

# Licence termination statutory declaration

Use this form to request that termination of a licence by the NSW Department of Planning, Industry & Environment – Crown Lands (the department).

## Important information

The department will assess your request for termination. Lodgement of this form does not guarantee that your licence will be terminated.

The department may require you to undertake certain activities, such as remediation of land, removal of structures or payment of outstanding amounts prior to termination being considered.

Any overpaid rent will be refunded and consideration will be given to the release of any security deposit (if applicable). The termination of a licence does not waive any outstanding rent on the licence. Any amounts outstanding upon termination will continue to be a debt that is pursued by the department.

- If the request for termination is associated with a deceased estate, please provide the following:
- a copy of the death certificate
- a copy of will and/or probate.

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

## Declaration

<input type="checkbox"/> I <input type="checkbox"/> we	being the holder/s of licence no	
hereby solemnly and sincerely declare that I/we wish to request termination of my/our licence due to the following reasons:		

<input type="checkbox"/> I <input type="checkbox"/> we	declare that the following has been complied with (tick as appropriate):
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- Usage and occupation of the Crown land has ceased
- Crown land is fenced out of my adjoining freehold land (if applicable)
- Invasive species/environmental weeds have been eradicated or sprayed within the last six months
- All rubbish has been removed from the Crown land
- The Crown land has been left in a clean and tidy condition
- All other conditions of the licence (including special conditions, if any) have been complied with
- All stock has been removed from the Crown land (if applicable)
- The licence account is paid to date
- Structures have been removed from the Crown land (if not, please provide details below)

Details	
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<input type="checkbox"/> I <input type="checkbox"/> we	request termination of my/our licence as at	
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This solemn declaration is made conscientiously believing the same to be true by virtue of the *Oaths Act 1900*.

## Declarer/s

<input type="checkbox"/> I <input type="checkbox"/> we	make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the <i>Oaths Act 1900</i> .
<b>Declared at</b>	
<b>on this</b>	
<b>day of</b>	
<b>year</b>	
<b>Name</b>	
<b>Signature</b>	
<b>Name</b>	
<b>Signature</b>	

## Declaration of witness

I,		a JP for NSW	
certify the following matters concerning the making of this statutory declaration by the person who made it: cross out any text that does not apply			
<ol style="list-style-type: none"> <li>1. I saw the face of the person <b>OR</b> I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering and</li> <li>2. I have known the person for at least 12 months but I have confirmed the persons identify using an identification document and the document relied on was <i>Document details (i.e. - NSW Drivers License, passport etc.)</i></li> </ol>			
<b>Signature</b>			
<b>Date</b>			

## Contact details

<b>Home address</b>	
<b>Postal address</b>	
<b>Home telephone</b>	
<b>Work telephone</b>	
<b>Mobile telephone</b>	
<b>Email address</b>	

## Supporting documentation checklist

- A set of colour photographs showing the site
- Current business / company search with details of the directors (for business / company applications only)
- Deceased estates only, please provide the following:**
- A copy of will, death certificate and probate (if applicable)

## 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"/> BCN	Referral Code	BC	Receipting Code		
TRIM DOC		Fee Paid		Receipt Number	
Date			Account number		