



## Description of Form

This form is used to apply for an alteration of purpose and condition of an existing licence/permissive occupancy. An alteration is permitted for an existing licence/permissive occupancy with the following exceptions, for which a new licence application is required:

- The holder of a licence changes.
- A new permanent structure (requiring a development application) is authorised.
- The area or purpose of the licence has increased, in either size or impact.\*
- The term of a licence is extended.\*
- The clauses of a licence change\*\*

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 Lands Act 1989.

## Fee

**\$151.00** - For further information on fees please refer to the [Fee schedule](#) on the NSW Department of Industry - Lands website.

## Contact Us

For more information, please contact us at:

Department of Industry - Lands

PO Box 2155

DANGAR NSW 2309

T: 1300 886 235 (option 3, option 2)

F: 02 4925 3517

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

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							
Home address														
Postal address														
Home telephone					Work				Mobile					
Email address														
Business Name														
ABN/ACN														

## Applicant 2 details

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							
Home address														
Postal address														
Home telephone					Work				Mobile					
Email address														
Business Name														
ABN/ACN														

## Schedule – Particulars of existing licence/permissive occupancy

Licence/Permissive Occupancy #	Purpose of tenure	Local Govt. area	Locality

Existing structures / use

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Proposed alteration (*insert a general description of the proposed alteration & attach a clear diagram with dimensions*)

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Applicant 1 name			
Signature			Date
Applicant 2 name			
Signature			Date

**NOTE:** No guarantee can be given that any proposed alteration will be granted under the provisions of the Crown Lands Act 1989. In the event of the proposed alteration of purpose and conditions not being granted, the current Holder(s) remains responsible under the terms and conditions of the existing Licence/Permissive Occupancy.

## Fee

Tick appropriate:

- \$151.00** Pay by cheque. Enclose a cheque payable to Department of Industry - Lands or  
 **\$151.00** Pay by money order. Enclose a money order payable to Department of Industry - Lands

## Lodgement

→ Mail to Department of Industry - Lands, PO Box 2155 DANGAR NSW 2309

## Supporting documentation checklist

- Attach a clear diagram with dimensions

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