



DEPARTMENT OF NATURAL RESOURCES AND MINES

RECEIVED

19 JAN 2016

DEPT. OF NATURAL RESOURCES
& MINES - TOWNSVILLE

Application form Contact and Land Details Part A

eLVAS Case ID/ File Ref

2016/000259

Application form requirements

1. **Part A:** Contact and land details will need to be completed.
2. **Part B:** Application specific form will need to be completed.
3. Payment of the prescribed application fee, if relevant. A refund of application fees will not be given. Details of fees are available on the Department of Natural Resources and Mines (DNRM) website or from a regional office.
4. All parts of this application form need to be completed accurately, otherwise your application may be returned to you to complete.

Important information

All applications will be processed having regard to the requirements of the *Land Act 1994* and related legislation, approved policies and procedures and the requirements of all other agencies with an interest in the land.

All completed applications can be lodged with DNRM by sending information to the following email or postal addresses or in person at your local DNRM business centre.

Email:

SLAMlodgement@dnrm.qld.gov.au

If lodging an application via email the application form must be signed and details of payment method included in the email along with all relevant supporting documentation.

Post:

Department of Natural Resources and Mines
PO Box 5318
TOWNSVILLE QLD 4810

In terms of the *Right to Information Act 2009* interested parties may seek access to DNRM records and view relevant documents.

Information on this form, and any attachments, is being collected to process and assess your application under the *Land Act 1994*. The consideration of your application may involve consultation and if so details of your application may be disclosed to third parties. They will not be otherwise disclosed outside the department unless required or authorised by law.

RTI DL RELEASE - DNRM

s.78

Applicant(s) Details and Mailing Address

Full Name(s)

Title

First name

Surname

sch4p4(6) Personal information

Company name(s)

If a Corporation then record ☐ ACN ☐ ARBN ☐ ABN

Postal Address

sch4p3(3) Prejudice the protection of an individuals right to privacy

Phone number

sch4p3(3) Prejudice the protection of an individuals right to privacy

Mobile phone

sch4p4(6) Personal information

Email

sch4p4(6) Personal information

Fax

Future correspondence should be sent to

☐

Lodger

☒

Applicant

Details of land for which the application is being lodged

1. Select the type of land for which the application is being lodged.

☐

Permit

☐

Lease

☐

Licence

☒

Unallocated State Land (USL)

go to 2

☐

Trust Land Reserve/Deed of Grant in Trust (DOGIT)

☐

Road

☐

Other

2. Enter the description of the land for which the application is being lodged. If this application concerns a road, enter the description of the land adjoining the road.

Schedule 1		
You must enter the details of the land		
Lot	Plan	Title Reference
3	USL 37851	
4	AP 9699	
The details of the land can be found on a current copy of the Title or on your rates notice. If insufficient space, please add additional description as an attachment.		

go to 3

s.73

THIS FORM MUST BE ACCOMPANIED BY THE RELEVANT PART B APPLICATION FORM.

LA00 September 2013 Produced by: State Land Administration

Page 4 of 4

© The State of Queensland (Department of Natural Resources and Mines)

Release



DEPARTMENT OF NATURAL RESOURCES AND MINES

Application for a Permit to Occupy

Part B

Application form requirements

1. This Application is for a Permit to Occupy.
2. Read the *Permit to Occupy Fact Sheet* which includes application restrictions.
3. Payment of the prescribed application fee.
(Details of fees are available on the Department of Natural Resources and Mines website)
4. A map or sketch of the area applied for must accompany the Application.
5. Any additional information to support application.
6. **Part A:** Contact and details of land will need to be completed and submitted with your application.
7. **Part C:** Statement in relation to an application under the Land Act 1994 over State land to be completed and submitted with your application, if required.
8. All parts of this application form need to be completed accurately, otherwise your application may be returned to you to complete.

Important information

A Permit to Occupy is issued for a minor or temporary purposes including short-term grazing, pump sites, apiary sites or an entrance ramp to a building site during construction.

A Permit to Occupy may be issued over a road, a reserve or unallocated state land, if the proposed permit to occupy area is over more than 1 type of these lands, separate permits to occupy will be required.

A Permit to Occupy may be issued for areas that are below high-water mark if:

- it would not unduly affect safe navigation and sound development of the state's waterways and ports
- its impact on marine infrastructure has been considered
- it would not have a detrimental effect on coastal management; and
- it would not be inconsistent with the intent of any relevant state management plan.

A Permit to Occupy cannot be transferred, sublet or mortgaged. A Permit to Occupy can be cancelled at any time without compensation being paid by the state.

If an existing fence of a property, not owned by the applicant for the Permit to Occupy, is to be used as a boundary fence for the Permit to Occupy, a written agreement detailing agreed conditions about the maintenance of the fence must be presented to Department of Natural Resources and Mines (DNRM) together with this application. This agreement must be signed by the owner of the fence and the applicant for the Permit to Occupy. An agreement about maintenance of a fence does not mean that your application will be approved.

Information on this form, and any attachments, is being collected to process and assess your application under the *Land Act 1994*. The consideration of your application may involve consultation, and if so details of your application may be disclosed to third parties. They will not be otherwise disclosed outside the department unless required or authorised by law.



1. The application is for a permit to occupy over:

☐ Road

☐ Reserve

☒ Unallocated state land go to 2

Where an application is associated with a secondary use of State land such as a reserve or road, the applicant is to first discuss the application with the trustee or road manager to determine if they can authorise the use.

If a permit to occupy is to issue over a reserve, the purpose of the permit to occupy must not be inconsistent with the purpose of the reserve, no improvements, other than boundary fences, are to be built by the permittee as required under section 177(4) of the Land Act.

A signed 'Part C - Statement in relation to an application under the Land Act 1994 over State land' from the trustee of the reserve or road manager will need to accompany this application to indicate they are unable to authorise the use and have no objections to the issue of a permit to occupy if approved.

'Part C - Statement in relation to an application under the Land Act 1994 over State land' is not required if the application is in relation to the issue of a new permit to occupy as a result of the transfer of the parcel of land associated with the permit to occupy.

Road Manager is -

- local government for a road that is under the control of the a local government
- a State-controlled road—the chief executive of the department in which the Transport Infrastructure Act 1994 is administered

Note - 'Part C - Statement in relation to an application under the Land Act 1994 over State land' form is available from the DNRM webpage.

2. Is the proposed use

☒ Short term
(not more than 12 months) go to 3

☐ Long term
(more than 12 months) go to 6

3. Short term

☐ Access go to 5

☒ Apiary site go to 5

☐ Commercial or promotional event go to 5

☐ Environmental e.g. landcare, conservation works go to 5

☐ Parking go to 5

☐ Storage go to 5

☐ Sporting or entertainment event go to 5

☐ Grazing go to 5

☐ Other go to 4

4. Provide details of the proposed use
(If there is insufficient space, please lodge as an attachment)

go to 5

Placment of Beehives

5. Provide details of approximate time short term permit will be required

go to 9

Commencement date: 13 / 01 / 16 Expiry date: 12 / 01 / 17

RTI DL RELEASE - DNRM

s.73

12. Provide details in Schedule 1 of any land you lease from the state or are the registered owner that adjoins or is in the vicinity of the land applied for.

Schedule 1		
Lot	Plan	Title Reference
3	37851	USL
4	9699	AP

go to 13

The description of the land can be found on a current copy of the Title or on your rates notice.

If insufficient space, please add additional description as an attachment.

13. Provide details of the proposed use of the area, including information on existing improvements, if any. (If there is insufficient space, please lodge as an attachment)

go to 14

placement of beehives

s.73

Declaration

I certify that I have read the information which forms part of this application and the information I have provided is true and accurate.

Signature of applicant (or their legal representative)

	sch4p4(6) Personal information	
	sch4p4(6) Personal information	

Date: 13 / 01 / 16

If applicant, section 142 of the *Land Act 1994* states a person is eligible to apply for, buy or hold land under the *Land Act 1994* if the person is an adult, that is, 18 years of age or over.

If the legal representative of the applicant is signing as the applicant then the legal representative's full name must be printed immediately below the signature.