



Part B – Form LA01

Conversion of a Lease Application

Land Act 1994

Requirements

1. Use this application form to apply for Conversion of a Lease.
2. Please read the respective [conversion of a lease application guide](#), which includes application restrictions. The content on this page may help you decide if this application form applies to you and your needs. It will also help guide you through the application process.
3. Payment of the prescribed Application fee is per title reference. A refund of application fees will not be given. Details of fees are available on the [Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development website](#) or contact your nearest [business centre](#) or call 13 QGOV (13 74 68).
4. Part A online form: [Contact and land details](#) or Part A – [Contact and land details \(PDF\)](#) must be completed and submitted with your application.
5. Any additional information to support the application.
6. For your application to be processed, all parts of this application form must be completed and accurately, otherwise your application may be returned to you to complete or refused.

Important information

7. For detailed information and to ensure you complete the correct application form, we encourage you to arrange a pre-lodgement meeting and refer to the [Land Act 1994](#). Contact your nearest [business centre](#) to arrange a meeting.
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 2020](#) <<https://www.legislation.qld.gov.au/>> 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, Manufacturing and Regional and Rural Development (the department).
10. If your application for conversion to freehold is successful, you may also be required to:
 - pay the market value of any commercial timber on your lease.
 - provide a plan of survey at your expense.
11. You must continue to pay the rent on the lease until you have complied with the conditions of a new tenure if one is offered.
12. **Note:** All outstanding rental must be paid before submitting an application for conversion of a lease.
13. An application for conversion cannot be considered while the lease is subject to a condition precluding conversion. To check your lease conditions you can purchase a title search by calling **(07) 3497 3479**, or visiting the [Titles Queensland website](#) <https://www.titlesqld.com.au/>.

Information and Data collection

14. Information on this form, and any attachments, is being collected to process and assess your application under section 166 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@nrmmrrd.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 <<https://www.nrmmrrd.qld.gov.au/legal/privacy>>.

Office Use Only	Application for Conversion of a lease	 9 311662 185303
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1. The application is for Conversion of:		
☐	Perpetual Lease to Freehold	go to 2
☐	Non-Competitive Lease to Freehold	go to 2
☐	Grazing Homestead Perpetual Lease to Freehold	go to 2
☐	Term Lease to Freehold	go to 2
☐	Term Lease for pastoral purposes to Perpetual Lease	go to 2
☐	Term Lease for tourism purposes (for land on a regulated island) to Perpetual Lease	go to 2
☐	Special Lease to Freehold	go to 2

2. Have you made a previous application for conversion of this lease which was refused OR received an earlier offer to convert the lease to freehold land or perpetual lease which you rejected?		
☐	Yes	go to 3
☐	No	go to 5

3. Has there been any relevant change in circumstances from the previous application or the rejection of the offer, which may lead to this application being accepted for further consideration?		
☐	Yes	go to 4
☐	No	Application cannot be submitted
If No, under section 166(2) of the Land Act 1994 the application maybe rejected without further consideration.		

4. Provide details of the relevant change in circumstances. go to 5	
(If there is insufficient space, please lodge as an attachment)	

5. Lease expiry date	
/ /	go to 6
Details of your lease expiry date can be found on a current title search of the land. To confirm you can purchase a title search by calling (07) 3497 3479 , or visiting the Titles Queensland website <https://www.titlesqld.com.au/> (and select 'Searches').	

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

7. List below ALL existing improvements on the current leased land e.g. fencing, dams, buildings etc. (If there is insufficient space, please lodge as an attachment)	go to 8
A property sketch and or aerial photo overlay of the improvements should also be attached to the application. It is recommended that any attached plans, sketches or maps be of A4 or A3-size.	

8. Is the lease within an industrial estate managed by Economic Development Queensland (EDQ) ?
☐ Yes go to 9 ☐ No go to 9
If Yes, provide the views of the Economic Development Queensland (EDQ), For additional information on Industrial Estates refer to EDQ Industrial Development website at < https://industrial.edq.com.au/past-industrial-estate-developments/ -estates>.

9. Is there a condition of your lease that requires you to:
- 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. ☐ Yes go to 10 ☐ No go to 10
(Details of your lease conditions can be found on a current title search of the land)

10. Provide details of the compliance of these particular conditions in Question 9 (If there is insufficient space, please lodge as an attachment)	go to 11

11. Have you entered into any unregistered agreements or arrangements in place for using the land (for example, tourism based agreements/nature conservation agreement/transfer/sublease/easement)?

☐

Yes

go to 12

☐

No

go to 13

12. Provide details and copies of any documentation relating to these agreements or arrangements.

go to 13

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

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

go to 14

(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 processed. If all this information is not submitted, your application will be returned or refused.

14. Tick the box to confirm the attachments form part of the application:

- ☐ Application Fee.
- ☐ Part A online form – Contact and Land details, or Part A – Contact and land details PDF.
- ☐ Property sketch or aerial photo overlay.
- ☐ Views of the Economic Development Queensland, if applicable.
- ☐ Evidence of pre-lodgement discussions with the department, if applicable.
- ☐ Copies of documentation relating to unregistered agreements or arrangements, if applicable.

For your application to be processed, all parts of this application form must be completed accurately, otherwise your application may be returned to you to complete or refused.

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 practitioner)

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 practitioner of the applicant is signing as the applicant then the legal practitioner's full name must be printed immediately below the signature.