from managing corporations under Part 2d.6 of the <i>Corporations Act 2001</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has this entity or any affiliated entities, ever entered into voluntary administration, receivership, liquidation or insolvency?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have responded 'yes' to the above questions, please attach further information with your application.

Applicant one details

This information may be used to positively identify you during your dealings with the department

Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
First name		
Family name		
Email address		
Residential address		
Postal address		
Daytime contact		
Mobile telephone		
APPLICANT INFORMATION		
Have you ever been declared bankrupt or sought protection from any bankruptcy laws?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted anywhere in Australia or overseas of an offence that resulted in at least 12 months imprisonment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you have responded 'yes' to the above questions, please attach further information with your application.

Applicant two details

This information may be used to positively identify you during your dealings with the department

Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
First name		
Family name		
Email address		
Residential address		
Postal address		
Daytime contact		
Mobile telephone		
APPLICANT INFORMATION		
Have you ever been declared bankrupt or sought protection from any bankruptcy laws?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted anywhere in Australia or overseas of an offence that resulted in at least 12 months imprisonment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If you have responded 'yes' to the above questions, please attach further information with your application.

<p>Preferred Start Date (Please advise the preferred start date for the licence. Applications should be submitted as early as possible to allow sufficient time for assessment prior to your preferred start date. NB: ASAP is not a valid response.)</p>	
<p>Special Circumstances (Are there any special circumstances the Department needs to take into consideration in assessing your application? Examples may include, but not limited to; Emergency or Security requirements; Health, Safety or Wellbeing implications; Funding deadlines; Possible delays of associated planned works; Requirements of other Licences/Permits; Financial or hardship impacts etc.)</p>	

Particulars of the land that you want to licence

Describe the location of the land (Lot & DP or Address or a general description of the location of the land) You can use the [ePlanning Spatial Viewer](#) to identify the land.

Particulars of land held by the applicant that adjoins the licence area

This is the land owned by the applicant (freehold land or lease hold)

Describe any land held by the applicant that adjoins the area you wish to licence (Lot & DP or Address or a general description of the location of the land)

Particulars of the land held by the applicant that may benefit from the licence

This is the land owned by the applicant (freehold land or leasehold land) that directly benefits from the licence (i.e. If the application is for a pump site and pipeline and there are three parcels of freehold or leasehold land held by the applicant, however the pipeline only supplies water to one of the three parcels, this should be the benefitting land)

Note: The information you provide in this section may impact your eligibility to hold the licence if you transfer any or all of the benefitting parcels

Detail any land held by the applicant that may benefit from the licence (Lot & DP or Address or a general description of the location of the land)

Declaration (up to 2 parties)

I			
And I			
declare that: <ul style="list-style-type: none"> I am over 18 years of age the information given in this application is true and correct and I have not withheld any information likely to affect the success of my application. 			
Signature		Date	
Signature		Date	

New General Licence Checklist

To apply to for a new General Licence on Crown land you will need to submit this application including the following documentation. A checklist has been provided for you to use to ensure you have all the required documents for us to process your application.

Applications with missing information will not be accepted and will be returned for your completion.

1

Gather Your Documents:

- Site Diagram including site location, boundary fencing (where grazing is a purpose), existing structures including pipelines and pump sites
- Photos of existing structures, if applicable

If your proposal involves building a new structure or changing the physical landscape of the Crown land

- Development consent, if required under the Local Environmental Plan
- If Development consent is not required,
 - a Statement of Environmental Effects that addresses the heads of consideration under [Clause 171\(2\) of the Environmental Planning and Assessment Regulation 2021](#)
 - an approved [Part 5 Assessment under the Environmental Planning and Protection Act 1979](#) (if you are determining authority). The assessment must include an Aboriginal Heritage Information Management System search.
- Letter of consent from the Local Aboriginal Land Council or NSW Aboriginal Land Council if the land is subject to an aboriginal land claim. A request for a search of the Land Claim Register may be made to the [Office of the Registrar \(Aboriginal Land Rights Act 1983 NSW\)](#)

Applicants who are Companies or Incorporated Associations are required to supply:

- A recent company search (from Australian Securities & Investments Commission) which lists company officeholders (directors and secretaries)
*Must be a registered Company with an ACN. Sole Traders or Partnerships must apply under their individual names
- A Certificate of Incorporation (from NSW Fair Trading) and minutes showing elected office bearers

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Check Your Application:

- Use the [ePlanning Spatial Viewer](#) to check that the land is Crown land and identify the land zoning. Confirm the following:
 - Lot/Section/DP numbers on the application are correct
 - Check if Local Environment Plan requires a Development Application. If required a copy of the development consent must be lodged with the application. Please check with Crown lands as you may need consent from Crown lands to lodge the application with the local government authority or Planning NSW

Instructions on how to identify Crown land, Zoning and LEP
[Search | Crown Lands \(nsw.gov.au\)](#)

Note: If the proposed use of land is not permitted under the land zoning, we will not be able to issue a licence.

Ensure you have:

- Completed the Land Management Strategy section if your proposal includes “grazing”

- Checked the application area in the [Reserve Manager Portal](#) and consulted with the Crown Land Manger (if one manages the Crown land)
- Included the date you would like to occupy the Crown land
- Checked the application form is completed in full
- Checked the form is signed by all proposed licence holders

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Lodge: Once you have completed the application form and have all the required documentation you are ready to lodge your new licence application. Please email to licences@crowmland.nsw.gov.au

- Attached all required documents to the email including the:
 - Completed licence application
 - Site diagram
 - Photos if applicable
 - Letter of consent from the claimant Local Aboriginal Land Council or NSW Aboriginal Land Council if applicable
 - A copy of the approved development consent or Completed Part 5 Assessment under the EP & A Act which includes an Aboriginal Heritage Information Management System (AHIMS) search if applicable
 - Company or Incorporated Association documents if applicable