

Short-term licence application

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

Applications are to be submitted two months in advance of the commencement date.

A short-term license 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 of \$47.00 and one-off rental payment may be requested at the time of offer.

Where a short-term license is requested in order to provide significant community and/or environmental benefit, this fee and rent may be waived.

Additional fees may be charged when lengthy status searches are required. Please refer to the searches page of the department website for further information.

Contact us

For more information, please contact us at:

NSW Department of Planning, Industry & Environment – Crown Lands
PO Box 2155
DANGAR NSW 2309
Phone: 1300 886 235
Fax: 02 4925 3517
Email: licences@crowland.nsw.gov.au
Web: industry.nsw.gov.au/lands

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, Industry & Environment and will be used for purposes related to this application. NSW Department of Planning, Industry & Environment 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, Industry & Environment website at www.industry.nsw.gov.au/legal/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		
Family name		
Email address		
Residential address		
Postal address		
Daytime contact		
Mobile telephone		
Fax		
APPLICANT INFORMATION		
Have you ever been declared bankrupt or sought protection from any bankruptcy laws?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted anywhere in Australia or overseas of an offence that resulted in at least 12 months imprisonment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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

Applicant two details

This information may be used to positively identify you during your dealings with 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		
Family name		

Email address	
Residential address	
Postal address	
Daytime contact	
Mobile telephone	
Fax	
APPLICANT INFORMATION	
Have you ever been declared bankrupt or sought protection from any bankruptcy laws?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted anywhere in Australia or overseas of an offence that resulted in at least 12 months imprisonment?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have responded 'Yes' to the above questions, please attach further information with your application.

Company details

Please only complete if applicant is a company

Organisation name	
Contact person	
Email	
ABN/ACN	
Organisation address	
Postal address	
Daytime contact	
Mobile telephone	
Fax	

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

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

Particulars of Crown land

Attach a copy of any relevant map, street directory or sketch showing the location and boundary of proposed licence

Property address (or locality)	
Parish/county	
Local Govt. Area (LGA)	
Lot/section/plan no.	
Area	

Intended purpose

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

Requested term

Please provide dates and details for the period you require this licence—maximum term of 12 months

Please note applications are to be submitted two months in advance prior to the proposed commencement date.

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Declaration—up to two parties

I	
and I	
declare that:	
<ul style="list-style-type: none"> I am over 18 years of age; and 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. 	
Signature	
Date	
Signature	
Date	

Supporting documentation checklist

- Relevant map, diagram or sketch to show the location and boundary of proposed licence
- Evidence that supports significant environmental or community benefit
- Relevant approvals from councils or other assessment and approval agencies
- Current company search

Lodgement

Email the completed form to: licences@crowland.nsw.gov.au

Mail to: NSW Department of Planning, Industry & Environment – Crown Lands, PO Box 2155, DANGAR NSW 2309

Office use only – Refer to the Receipting and Referrals Codes Document					
BCD <input type="checkbox"/>	BCN <input type="checkbox"/>	DO <input type="checkbox"/>	Code	Account number	
Fee Paid		Receipt Number		Date	