



Description of Form

This form is used to apply for a licence for the use and occupation of Crown land and/or Crown roads.

Note: All applications are considered on their own merits. Licences may be granted by way of Public Competition, Closed Tenders or in some circumstances without Public Competition by way of Direct Application. A number of factors are considered prior to a determination being made on which method of allocation to use. No guarantee can be given as to the outcome of any application under the provisions of the Crown Land Act 1989.

Important Information

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

Fee

\$383.60 - Full term licence application

\$32.80 – Short term licence application (up to 12 month term)

For further information on fees please refer to the [Fee schedule](#) on the NSW Department of Primary Industries - Lands website.

Contact Us

For more information, please contact us at:

Department of Primary Industries - Lands
PO Box 2155
DANGAR NSW 2309

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

F: 02 4925 3517

E: licencesandsearches@crownland.nsw.gov.au

W: www.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 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

Application type

Applicant is	<input type="checkbox"/> A Business / Company	<input type="checkbox"/> Individual(s)
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Business / Company information

Please only complete if applicant is a business / company*

Business / Company Name	
ABN/ACN	
Contact Person	
Email address	
Locality/Street address	
Postal address	
Contact telephone	

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

Individual 1

Please only complete if applicant is an individual

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		
Date of Birth				
Home address				
Postal address				
Email address				
Home telephone		Work		Mobile

Individual 2

Please only complete if there is more than one individual applicant

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		
Date of Birth				
Home address				
Postal address				
Email address				
Home telephone		Work		Mobile

Particulars of adjoining land held by applicant

Lot/ Section/DP	
Parish / County	
Local Govt. Area	
Locality/Street address	

Land details

General text description of land* (provide portion number, Parish and County if known)

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*Include copy of any relevant map, street directory or sketch to show the location and boundary of proposed licence.

Proposed use of land

Usage/structure/s (insert particulars of existing and proposed structures)

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Applicants Signature(s)		Date	
Applicants Signature(s)		Date	

Supporting documentation checklist

- Include copy of any relevant map, street directory or sketch to show the location and boundary of proposed licence.
- Include a current business / company search with details of the Directors (for business / company applications only)

Fee

Tick appropriate:

Full term licence application

- \$383.60** Pay by cheque. Enclose a cheque payable to Department of Primary Industries or
- \$383.60** Pay by money order. Enclose a money order payable to Department of Primary Industries

Short term licence application (up to 12 month term)

- \$32.80** Pay by cheque. Enclose a cheque payable to Department of Primary Industries or
- \$32.80** Pay by money order. Enclose a money order payable to Department of Primary Industries

Lodgement

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

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