



DEPARTMENT OF NATURAL RESOURCES AND MINES

Application for Conversion of a Lease

Part B

Application form requirements

1. This application is for Conversion of a Lease.
2. Read the web content "[Conversion/Purchasing Lease Guide](#)" 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 at website at <https://www.dnrm.qld.gov.au> or from a regional [DNRM office](#)).
4. Any additional information to support application.
5. **Part A:** [Contact and Land details form](#) 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.
7. The department encourages you prior to lodging your application to have a pre-lodgement meeting with an officer who will be able to provide additional information in relation to native title, expected timeframes, anticipated costs and to ensure the application will achieve your desired outcome.

Important information

8. 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 2009](#) and can include other fees and charges e.g. GST, Stamp Duty.
9. 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).
10. 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.
11. If your application for conversion to freehold is successful, you may also be required to provide a plan of survey at your expense.
12. You must continue to pay the rent until a new tenure (if offered) is issued.
13. You must provide a Statutory Declaration to indicate your compliance with the conditions of the lease.
14. All outstanding rental must be paid, before submitting an application for Conversion of a Lease.
15. 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 at <https://www.business.qld.gov.au/industries/building-property-development/titles-property-surveying/titles-property>).

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	go to 2
<input type="checkbox"/>	Non Competitive Lease to Freehold	go to 2
<input type="checkbox"/>	Grazing Homestead Perpetual Lease to Freehold	go to 2
<input type="checkbox"/>	Term Lease to Freehold	go to 2
<input type="checkbox"/>	Term Lease to Perpetual Lease	go to 2
<input type="checkbox"/>	Term Lease for tourism purposes (on a regulated island) to Perpetual Lease	go to 2
<input type="checkbox"/>	Special Lease to Freehold	go to 2

2. Have you made a previous application for conversion of this lease? Yes **go to 3** No **go to 6**

3. Was this application refused? Yes **go to 4** No **go to 6**

4. 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 5** No **go to 6**

Under Section 166 of the [Land Act 1994](#) the application may be rejected without further consideration.

5. Provide details of the change in circumstances from the previous application. **go to 6**
(If there is insufficient space, please lodge as an attachment)

6. Lease expiry date - / / **go to 7**
(Details of your Lease expiry date can be found on a [Current Title Search](#) of the land)

7. Provide details of the current use of land e.g. grazing. **go to 8**
(If there is insufficient space, please lodge as an attachment)

8. List below ALL existing improvements on the current leased land e.g. fencing, dams, building etc.
(If there is insufficient space, please lodge as an attachment) **go to 9**

A property sketch and or aerial photo overlay of the improvements should also be attached to the application.

9. Is the lease within an industrial estate managed by Economic Development Queensland (EDQ), Department of Infrastructure, Local Government and Planning Yes **go to 10** No **go to 10**

If **YES**, Provide the views of the Economic Development Queensland (EDQ), Department of Infrastructure Local Government and Planning <https://www.dilgp.qld.gov.au/edq/development-projects.html>. For additional information on Industrial Estates refer the EDQ Industrial Development website at <http://industrial.edq.com.au/>.

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 10.
(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
- Statutory Declaration in relation to complying with the lease conditions.
- Evidence of pre-lodgement discussions with the department.
- Copies of documentation relating to unregistered agreements, if applicable

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.