

Licence - alteration of purpose and condition application

Use this form to apply for an alteration of purpose and/or condition of an existing licence.

Important information

An alteration is permitted for an existing licence except in the following circumstances:

- the holder of a licence changes
- a new permanent structure — requiring a development application — is to be authorised
- the area or purpose of the licence has increased, in either size or impact
- the term of a licence is extended
- the conditions of a licence change*

*In some instances, an alteration is permitted where the conditions of a licence change — these applications will be assessed on a case by case basis.

Fee

An application fee is required to apply for an alteration of licence purpose or conditions. An invoice for the application fee will be sent to you once the application starts to be processed.

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

Application Checklist

Please review the checklist 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 the completed application and all required documents to licences@crowland.nsw.gov.au
or

NSW Department of Planning, Housing & Infrastructure – Crown Lands
PO Box 2155
DANGAR NSW 2309

Contact us

For more information, please contact us at:

NSW Department of Planning, Housing & Infrastructure – Crown Lands
PO Box 2155 DANGAR NSW 2309

Phone: 1300 886 235

Email: licences@crownland.nsw.gov.au

Web: crownland.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 the NSW Department of Planning, Housing & Infrastructure and will be used for purposes related to this application. NSW Department of Planning, Housing & Infrastructure 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, Housing & Infrastructure website at www.dpie.nsw.gov.au/privacy.

Applicant one details

This information may be used to positively identify you during your dealings with the department.
If the licence is held by a company or other organization, please note below.

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	
Date of birth	
Email address	
Residential address	
Postal address	
Daytime contact	
Mobile telephone	
Company / Organisation name	

Applicant two details

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

Please duplicate this page if there are more than two applicants.

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	
Date of birth	
Email address	
Residential address	
Postal address	
Daytime contact	
Mobile telephone	

Schedule — particulars of existing licence

Licence number	
Purpose of tenure	
Local Govt. Area (LGA)	
Locality	

Existing structures / use

Proposed alteration. Insert a general description of the proposed alteration and attach a clear diagram with dimensions.

Applicant one name	
Signature	
Date	
Applicant two name	
Signature	
Date	

No guarantee is provided that any proposed alteration will be granted under the provisions of the *Crown Land Management Act 2016*.

In the event of the proposed alteration of purpose and conditions not being granted, the current licensee remains responsible under the terms and conditions of the existing licence.

Alteration of Purpose and Conditions Checklist

To apply to alter the purpose or conditions of your 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

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

- ☐ A current company search (from Australian Securities & Investments Commission) which lists company officeholders (directors and secretaries) and authorised signatories
- ☐ A copy of the Certificate of Incorporation (from NSW Fair Trading) and minutes showing elected office bearers

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Check Your Application:

- ☐ Your licence number is recorded
You can find your licence number on your latest invoice
- ☐ Proposed alteration is described in detail
- ☐ Lot/ Section/ DP numbers on the application are correct
You can use the [ePlanning Spatial Viewer](#) to identify the Lot / Section / DP

Ensure you have:

- ☐ Checked the application form is completed in full
- ☐ Checked the form is signed by all existing 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 Alteration of Purpose and Conditions application. Please email to licences@crownland.nsw.gov.au

Attach all required documents to the email including the:

- ☐ Completed licence alteration application
- ☐ Site diagram
- ☐ Company or Incorporated Association documents if applicable