

# **CROWN LAND ENQUIRY FORM**

# **General Request**

## **Applicant Details**

If you are applying on behalf of a customer please complete this section and the Customer Details section below.

First Name	Last Name	
Telephone	Mobile	
Email Address		
Postal Address		
Billing Address		
Organisation		
ABN	ACN	ICN
Your Case Reference		

#### **Customer Details**

First Name	Last Name		
Telephone	Mobile		
Organisation			
Email Address			
Postal Address			
Billing Address			
ABN	ACN	ICN	



#### Documentation

<b>The following is required for submission of this request; please ensure the items are attached.</b> (If not attached, your request is incomplete and may be returned to you)		
If you are applying on behalf of a customer you must provide proof of consent		
Documentation such as proposals, business case, deposited plans	Q1	
Map(s) (mandatory)	Q2	
Title(s)	Q3	
Evidence of consultation with the Primary Interest Holder (if applicable)	Q3	
Comments received from the Local Government Authority (LGA) (mandatory)	Q4	
Any other supporting documentation such as photographs, other comments/consultations	Q5	

### **Request Submission**

There are three methods of submission, please select <u>one method</u> by which to submit yo	ur request
Email the completed and signed form to proposals@dplh.wa.gov.au	(or)
Post the completed and signed form to:	
Proposal – Crown land enquiry	
Department of Planning, Lands and Heritage	
Locked Bag 2506	
PERTH WA 6001	(or)
Hand deliver the completed and signed form to:	
Level 2	
140 William Street	
PERTH WA 6000	

# For assistance completing this form please contact the Department of Planning, Lands and Heritage on (08) 6551 8002 or 1800 735 784 (Country callers only)



## Q1. Which item best describes your request?

(Please select only one)

General access to Crown land	Land sale/land exchange
Amalgamation	Lease
Boundary amendment or subdivision	Licence
Easement	Ministerial approval (for mortgages, subleases and other interests over Crown land)
Freehold land	Property management issues
Road /Pubic access way /Right of way closure	Road /Pubic access way /Right of way dedication
Reserve	
Other – please provide details:	

Describe your request in more detail



Tick the box of the item that best applies to your request.



To request access to Crown land for events or functions please use the Event Form located on the Department of Planning, Lands and Heritage website.



Please detail:

- What you intend doing
- What outcome you want (eg. lease, licence, ownership)
- How the crown land will be impacted
- Why the proposal is suitable

Include details such as:

- Benefits to you
- Concept/development
   proposals
- Timeframes and/or stages
- Implications



## Q2. What are the details of the Crown land subject to this request?

Land Details (list all applicable land details)

	Title (Vol/Folio)	Lot Number	Survey Number	Parcel identification number (PIN) (if available)
1				
2				
3				
4				
5				

#### Street Address (list all applicable addresses)

	House/Unit Number	Street/Road Name	Locality/Suburb	Postcode
1				
2				
3				
4				
5				

eserve Number/s	umber/s
applicable)	

#### **General/Other Information**

(Example: coordinates, nearest road or crossroad)

Please attach all available Titles and maps showing all the land records involved in your request. If not attached, your request is incomplete and may be returned to you.

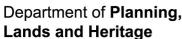


Land details can be accessed through Landgate.

Queries on using Landgate services can be directed to its Customer Service Centre on (08) 9273 7373 or by email to customerservice@landga te.wa.gov.au



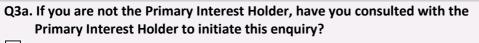
A map with coordinates and address can be obtained by using Landgate's Map Viewer





### Q3. Primary Interest Holders

	Name on the Title	Are you the Primary Interest Holder?	No Title Available
1		🗌 Yes 🗌 No	
2		🗌 Yes 🗌 No	
3		🗌 Yes 🗌 No	
4		🗌 Yes 🗌 No	
5		🗌 Yes 🗌 No	



#### └── Yes └── No ➡ Cont

No  $\blacklozenge$  Continue this form after consulting with the Primary Interest Holder

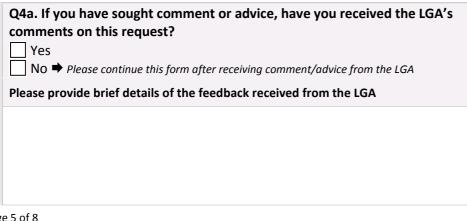
Please attach the correspondence you have had with the Primary Interest Holder

Note: If the request is on behalf of the Primary Interest Holder, registered entity or corporation, you must provide reasons and authorisation to enquire on behalf of the entity

# Q4. Local Government Authorities (LGAs) in which the Crown land subject to this request is located

	(list all)	Have you sought comment or advice?
1		🗌 Yes 🗌 No
2		🗌 Yes 🗌 No
3		🗌 Yes 🗌 No

Note: You are required to consult with the local government authority in which the Crown land subject to this request is located as they have information on planning or other proposals in their area which may assist or affect your request.





Certificate of Crown Land Titles or Certificates of Titles can be accessed through Landgate.

Queries on using Landgate services can be directed to its Customer Service Centre on (08) 9273 7373 or by email to: customerservice@landgate.wa.g ov.au



Titles include ownership details such as the Primary Interest Holder (PIH) as well as details of the council/shire/local government authority (LGA) in which the land is located.

A certificate of title or a certificate of Crown Land Title can be obtained from Landgate.

A Certificate of Title may not be available for unallocated Crown land (land for which the Department of Planning, Lands and Heritage has direct management responsibility)



Q5. If there is any other information that may further support this request, please provide details below and attach the relevant documentation to your request



If you have engaged in consultations and/or interactions with other parties related to or having an interest in or management authority in the land the subject to your request, please provide details.

Additional information may be: • Additional plans

Photographs Comments/feedback

Please include any other details that would assist in the assessment of your request.



# **Terms and Conditions**

#### By submitting a Crown land request, you understand and agree that:

The information provided is complete, true, accurate and correct to the best of your knowledge and belief.

The Department of Planning, Lands and Heritage (the department) may seek additional information from the applicant, customer or third party/ies that may assist in assessing the request. For that purpose the department may be required to release information submitted in this request to other agencies or parties or to seek further information from third parties or other agencies/departments. If any information supplied in this request contains confidential information or information subject to commercial in confidence, it is the responsibility of the applicant to clearly identify that material and the nature of the confidentiality and to obtain permission to refer to that confidential or commercial in confidence material in the request form. If no confidentiality is indicated the department reserves the right to provide the information to third parties other agencies/departments if required.

If the department supports a grant of tenure following assessment of the request, and the applicant chooses to proceed, the applicant is responsible for the payment of all costs and disbursements associated with the grant. These costs may include, but not be limited to:

- costs of negotiating and compensating native title parties and other existing land holders;
- applying for and approval of other statutory requirements;
- purchase price, lease rental, easement or license fees;
- survey and plan preparation costs;
- registration and document preparation fees; and
- GST on any of the above.

The department will not be liable for delay and/or costs borne by the applicant and/or customer through submission of this request, or in providing additional information required so the department can assess the request, as a result of any refusal to grant the request or to grant it on conditions that are unacceptable to the applicant and/or customer. The department has a duty to consider requests relating to Crown land in the best interests of the State.

It is the responsibility of the applicant to seek and obtain all approvals, licences, insurances and permits relating to the request and to comply with all terms and conditions of those approvals, licences, insurances and permits. The department is not responsible for obtaining any approvals for, or in connection with, this request, except for any required to be obtained by the department under any written law.

The applicant acknowledges that the provision of funding evidence in the form of a bank guarantee or other financial substantiation of the request may be required, and that insurance and indemnity arrangements may be further required to satisfy the department, dependent on the assessment of each request.

The applicant and/or customer shall indemnify the State, the Minister for Lands and the department from and against all claims, demands, actions, suits, proceedings, judgements, damages, costs, charges, expenses and losses or any nature whatsoever in connection of and with respect to the grant of any licence. The department shall have no liability in respect of or arising from any mishap, accident of misadventure in relation to any activity undertaken in relation the grant of any licence. The applicant and/or customer is responsible to have in place and to implement all necessary emergency risk management and response procedures.

The submission of this request does not in itself grant any right to access Crown land, and the department reserves the right to decline assessing the request in detail, to grant the request subject to conditions, or not to grant the request.

If you agree to accept these terms and conditions, selecting the 'Yes, I have read and agree with the above Terms and Conditions' and the submission of this request will demonstrate your acceptance of these terms and conditions.

If you do not agree with these terms and conditions, you must not submit a request.

If you have any questions regarding these terms and conditions, phone (08) 6551 8002 or email proposals@dplh.wa.gov.au prior to proceeding.

Yes, I have read and agree with the above Terms and Conditions

V f Applica	Date
-------------	------



Department of **Planning,** Lands and Heritage

## **OFFICE USE ONLY**

Method of Receipt Information Received			
Sufficient	Acknowledgement of receipt letter		
Insufficient	Further information required letter		
Date Reviewed	Date Sent		
Officer's Name	Objective ID		
Comments			
	Sufficient Insufficient Date Reviewed		