



Part B – Form LA09

Amendment to the Description of a Lease Application

Requirements

1. This application is for amendment to the description of a lease.
2. Please read the respective [amending the description of a lease guide](#), which includes application restrictions.
3. Payment of the prescribed [Application fee](#) (per title reference), if relevant. A refund of application fees will not be given. (Details of fees are available on the [Department of Resources website](#) at <<https://www.resources.qld.gov.au>> or from a regional [department's business office](#) or call 13 QGOV 13 74 68).
4. **Part A - Form LA00:** [Contact and land details](#) will need to be completed and submitted with your application.
5. Any additional information to support the application.
6. Your application will not be considered as having been properly made unless all parts of this application form have been completed accurately, otherwise your application may be returned to you to complete.
7. Prior to lodging your application, the Department **strongly encourages** the applicant to have a **pre-lodgement meeting** with a departmental officer who will 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. 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.
9. A survey of the boundaries of land must be carried out by a registered cadastral surveyor, in accordance with the relevant legislation and standards.
10. 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 Resources [Cadastral Survey Requirements](#) available at <<https://www.business.qld.gov.au/industries/building-property-development/titles-property-surveying/surveying/standards-forms>>. 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.
11. Information on this form, and any attachments, is being collected to process and assess your application under section 360C of the [Land Act 1994](#). If required, we may need to consult with third parties such as relevant local or state agencies and adjoining property owners. Details provided to third parties will generally be limited to type of application, area applied for and intended use. Your personal information will not otherwise be disclosed unless authorised or required by law.
12. Please note that we may wish to contact you to seek your views on our service, to advise you of any legislative changes that might affect you or to seek your participation in surveys or programs relevant to your application type. Any participation will be voluntary and you may email stateland@resources.qld.gov.au if you do not wish for the department to contact you.
13. The department may also compile or analyse statistics and conduct research. Any publication of findings will not involve the publication of identifying personal information.
14. For further privacy information click [Privacy](#) or go to <www.resources.qld.gov.au/home/legal/privacy>.

Office
Use Only

Amendment to the description of a
lease



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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 **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) **go to 4**
 (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.

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

Application Fee

Part A – Form LA00 – Contact and Land details

Property sketch and / or aerial phot 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 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.