

# Surrender of Lease

Use this form when applying to surrender of an existing lease under Section 4.3 of the *Crown Land Management Act 2016*.

## Important information

1. All applications are dealt with on their merits and no guarantee can be given as to the success or otherwise of the application at the date of application.
2. All applications will be subject to the statutory provisions of the *Crown Land Management Act 2016* and may require community engagement and publication of the land's availability and intended use.
3. An application must be signed by all holders of the lease and any other party that holds a registered interest in the lease.
4. Only the registered lessee can apply for the surrender of a lease.
5. Upon receipt of the completed application form this department will institute its own investigation and references will be forwarded to other affected Authorities for their consideration and comments or requirements.
6. Further advice will be supplied when the department's investigations have been completed and the replies received from these Authorities.

## Fee

\$370.00 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: [accounts@crowmland.nsw.gov.au](mailto:accounts@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 Industry 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

## Application type

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

## Business / company information

Please only complete if applicant is a business / company

<b>Business / Company Name</b>	
<b>ABN/ACN</b>	
<b>Contact person</b>	
<b>Email address</b>	
<b>Locality/Street address</b>	
<b>Postal address</b>	
<b>Contact telephone</b>	

If applicant is a business / company a company seal is to be included with this application if available.

## Individual one

Please only complete if applicant is an individual

<b>Salutation</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:
<b>First Name</b>	
<b>Surname</b>	
<b>Date of Birth</b>	
<b>Home address</b>	
<b>Postal address</b>	
<b>Email address</b>	
<b>Work telephone</b>	

Home telephone	
Mobile telephone	

## 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	
Work telephone	
Home telephone	
Mobile telephone	

## Details of Current Lease

Property Address	
Parish / County	
LGA	
Lot	
DP/SP	
General description of land	

## Declaration

I  We hereby apply to surrender the lease described above and lodge herewith the advance fee.

## Business / applicant one

Name	
Office held	
Signature	
Date	

## Applicant two—if applicable

Name	
Office held	
Signature	
Date	

## Mortgagee

The mortgagee of the lease joins in this application

Name	
Office held	
Signature	
Date	

## Supporting documentation checklist

Include a company seal (if available)

## Lodgement

Email the completed form to: [accounts@crownland.nsw.gov.au](mailto:accounts@crownland.nsw.gov.au)

Include fee payment - Cheque or Money Order payable to the Department of Planning, Industry & Environment—Crown Lands

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					
<input type="checkbox"/> BCD	<input type="checkbox"/> BCN	<input type="checkbox"/> DO	Code	Account Number	
Fee Paid		Receipt Number		TRIM	
Checked by			Date		