

Licences—automatic transfer notification

Use this form when notifying the Department of Industry—Lands & Water (the department) when a parcel of land to which a licence provides a benefit has been transferred to a new owner or sold.

Important information

This form applies to licence transfers pursuant to section 5.27 of the *Crown Land Management Act 2016*. It remains the department's discretion to determine if a licence provides a benefit to freehold or leasehold land.

Fee

\$68.00 - For further information please refer to the NSW Department of Industry—Lands & Water website.

Contact us

For more information, please contact us at:

NSW Department of Industry—Lands & Water

PO Box 2155

DANGAR NSW 2309

Phone: 1300 886 235

Fax: 02 4925 3517

Email: licences@crowmland.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 Industry and will be used for purposes related to this application. NSW Department of Industry 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 website at www.industry.nsw.gov.au/legal/privacy

Business/ company information

Please only complete if the transferee is a business/company.

Organisation/business name			
Company contact person			
Email			
ABN/ACN			
Organisation/business address			
Postal address			
Daytime contact		Mobile	

Holder 1

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			
Residential address			
Postal address			
Home telephone			
Work telephone			
Mobile telephone			
Email address			

Holder 2

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	
Residential address	
Postal address	
Home telephone	
Work telephone	
Mobile telephone	
Email address	

Transferor details (Vendor)

Future contact details (for confirmation of transfer notification)	
First name	
Family name	
Company name (if applicable)	
Residential address	
Postal address	
Home telephone	
Work telephone	
Mobile telephone	
Email address	

Property details

List details of related land:

Lot/DPs	Locality/address

Declaration

<input type="checkbox"/> I <input type="checkbox"/> We,	advise that on the **date shown below,	<input type="checkbox"/> I <input type="checkbox"/> We,	became holders of the specified land.
A payment of \$68 is attached with this form with a cheque or money order made payable to Department of Industry—Lands & Water.			
Licence No/s:		**Date of transfer of land	
Name			
Signature		Date	

To be completed by conveyancing or lodging agent

Name	
Address	
Your reference	
Signature	
Date	

Supporting documentation checklist

Domestic waterfront licences, please provide the following:

- A set of recent photographs showing the current structure/s and area below the mean high water mark. The photos must **show the whole frontage** and all structures presumed to be on public land, taken at high tide and at low tide, from offshore (if practicable) facing the property and from onshore facing the water. If a boatshed forms part of the occupation, several photographs of the interior are also required.

Lodgement

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

Include fee payment - Cheque or Money Order payable to the Department of Industry-Lands & Water

Mail to: NSW Department of Industry—Lands & Water, PO Box 2155, DANGAR NSW 2309

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