

# Licence termination statutory declaration

Use this form to request termination of a licence by the NSW Department of Planning & Environment – Crown Lands (the department).

## Important information

The department will assess your request for termination. Lodgement of this form does not guarantee that your licence will be terminated.

The department may require you to undertake certain activities, such as remediation of land, removal of structures or payment of outstanding amounts prior to termination being considered.

The termination of a licence does not waive any outstanding rent on the licence. Any amounts outstanding upon termination will continue to be a debt that is pursued by the department.

## Declaration Checklist

Please review the checklist at the end of this document to ensure your application is fully completed. Applications with missing information will not be accepted and will be returned for your completion.

## Lodgement

Please Mail completed application to:

NSW Department of Planning & Environment – Crown Lands, PO Box 2155, DANGAR NSW 2309 or Email:

[licences@crowland.nsw.gov.au](mailto:licences@crowland.nsw.gov.au)

## Contact us

For more information, please contact us at:

NSW Department of Planning & Environment – Crown Lands PO Box

2155

DANGAR NSW 2309

Phone: 1300 886 235

Email: [enquiries@crowland.nsw.gov.au](mailto:enquiries@crowland.nsw.gov.au) Web:

[crowland.nsw.gov.au](http://crowland.nsw.gov.au)

## Privacy statement

The personal information you provide on this form is subject to the Privacy & Personal Information Protection Act 1989. It is being collected by NSW Department of Planning and Environment and will be used for purposes related to this application. NSW Department of Planning and Environment will not disclose your personal information to anybody else unless authorised by law. The provision of this information is voluntary or required to be supplied. If you choose not to provide the requested information we may not be able to process this application. You have the right to request access to, and correct details of, your personal information held by the department. Further information regarding privacy can be obtained from the NSW Department of Planning and Environment website at [www.dpie.nsw.gov.au/privacy](http://www.dpie.nsw.gov.au/privacy).

## Declaration

<input type="checkbox"/> I <input type="checkbox"/> we	being the holder/s of licence no	
hereby solemnly and sincerely declare that I/we wish to request termination of my/our licence due to the following reasons:		

<input type="checkbox"/> I <input type="checkbox"/> we	declare that the following has been complied with (tick as appropriate):
--	--

- Usage and occupation of the Crown land has ceased
- Crown land is fenced out of my adjoining freehold land (if applicable)
- Invasive species/environmental weeds have been eradicated or sprayed within the last six months All
- rubbish has been removed from the Crown land
- The Crown land has been left in a clean and tidy condition
- All other conditions of the licence (including special conditions, if any) have been complied with All stock
- has been removed from the Crown land (if applicable)
- The licence account is paid to date
- Structures have been removed from the Crown land (if not, please provide details below)

<b>Details</b>	
----------------	--

<input type="checkbox"/> I <input type="checkbox"/> we	request termination of my/our licence as at	
--	---	--

This solemn declaration is made conscientiously believing the same to be true by virtue of the *Oaths Act 1900*.

## Declarer/s

<input type="checkbox"/> I <input type="checkbox"/> we	make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the <i>Oaths Act 1900</i> .
Declared at	
on this	
day of	
year	
Name	
Signature	
Name	
Signature	

## Declaration of witness

I,		a JP for NSW	
certify the following matters concerning the making of this statutory declaration by the person who made it: cross out any text that does not apply			
<ol style="list-style-type: none"> <li>1. I saw the face of the person <b>OR</b> I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering and</li> <li>2. I have known the person for at least 12 months but I have confirmed the persons identify using an identification document and the document relied on was <i>Document details (i.e. - NSW Drivers License, passport etc.)</i></li> </ol>			
Signature			
Date			

## Contact details

Home address	
Postal address	
Home telephone	
Work telephone	
Mobile telephone	
Email address	

## Termination of a Licence Checklist

To apply to terminate a licence with Crown lands you will need to submit this application including the following documentation. A checklist has been provided for you to use to ensure you have all the required documents for us to process your application.

### 1 Gather Your Documents:

Processing your application will not begin until all required documentation has been received:

- Termination Statutory Declaration
- If the licence holder is deceased and the application is being lodged by an Executor/Administrator, the:
  - Death Certificate
  - Will
  - Probate or letters of administration

**Companies or Incorporated Associations are required to supply the relevant documentation:**

- A recent company search (from Australian Securities & Investments Commission) which lists company officeholders (directors and secretaries) and authorised signatories
- A copy of the Certificate of Incorporation (from NSW Fair Trading) and minutes showing elected office bearers

### 2 Check Your Application:

- Included the termination date you would like to leave the Crown land
- Included photos to evidence that the land has been left in a clean and tidy condition
- If there are structures on the land include photos to evidence that the structures have been removed or provide evidence that the Dept has consented to the structures remaining on the land
- Checked the Termination Statutory Declaration is completed in full
- Checked the form is signed by all current licence holders
- Witnessed by a Justice of the Peace/ Lawyer/ Public Notary refer to - [Who can witness your statutory declaration](#)

### 3 Lodge:

Once you have completed the application form and have all the required documentation you are ready to lodge your application. Please email to [licences@crowmland.nsw.gov.au](mailto:licences@crowmland.nsw.gov.au)

- Attached all required documents to the email including the:
  - Termination Statutory Declaration
  - If the licence holder is deceased and the application is being lodged by an Executor/Administrator, the Death Certificate, Will or Probate or letters of administration