

DEPARTMENT OF ENVIRONMENT AND RESOURCE MANAGEMENT

Application for amendment to the description of a Lease

Part B

Application form requirements

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

Important information

Amendment may occur when, on resurvey of the land, the boundaries of the land do not agree with the boundaries described in the existing lease and no doubt exists about the boundaries of the land. This may include a change in the boundary because of erosion or by gradual and imperceptible accretion due to natural causes.

A survey of the boundaries of land must be carried out by a registered cadastral surveyor, in accordance with the relevant legislation and standards. If the survey is of land bounded, in part or in whole, by water, the particular requirements for surveys of such boundaries are set out in Chapter 4 of the Department of Environment and Resource Management and Water Cadastral Survey Requirements at www.derm.qld.gov.au. There are currently restrictions on the registration of plans of survey of boundaries adjoining tidal water. Advice on the process to be adopted for these surveys can be obtained from a surveyor.

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 your reason for the request:
- Resurvey due to erosion or accretion **go to 2**
- Resurvey for reasons other than erosion or accretion **go to 2**

2. Has a plan of survey been prepared?

Yes

go to 3

No

An application cannot be considered

An application for amendment to the description of a lease cannot be considered without a survey plan.

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

go to 4

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.

4. Tick the box to confirm the attachments for part of the application.

Application fee, if applicable

Property sketch and /or aerial photo overlay

Survey Plan

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.