

Application for Renewal of Lease

Part B

Application form requirements

1. This application is for a Renewal of a Lease.
2. Read the respective Renewal of a Lease - [Guide](#) which includes application restrictions.
3. Payment of the [Application fee](#), if relevant. A refund of application fees will not be given.
(Details of fees are available on the Department of Natural Resources, Mines and Energy (DNRME) website at <https://www.dnrme.qld.gov.au> or from a regional [DNRME business office](#)).
4. Any additional information to support application.
5. **Part A:** [Contact and Land details form](#) will need to be completed and submitted with your application.
6. Your application will not be considered as having been properly made unless all parts of this application form have been completed accurately, otherwise your application may be returned to you to complete.
7. Prior to lodging your application, the Department encourages the applicant to have a pre-lodgement meeting with a DNRME officer who will provide additional information in relation to native title, expected timeframes, anticipated costs and to ensure the application will achieve your desired outcome.

Important information

8. An application for renewal of a Lease cannot be accepted until 80 per cent of the term of the lease has expired, however, an application may be made at an earlier time if special circumstances exist. Refer to Department of Natural Resources, Mines and Energy (DNRME) Policy - Land Holdings: Leases – Early Renewal, Rolling Term Lease Extensions and Conversion (Special Circumstances), available on the DNRME website at: <https://www.dnrme.qld.gov.au/our-department/corporate-information/policies-initiatives/our-policies>.
9. Any renewal of a term lease is limited to the grant of a new term lease to the same lessee and for the same purpose as the existing lease. However, investigations could result in an offer being made for an area smaller than the area of your current lease to enable the state to secure land for uses such as road or a reserve for community purposes etc.
10. If your application for a renewal of lease is successful, you may also be required to provide a plan of survey at your expense.
11. All outstanding rental must be paid on the current lease, before submitting an application for renewal of a lease.
12. An application for a renewal of a Lease is not to be made if the lease is subject to a condition that states that an application for renewal cannot be made.
13. You must provide a [Statutory Declaration](#) to indicate your compliance with the conditions of the lease
(A Statutory Declaration form is available on the Queensland Courts website at <http://www.courts.qld.gov.au>).
14. **Note: Section 167 of the *Land Act 1994*, DNRME may assess the most appropriate tenure for the leased land is freehold and may elect to treat the renewal application as a conversion application.**
15. 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.

10.	Provide details and copies of any documentation relating to these agreements. (If there is insufficient space, please lodge as an attachment)	go to 11

11.	Provide details of any additional information to support the application. (optional) (If there is insufficient space, please lodge as an attachment)	go to 12

Attachments

The following will need to be lodged with your application for it to be considered a properly made application. If all this information is not submitted, your application will be returned.

12.	Tick the box to confirm the attachments for part of the application. ☐ Application fee ☐ Part A – Contact and Land details form ☐ Views of the Economic Development, Queensland, Department of Local Government, Racing and Multicultural Affairs for an industrial estate administered by that Department, if applicable ☐ Copies of documentation relating to unregistered agreements, if applicable ☐ Statutory Declaration in relation to complying with the lease conditions.
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It is recommended that any attached plans, sketches or maps be of A4 or A3-size. Your application will not be considered as having been properly made, unless all parts of this application form are completed accurately. In this instance your application may be returned to you for completion.

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)

Date: / /

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.