

# DEPARTMENT OF ENVIRONMENT AND RESOURCE MANAGEMENT

## Application for Conversion of a Lease

### Part B

#### Application form requirements

1. This application is for Conversion of a Lease.
2. Read the *Conversion of a Lease* fact sheet that includes application restrictions.
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 Environment and Resource Management (DERM) website or from a regional DERM office)
4. Any additional information to support application.
5. **Part A:** Contact and details of land will need to be completed and submitted with your application.
6. Your application will not be considered as having been properly made unless.
7. All parts of this application form need to be completed accurately, otherwise your application may be returned to you to complete.

#### Important information

1. If your application for conversion to freehold is successful, in most instances the purchase price payable will be equivalent to the unimproved value of the land as if it were freehold, plus GST if applicable.
2. Unless a price or formula has already been stated in the conditions of the lease to be converted, the purchase price is calculated as at the day the completed conversion application is received by the Department of Environment and Resource Management (DERM).
3. If your application for conversion to freehold is successful, you may be required to pay the market value of any commercial timber on your lease.
4. If your application for conversion to freehold is successful, you may also be required to provide a plan of survey at your expense.
5. You must continue to pay the rent until a new tenure (if offered) is issued.
6. All outstanding rental must be paid, before submitting an application for Conversion of a Lease.
7. You may be required to consider entering into a nature conservation agreement.  
(Details on Nature Conservation Agreements are available on the Environmental website <<http://www.epa.qld.gov.au>>)
8. 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.
9. An application for conversion cannot be considered while the lease is subject to a condition precluding conversion.  
(Details of your lease conditions are available on a current Title Search of the land and details on obtaining a Title search are available on the DERM website < [http://www.nrw.qld.gov.au/property/titles/prod\\_serv.html#searches\\_of\\_the\\_registers](http://www.nrw.qld.gov.au/property/titles/prod_serv.html#searches_of_the_registers) >.

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 Conversion of:
- |                          |  |                |
|--------------------------|--|----------------|
| <input type="checkbox"/> | Perpetual Lease to Freehold  | <b>go to 4</b> |
| <input type="checkbox"/> | Non Competitive Lease to Freehold  | <b>go to 4</b> |
| <input type="checkbox"/> | Grazing Homestead Perpetual Lease to Freehold                                      | <b>go to 4</b> |
| <input type="checkbox"/> | Term Lease (not issued for Pastoral purposes) to Freehold                          | <b>go to 4</b> |
| <input type="checkbox"/> | Term Lease for Pastoral Purposes (including a Pastoral Holding) to Perpetual Lease | <b>go to 2</b> |
| <input type="checkbox"/> | Special Lease to Freehold  | <b>go to 4</b> |

2. Has 80 per cent of the existing term on the lease expired?  Yes **go to 4**  No **go to 3**

A lessee issued with a term lease for a pastoral purpose may apply to convert the lease only to a perpetual lease, and only after 80% of the existing term on the lease has expired unless special circumstances exist.

The main reasons for special circumstance could include:

- a known substantial public interest such as a requirement for national park or state forest
- where there is an opportunity for land to be surrendered for use in additional area build-up

For additional details of special circumstances please contact the nearest regional DERM office.

An application for conversion of a special lease or a term lease (other than a term lease for pastoral purposes) may be made at any time during the term of the lease.

3. Provide sufficient evidence for the Minister to decide whether there are special circumstances that would lead the Minister to the opinion that this application should be accepted. **go to 4**  
(If there is insufficient space, please lodge as an attachment)


4. Have you made a previous application for conversion of this lease?  Yes **go to 5**  No **go to 8**

5. Was this application refused?  Yes **go to 6**  No **go to 8**

6. Has there been any change in circumstances from the previous application, which may lead to this application being accepted for further consideration?  Yes **go to 7**  No **go to 8**

Under Section 166 of the *Land Act 1994* the application maybe rejected without further consideration.





**15.** Provide details and copies of any documentation relating to these agreements.  
(If there is insufficient space, please lodge as an attachment) **go to 16**


**16.** Provide details of any additional information to support the application. (optional)  
(If there is insufficient space, please lodge as an attachment) **go to 17**


## 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.

**17.** Tick the box to confirm the attachments for part of the application.

<input type="checkbox"/>	Application fee
<input type="checkbox"/>	Property sketch and /or aerial photo overlay
<input type="checkbox"/>	Views of the Property Services Group, of the Office of the Co-Ordinator General for an industrial estate, if applicable
<input type="checkbox"/>	Copies of documentation relating to unregistered agreements, if applicable

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 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.

