

# Licence—alteration of purpose and condition application

Use this form to apply for an alteration of purpose and/or condition of an existing licence.

## Important information

An alteration is permitted for an existing licence except in the following circumstance:

- the holder of a licence changes
- a new permanent structure—requiring a development application—is authorised
- the area or purpose of the licence has increased, in either size or impact
- the term of a licence is extended
- the clauses of a licence change\*

\*In some instances an alteration is not permitted—these applications will be assessed on a case by case basis.

## Fee

\$239.00 - For further information please refer to the NSW Department of Planning, Industry & Environment – Crown Lands website.

## 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: [enquiries@crowland.nsw.gov.au](mailto:enquiries@crowland.nsw.gov.au)

Web: [industry.nsw.gov.au/lands](http://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 and Environment and will be used for purposes related to this application. NSW Department of Planning, Industry and 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 and Environment website at [www.dpie.nsw.gov.au/privacy](http://www.dpie.nsw.gov.au/privacy).

## Applicant one details

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	
Home address	
Postal address	
Home telephone	
Work telephone	
Mobile telephone	
Email address	
Company name	
ABN/ACN	

## Applicant two details

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	
Home address	
Postal address	
Home telephone	
Work telephone	
Mobile telephone	
Email address	
Company name	
ABN/ACN	

## Schedule—particulars of existing licence

<b>Licence number</b>	
<b>Purpose of tenure</b>	
<b>Local Govt. Area (LGA)</b>	
<b>Locality</b>	

Existing structures / use

Proposed alteration. Insert a general description of the proposed alteration and attach a clear diagram with dimensions.

<b>Applicant one name</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Applicant two name</b>	
<b>Signature</b>	
<b>Date</b>	

No guarantee is provided that any proposed alteration will be granted under the provisions of the *Crown Land Management Act 2016*.

In the event of the proposed alteration of purpose and conditions not being granted, the current licensee remains responsible under the terms and conditions of the existing licence.

## Supporting documentation checklist

Attach a clear diagram with dimensions

### Lodgement

Please Mail completed application to:

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

Or

Email: [licences@crowland.nsw.gov.au](mailto:licences@crowland.nsw.gov.au)

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