

Revocation of existing tenure and issue of a new licence

Use this form to revoke an existing licence and request a new licence be issued to a proposed new holder.

Important information

Submission of this form does not guarantee that Crown Lands will accept the request for revocation of the existing tenure. Accepting the revocation is at the sole discretion of Crown Lands and any proposed new licence will be reviewed by Crown Lands on a case-by-case basis and in accordance with ordinary due diligence processes.

Nothing in this form creates any binding agreement as between the signatories or with Crown Lands until such time as a revocation has been processed and/or a new licence has been issued. Until such time, by completing this form, the signatories are expressing only their respective intentions.

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 the revocation of an existing tenure and issue of a new 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, Housing & Infrastructure – Crown Lands website. [Crown Lands - Application Fees and Rents](#)

Application Checklist

Please review the checklist at the end of this form to ensure your application is fully completed. Incomplete applications will not be accepted and will be returned for your completion.

Lodgement

Please send the completed application and all required documents to licences@crowmland.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:

Phone: 1300 886 235

Email: licences@crowmland.nsw.gov.au

Web: 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, 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.

Current licence holder details

Current holder one

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	
Middle name	
Family name	
Company/Organisation name	
Contact person	
ACN/ABN	
Residential address	
Postal address	
Home telephone	
Work telephone	
Mobile telephone	
Email address	
Future contact details (if insufficient space below, please provide details and attach with this form)	

Current holder two

Duplicate this page if there are more than two holders of the current licence

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	
Middle name	
Family name	
Company/Organisation name	
Contact person	
ACN/ABN	
Residential address	
Postal address	
Home telephone	
Work telephone	
Mobile telephone	
Email address	
Future contact details (if insufficient space below, please provide details and attach with this form)	

Declaration – current holder/s

Purpose of the existing licence			
Date of transfer			
<input type="checkbox"/> I <input type="checkbox"/> We, being the holder/s of the licence specified below request that the licence be revoked and a new licence to authorise the occupation be used to the new holder/s listed below. On termination, I forgo any right to remove any authorised structures (see below) on the land.			
Licence no:			
Lot/section/DP			
Locality			
Authorised structures			
Signature of holder 1		Date	
Signature of holder 2		Date	

By signing the above declaration, the current holder/s understand(s) that revocation of the existing tenure is conditional on Crown Lands accepting and processing the revocation and until such time as the current holder/s is advised of the outcome, the existing tenure continues and the current holder/s must continue to comply with the conditions and obligations set out in the existing tenure.

Please note if any of the current licence holders are deceased, the executor/s of the estate/s are required to sign on their behalf. A copy of the will or probate outlining the executors, or a letter of administration will need to be provided with the application.

Proposed new holder details

By completing the below details, the proposed new holder acknowledges that Crown Lands must first accept the revocation prior to considering issuing a new licence. Nothing in this form creates any binding agreement as between the signatories or with Crown Lands and the issuing of a new licence to the proposed new holder is at the sole discretion of Crown Lands

Application type

Applicant is

☐ Company/Organisation ☐ Individual(s)

Company or Organisation information – new licence

Please only complete if the 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 any of the above questions, please attach further information with your application.

Applicant one details – new licence

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	
Middle name	
Family name	
Date of birth	
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

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

Applicant two details – new licence

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		
Middle name		
Family name		
Date of birth		
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

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

Particulars of the land that you want to licence

Describe the location of 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 or leasehold land)

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 will directly benefit from the licence (i.e. If the application is for a pump site and pipeline licence 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 benefiting 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)

Proposed additional use of the licence area

Detail any proposed additional structures, uses, or areas of Crown land not authorised under the current licence.

Declaration - new holder(s)

I			
And I			
declare that: <ul style="list-style-type: none"> I am over 18 years of age 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	

By signing the above declaration, the proposed new holder(s) acknowledges that Crown Lands must first accept the revocation prior to considering issuing a new licence. Any proposed new licence will be reviewed by Crown Lands on a case-by-case basis and in accordance with ordinary due diligence processes. The proposed new holder(s) will be advised of the outcome of the application in due course but nothing in this form creates any binding relationship as between the signatories or with Crown Lands

To be completed by lodging agent

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	
Organisation	
Address	
Contact phone	
Email address	
Your reference	
Date	

Land management strategy

Please complete this section if your proposal includes grazing

The details provided in this section of your application will determine the special conditions enforceable under the licence agreement. Please provide as much detailed information as possible.

1. Proposed use of Crown land. For example, particulars of existing and proposed structures required to supplement use, if used in conjunction with adjoining land or as a stand-alone parcel of land and any other information relation to the use of Crown land.

2. Please identify the type of stock and the stocking rate you intend to apply to the land.

3. Please identify any immediate management issues you consider to be a priority for this parcel of land.

4. Does the parcel of land have a creek/river or any other 'waterbody'?

☐ No

☐ Yes provide details below and advise whether it is fenced off to exclude stock?

5. Outline your experience in land management and how your knowledge and expertise will ensure ongoing appropriate management of the parcel of land.

6. Please outline your drought management strategy. How do you intend to maintain acceptable groundcover during drought conditions? For example: de-stocking, restricted grazing, sale, agistment, supplementary feeding)

7. Please outline your bushfire hazard reduction plan. Under the *Rural Fires Act 1997* landholders are required to take the necessary steps to prevent the occurrence and spread of bushfires.

8. Please describe current fencing condition and your intended maintenance/replacement program (boundary fences are to contain stock and any maintenance/replacement requires negotiation with adjoining landholder)

Revocation of Existing Tenure and Issue New Licence Checklist

To apply for the Revocation of an existing tenure and the issue of a new 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.

1 Gather Your Documents:

Processing your application will not begin until all required documentation has been received:

- ☐ Site Diagram including site location, boundary fencing (where grazing is a purpose), existing structures including pipelines and pump sites
- ☐ If the current holder is deceased and the application is being lodged by an Executor/ Administrator, the:
 - ☐ Death Certificate
 - ☐ Will
 - ☐ Probate or Letters of Administration

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
*Must be a registered Company with ACN. Sole Traders or Partnerships must apply under their individual names
- ☐ A copy of the Certificate of Incorporation (from NSW Fair Trading) and minutes showing elected office bearers

2 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 are correct
 - ☐ Check that the proposed use of land is permitted under the zoning in your Councils Local Environment Plan (LEP)*
*If you are unsure contact your local council to confirm
 - ☐ If the proposal involves new development, check if Local Environment Plan requires a Development Application. If required, a copy of the development consent should be submitted 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”
- ☐ Included the transfer date you would like to commence occupation of 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 application. Please email to licences@crownland.nsw.gov.au

- ☐ Attach all required documents to the email including the:
 - ☐ Completed licence application
 - ☐ Site diagram
 - ☐ A Death Certificate, Will or Probate or Letters of Administration where the current licence holder is deceased
 - ☐ Company or Incorporated Association documents if applicable