

Short-term licences

A licence is an authority granted by the NSW Department of Planning, Industry and Environment - Crown Lands (the department) under the *Crown Land Management Act 2016*, which by law, gives permission to occupy and use Crown land for a specified purpose and term. A short-term licence may be required if you wish to undertake filming, hold an event or conduct another short-term activity on Crown land.

General

Short-term licences are only granted for a maximum term of 12 months and for one of the following purposes:

Table 1. Accepted purposes for short-term licences

| Purposes | | |
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| <ul style="list-style-type: none"> • Access through a reserve • Advertising • Camping using a tent, caravan or otherwise • Catering • Community, training or education • Emergency occupation • Entertainment • Environmental protection, conservation or restoration or environmental studies | <ul style="list-style-type: none"> • Equestrian events • Exhibitions • Filming • Functions • Hiring of equipment • Holiday accommodation • Markets • Meetings • Military exercises • Mooring of boats to wharves or other structures | <ul style="list-style-type: none"> • Sales • Shows • Site investigations • Sporting and organised recreational activities • Stabling of horses • Storage |

If you wish to undertake a short-term activity on Crown land that is for a period greater than 12 months and/or is not for one of the purposes above, you will need to apply for a general licence by submitting a [New licence application form](#).

Applications

You may apply for a short-term licence by submitting a [Short-term licence application form](#) as well as associated documentation, as detailed on the form. The department will investigate and assess every application on its own merits and against relevant legislative requirements, policies and guidelines.

You must submit the application for a short-term licence at least two months before the proposed starting date of the activity.

Although no fee is required at the time you lodge an application, you may be charged an application fee if the application is successful and a licence offer is issued. Please note that this fee will apply in addition to any rent that is required. For fee information please refer to the department's website: www.industry.nsw.gov.au/lands/your-account/fees.

Rent

If your application for a short-term licence is successful, you may be charged a one-off, upfront rental. Given the low value and temporary nature of short-term licences, the rent is generally calculated as a pro-rata value of the statutory minimum annual rent, based on the duration of the short-term licence. The minimum rent amount for a short-term licence (where rent is charged) will not be less than \$100.00, however.

If the use and/or activity on Crown land for a short-term licence provides a significant environmental and/or community benefit, the rent and application fee may be waived. Classification of these types of short-term licences will be at the discretion of the department.

Terms and conditions

All short-term licences are subject to terms and conditions. These conditions help outline the duty and responsibilities of a short-term licence holder and give peace of mind to both the licence holder and to other people who may have dealings with the land. The conditions included in short-term licences will, at a minimum, relate to indemnity, land condition and insurance requirements. Special conditions may be included relative to the specific licence site conditions, environmental considerations and/or licence activity.

Compliance

Licensees must comply with all terms and conditions of their short-term licence. Failure to comply may lead to direction from the department for the licence holder to cease operations on the land under licence and/or remedy the site at the cost of the holder. The licence may be terminated and further compliance action undertaken should the licence holder fail to adhere to any direction issued by the department.

More information

For further information please contact:

Licences Team

Phone: 1300 886 235 (Option 3, Option 2)

Email: licences@crowmland.nsw.gov.au

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