

# Short-term licence application

This form is used to apply for short-term licences under the *Crown Land Management Act 2016*.

**Applications should be submitted two months before the required date, no guarantee can be provided for the assessment of applications submitted within two months of the required date.**

A short-term licence may be offered for a period of up to 12 months for any of the following prescribed purposes:

- access through a reserve
- advertising
- camping using a tent, caravan or otherwise
- catering and functions
- community, training or education
- emergency occupation
- entertainment
- environmental protection, conservation, restoration or environmental studies
- exhibitions
- filming (within the meaning of the *Local Government Act 1993*)
- markets and shows
- hiring of equipment
- holiday accommodation
- meetings
- military exercises
- mooring of boats to wharves or other structures
- sales
- site investigation
- sporting and organised recreational activities
- stabling of horses and equestrian events
- storage

## Fee

An application fee and one-off rental payment may be requested at the time a licence offer is made. For further information please refer to the NSW Department Planning, Housing & Infrastructure – Crown Lands website. [Crown Lands - Application Fees and Rents](#)

Where a short-term licence is requested in order to provide to community and/or environmental benefit, this fee and rent may be waived. Additional fees may be charged when lengthy status searches are required.

## 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](mailto: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@crowmland.nsw.gov.au](mailto:licences@crowmland.nsw.gov.au)

Web: [crowmland.nsw.gov.au](http://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 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](http://www.dpie.nsw.gov.au/privacy).

## Applicant one details

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

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.

## Company or Organisation details

Please only complete if the applicant is a company or organisation

*If the applicant is a company, a current company search with details of the directors is to be lodged with this application.*

<b>Company/Organisation name</b>	
<b>Contact person</b>	
<b>Email</b>	
<b>ABN/ACN</b>	
<b>Organisation address</b>	
<b>Postal address</b>	
<b>Daytime contact</b>	
<b>Mobile telephone</b>	
<b>Applicant Information</b>	
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.

## Particulars of Crown land

Describe and identify the location of the application. Attach a diagram showing the site location (including Lot and DP), boundary of the application area and approximate location of all activities.

Property address (or locality)	
Lot/Section/DP	
Local Govt. Area (LGA)	
Parish/County	
Area	

## Intended purpose

Please describe the reason you are applying for this licence and the proposed purpose/use of Crown land.

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## Requested term

Please provide dates and details for the period you require this licence — maximum term of 12 months  
**Applications should be submitted at least two months before the required date. No guarantee can be provided for applications submitted within two months of the required date.**

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## Declaration — up to two parties

I	
and I	
declare that:	
<ul style="list-style-type: none"><li>I am over 18 years of age; and</li><li>That the information given in this application is true and correct and I have not withheld any information likely to affect the success of my application.</li></ul>	
Signature	
Date	
Signature	
Date	

# Short Term Licence Checklist

To apply for a Short-term 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.

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## Gather Your Documents:

- ☐ Site diagram including site location (i.e., Lot and DP), and approx. location of all activities
- ☐ Copy of Public Liability Insurance (\$20 million)

**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 an 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

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## 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 if the Local Environment Plan requires a Development Application for your proposed activity\*  
\*If you are unsure contact your local council to confirm

Instructions on how to identify Crown land, zoning and LEP  
[Search | Crown Lands \(nsw.gov.au\)](#)

**Ensure you have:**

- ☐ Consulted with the Crown Land Manager (if one manages the Crown land) refer to the [Reserve Manager Portal](#) to identify Crown Land Managers.  
Please note that Crown Land Managers may also issue you with a short term licence to occupy reserved Crown land.
- ☐ Included the start and end dates you would like to occupy the Crown land
- ☐ Checked the application form is completed in full
- ☐ Checked the form is signed by all proposed licence holders

If your proposal involves changing the physical landscape of the Crown land

- ☐ a Statement of Environmental Effects that addresses the heads of consideration under [Clause 171\(2\) of the Environmental Planning and Assessment Regulation 2021](#)
- ☐ an approved [Part 5 Assessment under the Environmental Planning and Assessment Act 1979](#) (if you're a determining authority). The assessment must include an Aboriginal Heritage Information Management System search
- ☐ Letter of consent from the Local Aboriginal Land Council or NSW Aboriginal Land Council if the land is subject to an Aboriginal land claim. A request for a search of the Land Claim Register may be made to the [Office of the Registrar \(Aboriginal Land Rights Act 1983 NSW\)](#)

**3 Lodge:** Once you have completed the application form and have all the required documentation you are ready to lodge your short term licence application.

Please email to [licences@crownland.nsw.gov.au](mailto:licences@crownland.nsw.gov.au)

- ☐ Attached all required documents to the email including the:
  - ☐ Completed licence application
  - ☐ Site diagram
  - ☐ Company or Incorporated Association documents (if applicable)
  - ☐ NSW or Local Aboriginal Land Council consent (if applicable)
  - ☐ A copy of the approved development consent, Statement of Environmental Effects or Completed Part 5 Assessment under the *Environmental Planning & Assessment Act 1979* (if applicable)