



### Description of Form

This form is used to apply for a Short Term Licence under the *Crown Lands Act 1989*.

A Short Term Licence may be offered for activities such as:

- environmental protection and improvement
  - foreshore stabilisation
  - hazard reduction / bush fire prevention
  - eradication of noxious weeds
  - regeneration
- education and training (e.g. Ambulance 4WD training, SES)
- a single one-off short term event (e.g. sporting gala day, music festival or market day)
- short term filming

Applications for Short Term Licences are to be submitted at least **two months in advance** of the required commencement date.

**Note:** All applications are considered on their own merits. No guarantee will be given as to the outcome of any application under the provisions of the *Crown Land Act 1989*.

### Fee

No fee is required up front with the submission of this form. A fee of \$32.80 may be requested at the time of offer for a single one-off event or short term filming.

Additional fees may be charged when lengthy status searches are required. Please refer to the [searches](#) page of the Department of Industry- Lands website for further information.

### Contact Us

NSW Department of Industry - Lands

PO Box 2155

DANGAR NSW 2309

T: 1300 886 235 (option 1)

F: 02 4925 3517

E: [accounts@crowmland.nsw.gov.au](mailto:accounts@crowmland.nsw.gov.au)

W: [www.crowmland.nsw.gov.au](http://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 Industry, Skills and Regional Development and will be used for purposes related to this application. NSW Department of Industry, Skills and Regional Development 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 Industry, Skills and Regional Development website at [www.industry.nsw.gov.au/legal/privacy](http://www.industry.nsw.gov.au/legal/privacy)

## Applicant 1 details

(This information may be used to positively identify you during your dealings with Crown Lands)

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		Surname		
Email				
Residential address				
Postal address				
Daytime contact		Mobile		Fax

## Applicant 2 details

(This information may be used to positively identify you during your dealings with Crown Lands)

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		Surname		
Email				
Residential address				
Postal address				
Daytime contact		Mobile		Fax

## Company Details (If applicable)

Organisation/Business Name				
Organisation/Business Contact Person				
ABN/ACN				
Organisation/Business address				
Postal address				
Daytime contact		Mobile		Fax

## Particulars of Crown Land

Attach a copy of any relevant map, street directory or sketch to show the location and boundary of proposed licence

Property Address (or locality)	
Parish/County	
Local Government Area	
Lot / Section / Plan No.	
Area	

## Intended activities

Please describe the reason you are applying for this licence.	
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## Requested Term

Please provide dates and details for the period you require this licence (a maximum three months for one-off single events/activities or short term filming and a maximum 24 months for environmental protection and improvement).	
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## Declaration (up to 2 parties)

I			
And I			
declare that:	<ul style="list-style-type: none"> <li>• The details supplied on this form and any supporting documents attached are true and correct to the best of my knowledge</li> <li>• I am over 18 years of age</li> </ul>		
Signature		Date	
Signature		Date	

## Fee

No fee is required with the submission of this form. A fee of \$32.80 may be requested at the time of offer.

## Supporting documentation checklist

- Relevant map, street directory or sketch to show the location and boundary of proposed license
- Evidence that supports significant environmental or community benefit
- Relevant approvals from councils or other assessment and approval agencies
- Current company search

## Lodgement

- Mail to NSW Department of Industry- Lands, PO Box 2155 DANGAR NSW 2309
- Email to [enquiries@crowland.nsw.gov.au](mailto:enquiries@crowland.nsw.gov.au)
- Fax to (02) 4925 3517

Office use only – Refer to the Receipting and Referrals Codes Document					
<input type="checkbox"/> BCD	<input type="checkbox"/> BCN	<input type="checkbox"/> DO	Code		Account number
Fee Paid		Receipt Number		Date	