

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 Natural Resources and Mines (DNRM) website or from a regional DNRM 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 determined in accordance with the Land Regulation and can include other fees and charges eg. GST, Stamp Duty.
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 Natural Resources and Mines (DNRM).
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. 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 DNRM website < http://www.nrm.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.



9. Is the lease within an industrial estate managed by the Property Services Group of the Office of the Co-Ordinator General? Yes **go to 10** No **go to 10**

If YES, Provide the views of the Economic Development Queensland, Department of State Development, Infrastructure and Planning. Industrial Estates that fall under the responsibility of Economic Development Queensland 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.dsdip.qld.gov.au/land-for-industry/property-services-group.html>>.

10. Is there a condition of your lease that requires you to: Yes **go to 11** No **go to 12**

- comply with any requirements of another government department or statutory authority; or
- develop the land in a certain way; or
- construct improvements to a certain value, size or type

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

11. Provide details of the compliance of the conditions in Question 12 (If there is insufficient space, please lodge as an attachment) **go to 12**

12. Have you entered into any unregistered agreements with any other parties that provide for certain use or management of the land? Yes **go to 13** No **go to 14**

(For example tourism based agreements/ nature conservation agreement/transfer/sublease/easement.)

13. Provide details and copies of any documentation relating to these agreements. (If there is insufficient space, please lodge as an attachment) **go to 14**

14. Provide details of any additional information to support the application. (optional) (If there is insufficient space, please lodge as an attachment) **go to 15**

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.

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

Application fee

Property sketch and /or aerial photo overlay

Views of the Economic Development Queensland, Department of State Development, Infrastructure and Planning for an industrial estate, 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 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.