



Part B – Form LA02

Renewal of a Lease Application

Land Act 1994

Requirements

1. Use this application form to apply for renewal of a lease.
2. Please read the respective [renewing a lease 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 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. 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 - Lease Renewal](#), 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. If the state wants to secure a portion of your leased land for public use (for example, a road or a reserve for community purposes), we may offer you a renewed lease for a smaller area than your current lease. If your application for a renewal of lease is successful, you may also be required to provide a plan of survey at your expense.
10. An application for a renewal of a lease cannot be made if:
 - the lease is subject to a condition that states the lease cannot be renewed
 - the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development (the department) has issued a notice to the lessee for one of the following:
 - give you the opportunity to provide feedback before we finalise the decision
 - state that we've decided not to offer you a new lease because a lease isn't the most appropriate tenure for the land
 - request you apply for a new lease so that we can process your lease renewal.
 - the [Land Act 1994](#) prohibits renewal of the lease.

11. **Note: under sections 159 and 159A of the *Land Act 1994*, the department may assess lease and decide that the land should be freehold. In this case, we will treat your renewal application as a conversion application and send you an offer to convert the land to freehold, and you'll have an opportunity to purchase.**
12. Details of your lease, including expiry date can be found on a current title search of the land. You can purchase a title search by calling (07) 3497 3479, visiting the Titles Queensland website <<https://www.titlesqld.com.au/>> (and select 'Searches').

Information and Data collection

13. 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.
14. 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.
15. The department may also compile or analyse statistics and conduct research. Any publication of findings will not involve the publication of identifying personal information.
16. For further privacy information click [Privacy](#) or go to < <https://www.nrmmrrd.qld.gov.au/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

2. What is the expiry date of the lease?		
	/	/
		see note below
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 the special circumstances that exist that may support early lodgement of this application. (If there is insufficient space, please lodge as an attachment)		
go to 4		

4. Have you made a previous application for renewal of this lease which was refused OR received a decision notice that the department would not offer a new lease?		
☐ Yes	go to 5	
☐ No	go to 8	

5. Were the reasons for the refusal or the decision notice to not make an offer of a new lease, made on the grounds that a lease is not the most appropriate tenure e.g. freehold?		
☐ Yes	go to 8	
☐ No	go to 6	

6. Has there been any relevant change in circumstances from the earlier application or the decision not to make an offer of a new lease, which may lead to this application being accepted for further consideration?		
☐ Yes	go to 7	
☐ No	go to 8	

Under section 158(3) of the [Land Act 1994](#), an application for renewal of a lease may be rejected without consideration if there is no relevant change in circumstances.

7. Provide details of the relevant change in circumstances. (If there is insufficient space, please lodge as an attachment)	go to 8

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

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 ☐ No	go to 10 go to 11

10. Provide details and copies of any documentation relating to these agreements. (If there is insufficient space, please lodge as an attachment)	go to 11

11. Provide details of any additional information to support the application. (optional) (If there is insufficient space, please lodge as an attachment)	go to 12

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.

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

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