

You can now apply for all *Land Act 1994* applications [online](#).

## Part B – Form LA09

# Amending the Description of a Lease Application

### *Land Act 1994*

#### Requirements

1. Use this application form to apply for amending the description of a lease.
2. Please read the respective [amending the description of 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 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 – [LA00 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

1. 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.
2. An application to amend the description of a lease can be submitted in terms of section 360C of the [Land Act 1994](#).
3. A survey of the boundaries of land must be carried out by a registered cadastral surveyor, in accordance with the relevant legislation and standards.
4. 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 Natural Resources and Mines, Manufacturing and Regional and Rural Development (the department) [Cadastral Survey Requirements](#) available at <https://www.business.qld.gov.au/industries/building-property-development/surveying/standards-forms>. **Information and Data collection**
5. 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.
6. 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](mailto:stateland@nrmmrrd.qld.gov.au) if you do not wish for the department to contact you.

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

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|--------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Office<br>Use Only | Amendment to the description of a<br>lease | <br>9 311662 185419 |
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**1. What is your reason for the request:**

**(a) Freeholding Lease:**

- ☐ the boundaries of the land do not agree with the boundaries described in the lease/appropriate plan **go to 2**
- ☐ you and another leaseholder agree to mutually exchange areas that adjoin a common boundary between your properties **go to 2**

**(b) Term lease, or a perpetual lease (not a State lease):**

- ☐ the boundaries of the lease are not stated with certainty or don't agree with the boundaries on the plan **go to 2**
- ☐ a survey of the land gives more accurate knowledge of the lease **go to 2**
- ☐ you and another leaseholder agree to mutually exchange areas that adjoin a common boundary between your properties **go to 2**

**(c) State lease (lease issued over a reserve):**

- ☐ the boundaries of the lease are not stated with certainty or don't agree with the boundaries on the plan **go to 2**
- ☐ a survey of the land gives more accurate knowledge of the lease **go to 2**
- ☐ you and another leaseholder agree to mutually exchange areas that adjoin a common boundary between your properties, as long as both leases are within the boundaries of a single reserve **go to 2**
- ☐ an area of trust land be included in the lease **go to 2**

**2. Has an accurate property sketch plan been prepared?**

☐ Yes

**go to 3**

☐ No

**Application cannot be considered**

An application to amend the description of a lease cannot be considered without an accurate property sketch plan showing the proposed change.

**3. Provide details of any additional information to support the application.**

**go to 4**

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

## Attachments

The following must be lodged with your application for it to be processed. If all this information is not submitted, your application will be returned or refused.

### 4. 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
- ☐ Property sketch plan and / or aerial photo overlay showing the proposed amendment
- ☐ For mutual exchange of areas, the written agreement of all lessee's is required
- ☐ Evidence of pre-lodgement discussions with the department, if applicable
- ☐ Survey Plan, if applicable

It is recommended that any attached plans, sketches or maps be of A4 or A3-size. 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 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)

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|  |

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.