



Part B – Form LA02 Renewal of Lease Application

You can now lodge your application online via [Part A Contact and Land Details](#) and by July 2023 you will be able to apply for all State Land Act applications online.


Requirements

1. This application is for Renewal of a lease.
2. Please read the respective renewal 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. An application for renewal of a Lease cannot be accepted until 80 per cent of the term of the lease has expired, however, an application may be made at an earlier time if special circumstances exist. Refer to Department of Resources [Policy SLM/2013/423 - Land Holdings: Leases – Early Renewal, Rolling Term Lease Extensions and Conversion \(Special Circumstances\)](#), available on the department's website at: -<<https://www.resources.qld.gov.au/home/about-us/policies>>.
9. Any renewal of a term lease is limited to the grant of a new term lease to the same lessee and for the same purpose as the existing lease. However, investigations could result in an offer being made for an area smaller than the area of your current lease to enable the state to secure land for uses such as road or a reserve for community purposes etc.
10. If your application for a renewal of lease is successful, you may also be required to provide a plan of survey at your expense.
11. All outstanding rental must be paid on the current lease, before submitting an application for renewal of a lease.
12. An application for a renewal of a lease is not to be made if the lease is subject to a condition that states that an application for renewal cannot be made.
13. **Note: section 167 of the *Land Act 1994*, Department of Resources may assess the most appropriate tenure for the leased land is freehold and may elect to treat the renewal application as a conversion application.**
14. Information on this form, and any attachments, is being collected to process and assess your application under section 158 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.
15. 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.

16. The department may also compile or analyse statistics and conduct research. Any publication of findings will not involve the publication of identifying personal information.
17. For further privacy information click [Privacy](#) or go to <www.resources.qld.gov.au/home/legal/privacy>.

Office Use Only	Renewal of lease application	 9 311662 185297
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1. What is the commencement date of the lease? / / **go to 2**

(Details of your lease expiry date can be found on a [current title search](#) of the land. To check this you can purchase a title search by calling **1300 255 750**, visiting the [Titles Queensland website](https://www.titlesqld.com.au/) <https://www.titlesqld.com.au/> (and select 'Searches') or visiting one of the [regional business centres](#)).

2. What is the expiry date of the lease? / / **go to 4**

(Details of your lease expiry date can be found on a [current title search](#) of the land. To check this you can purchase a title search by calling **1300 255 750**, visiting the [Titles Queensland website](https://www.titlesqld.com.au/) <https://www.titlesqld.com.au/> (and select 'Searches') or visiting one of the [regional business centres](#)).

Note: If less than 80% of the term of the lease has passed at the time of application **go to 3**, otherwise **go to 4**

3. Provide sufficient evidence of what special circumstances exist that would warrant this application. **go to 4**

(If there is insufficient space, please lodge as an attachment)

4. Have you made a previous application for renewal of this lease?

Yes

go to 5

No

go to 8

5. Was this application refused?

Yes

go to 6

No

go to 8

If Yes, if an earlier application for renewal was refused, and there is no relevant change in circumstances from the earlier application, any new application may be rejected without consideration under section 159 of the [Land Act 1994](#) (section 158(4)).

6. Have there been any change in circumstances from the previous application, which may lead to this application being accepted for further consideration?

Yes

go to 7

No

go to 8

An application for renewal of a lease can be refused without investigation, if an earlier application has been refused and the reasons for refusal have not changed.

7. Provide details of the change in circumstances from the previous application.

go to 8

(If there is insufficient space, please lodge as an attachment)

8. Is the lease within an industrial estate managed by Economic Development Queensland (EDQ), Department of Infrastructure, Local Government and Planning?

Yes

go to 9

No

go to 9

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

9. Have you entered into any unregistered agreements with any other parties that provide for certain use or management of the land?

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

Yes

go to 10

No

go to 11

10. Provide details and copies of any documentation relating to these agreements

go to 11

(If there is insufficient space, please lodge as an attachment)

11. Provide details of any additional information to support the application. (optional)

go to 12

(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.

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

- Application Fee.
- Part A - Form LA00 – Contact and Land details form.
- Views of the Economic Development Queensland, Department of State Development, Infrastructure, Local Government and Planning, 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 fully complied with the conditions of the lease.

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.