



## CROWN LAND ENQUIRY FORM

### Request from Local Government, Management Body, State or Federal Government

#### Applicant Details

<b>First Name</b>		<b>Last Name</b>	
<b>Position</b>			
<b>Telephone</b>		<b>Mobile</b>	
<b>Email Address</b>			
<b>Postal Address</b>			
<b>Billing Address</b>			
<b>Your Case Reference</b>			

#### Customer Details

<b>Organisation</b>			
<b>Organisation Type</b>	<input type="checkbox"/> LGA <input type="checkbox"/> Management Body <input type="checkbox"/> State Government <input type="checkbox"/> Federal Government		
<b>Telephone</b>		<b>Mobile</b>	
<b>Email Address</b>			
<b>Postal Address</b>			
<b>Billing Address</b>			
<b>ABN</b>		<b>ACN</b>	
		<b>ICN</b>	

## Documentation

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

## Request Submission

<b>There are three methods of submission, please select <u>one method</u> by which to submit your request</b>	
Email the completed and signed form to <a href="mailto:proposals@dplh.wa.gov.au">proposals@dplh.wa.gov.au</a>	(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)*

<input type="checkbox"/> General access to Crown Land	<input type="checkbox"/> Lease
<input type="checkbox"/> Amalgamation	<input type="checkbox"/> Licence
<input type="checkbox"/> Boundary Amendment or subdivision	<input type="checkbox"/> Ministerial approval (for interests over Crown land)
<input type="checkbox"/> Easement	<input type="checkbox"/> Property management issues
<input type="checkbox"/> Encroachment	<input type="checkbox"/> Reserves/Management Order
<input type="checkbox"/> Freehold land	<input type="checkbox"/> Road / Public access way / Right of way closure
<input type="checkbox"/> Land sale/land exchange	<input type="checkbox"/> Road dedication
<input type="checkbox"/> Other – please provide details:	



*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.*

<b>Describe your enquiry in more detail</b>



- Please detail:*
- *What you intend doing*
  - *What outcome you want (eg. licence, reserve amendment, ministerial approval)*
  - *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)*



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@landgate.wa.gov.au](mailto:customerservice@landgate.wa.gov.au)

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

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



A map with coordinates and address can be obtained by using Landgate's Map Viewer <https://www.landgate.wa.gov.au/bmvi/app/mapviewer>

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

<b>Reserve Number/s</b> <i>(if applicable)</i>	
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### General/Other Information

*(Example: coordinates, nearest road or crossroad)*


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

### Q3. Local Government Authorities (LGA) in which the Crown land subject to this request is located

	(list all)	Have you sought comment or advice?
1		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> *Not Applicable
2		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> *Not Applicable
3		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> *Not Applicable

\*mark Not Applicable when you are applying on behalf of the relevant LGA) ⇒ Go to Q4

Note: You are required to consult with the LGA in whose area the land is as they have information on planning or other proposals in their area which may assist or affect your Crown land enquiry.

#### Q3a. If you have sought comment or advice, have you received the LGA's comments on this request?

Yes

No → Please continue this form after receiving comment/advice from the LGA

Please provide brief details of the feedback received from the LGA

*Please attach all correspondence you have had with the LGA*



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.gov.au](mailto:customerservice@landgate.wa.gov.au)



If you have engaged in

consultations and/or interactions with other parties related to or having interest or management authority in the land 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 enquiry

### Q4. If there is any other information that may further support this request, please provide details below and attach the relevant documentation to 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 my 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 customer to clearly identify that material and the nature of the confidentiality and to obtain permission to refer to that confidential or commercial material in the request form. If no confidentiality is indicated the department reserves the right to provide the information to third parties or 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 that is 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 or 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](mailto:proposals@dplh.wa.gov.au) prior to proceeding.**

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

<b>Name of Applicant</b>		<b>Date</b>	
<b>Position</b>			



**OFFICE USE ONLY**

Method of Receipt		Information Received		Response	
<input type="checkbox"/> Email		<input type="checkbox"/> Sufficient		<input type="checkbox"/> Acknowledgement of receipt letter	
<input type="checkbox"/> Letter		<input type="checkbox"/> Insufficient		<input type="checkbox"/> Further information required letter	
<input type="checkbox"/> Fax					
<input type="checkbox"/> Hand delivered					
<input type="checkbox"/> Other					
<b>Date Received</b>		<b>Date Reviewed</b>		<b>Date Sent</b>	
<b>Objective ID</b>		<b>Officer's Name</b>		<b>Objective ID</b>	
<b>Comments</b>					