

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

The following is required for submission of this request; please ensure the items are attached. <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"/> Evidence of consultation with the Primary Interest Holder (if applicable)	Q3
<input type="checkbox"/> Comments received from the Local Government Authority (LGA) (mandatory)	Q4
<input type="checkbox"/> 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 your 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)

<input type="checkbox"/> General access to Crown land	<input type="checkbox"/> Land sale/land exchange
<input type="checkbox"/> Amalgamation	<input type="checkbox"/> Lease
<input type="checkbox"/> Boundary amendment or subdivision	<input type="checkbox"/> Licence
<input type="checkbox"/> Easement	<input type="checkbox"/> Ministerial approval (for mortgages, subleases and other interests over Crown land)
<input type="checkbox"/> Freehold land	<input type="checkbox"/> Property management issues
<input type="checkbox"/> Road /Pubic access way /Right of way closure	<input type="checkbox"/> Road /Pubic access way /Right of way dedication
<input type="checkbox"/> Reserve	
<input type="checkbox"/> 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) <i>(if available)</i>
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				

Reserve Number/s <i>(if applicable)</i>	
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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@landgate.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		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
2		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
3		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
4		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
5		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

Q3a. If you are not the Primary Interest Holder, have you consulted with the Primary Interest Holder to initiate this enquiry?

Yes

No ➔ 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
2		<input type="checkbox"/> Yes <input type="checkbox"/> No
3		<input type="checkbox"/> Yes <input type="checkbox"/> 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.

Q4a. 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



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



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)

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	
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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					
Date Received		Date Reviewed		Date Sent	
Objective ID		Officer's Name		Objective ID	
Comments					