

DEPARTMENT OF ENVIRONMENT AND RESOURCE MANAGEMENT

# Application for Renewal of Lease

## Part B

### Application form requirements

1. This application is for a renewal of a lease.
2. Read the *Renewal of a Lease* fact sheet that includes application restrictions.
3. Payment of the prescribed application fee.  
(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. All parts of this application form need to be completed accurately, otherwise your application may be returned to you to complete.

### Important information

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 Policy - Land Holdings - Leases - Expiry and Renewal of a Lease, available on the web at [www.derm.qld.gov.au](http://www.derm.qld.gov.au).

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.

If your application for a renewal of lease is successful, you may also be required to provide a plan of survey at your expense.

All outstanding rental must be paid on the current lease, before submitting an application for renewal of a lease.

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.

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. What is the commencement date of the lease / / go to 2

(Details of your lease commencement date can be found on a current Title Search of the land)

2. What is the expiry date of the lease / /

(Details of your lease expiry date can be found on a current Title Search of the land)

If less than 80% of the term of the lease has passed at the time of application go to 3, otherwise go to 4

3. Provide sufficient evidence of what special circumstances exist that would warrant this application being accepted. (If there is insufficient space, please lodge as an attachment) go to 4


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

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

If YES, if an earlier application for renewal was refused, and there is no relevant change in circumstances from the earlier application, any new application may be rejected without consideration under *Section 159 of the Land Act, 1994* (section 158(4)).

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

An Application for Renewal of a Lease can be refused without investigation if a earlier application has been refused and the reasons for refusal have not changed.

7. Provide details of the change in circumstances from the previous application. (If there is insufficient space, please lodge as an attachment) go to 8


8. Is the lease within an industrial estate managed by the Property Services Group of the Office of the Co-Ordinator General?  Yes go to 9  No go to 9

If YES Provide the views of the Property Services Group of the Office of the Co-Ordinator General, Department of Infrastructure and Planning (DIP). Industrial Estates that fall under the responsibility of the Property Services Group of the Office of the Co-Ordinator General may also be known as DBIRD or Department of State Development (DSD) Industrial Estates. For additional information refer to the website for the Co-Ordinator General, Industrial Land Planning. < <http://www.dip.qld.gov.au/our-services/property-services-group.html> >.

9. Have you entered into any unregistered agreements with any other parties that provide for certain use or management of the land?  Yes **go to 10**  No **go to 11**  
 (For example tourism based agreements/ nature conservation agreement/transfer/sublease/easement.)

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


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


## 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
  - Views of the Property Services Group, Department of Infrastructure and Planning for an industrial estate administered by the Department of Infrastructure and Planning, if applicable
  - 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.