



Part B – Form LA15

Reduction of Rent or Instalment Application (Residential Leases Only)

Land Act 1994

Requirements

1. Use this application form to apply for Reduction of Rent or Instalment (Residential Leases only).
2. Please read the respective [Reduction of rent or instalment \(residential leases only\) 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. This application does not require payment of an application fee.
4. **Part A online form:** [Contact and land details](#) or Part A - [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

7. For detailed information and to ensure you complete the correct application form, we encourage you to arrange a prelodgement meeting and refer to the *Land Act 1994*. Contact your nearest [business centre](#) to arrange a meeting.
8. Application for reduction of rent or instalment only applies to leases. It does not apply if you hold a licence or permit.
9. To be eligible for the reduction you must:
 - Use the lease exclusively as your principal place of residence, or
 - be suffering hardship and meets one of the following criteria:
 - hold, or be entitled to hold, a Commonwealth concession card; or
 - the annual rent or instalment payable under the lease is a significant proportion of your taxable income.
10. All information you provide is dealt with as strictly confidential.
11. The Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development (the department) may require your financial/bank statements and a statutory declaration.
12. If a lease is transferred, the reduction of rental/instalments stops from the day the transfer is registered.

Information and Data collection

13. Information on this form, and any attachments, is being collected to process and assess your application under section 41 of the [Land Regulation 2020](#) or section 459 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@nrmmrd.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.nrmmrd.qld.gov.au/legal/privacy>>.

1. The application is for reduction of rent or instalment for:

- Perpetual Lease
- Term Lease
- Residential Freeholding Lease (including a Grazing Homestead Freeholding Lease)

go to 2

Reduction can only occur on some freeholding leases. To determine if your freeholding lease qualifies for a reduction contact the nearest [department business centre](#).

2. Have you made a previous application for reduction or rent or instalment?

Yes **go to 3**

No **go to 6**

3. Was this application refused?

Yes **go to 4**

No **go to 6**

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

Yes **go to 5**

No **go to 6**

Your application may be refused if circumstances have not changed.

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

go to 6

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

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6. The property is used exclusively as your principal place of residence?

Yes

go to 7

No

Application cannot proceed

If Yes, you must sign the residential declaration at the end of this form to declare you use the lease exclusively as your principal place of residence.

7. Do you hold or are you entitled to hold a current Commonwealth Concession Card?

Yes

go to 10

No

go to 8

If you hold or are entitled to hold a current Commonwealth Concession card, a copy of the front and back of the card MUST accompany the application.

8. The annual rent/instalment is a significant proportion of all my/our taxable income.

Yes

go to 9

No

go to 10

9. Provide details in Schedule 1 of all land you lease from the state or are the registered owner of.

Schedule 1

You must enter either the Lot on Plan or Title Reference of the land.

| Lot | Plan | Title Reference |
|-----|------|-----------------|
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go to 10

The description of the land can be found on a current copy of the Title or on your rates notice. To check this you can purchase a title search by calling (07) 3497 3479, or visiting the [Titles Queensland website](https://www.titlesqld.com.au/) <https://www.titlesqld.com.au/> (and select 'Searches'). If insufficient space, please add additional description as an attachment.

10. How many bank accounts do you have (including any term deposits)?
 Provide details in Schedule 2 of your financial details.
 (If there is insufficient space, please lodge as an attachment)

| Schedule 2 | | |
|--|---|--|
| Enter Bank Account or Superannuation Account details | List Assets e.g. Dwellings, Land, Shares | Enter fortnightly/annual income e.g. wages, superannuation payments, Australian or overseas pension payments, other etc |
| Account no: BSB: Account Balance: AU\$ | Asset: Value: AU\$ | Annual: AU\$ Or Fortnightly: AU\$ |
| Account no: BSB: Account Balance: AU\$ | Asset: Value: AU\$ | Annual: AU\$ Or Fortnightly: AU\$ |
| Account no: BSB: Account Balance: AU\$ | Asset: Value: AU\$ | Annual: \$ Or Fortnightly: AU\$ |
| Account no: BSB: Account Balance: AU\$ | Asset: Value: AU\$ | Annual: \$ Or Fortnightly: AU\$ |

go to
11

11. Provide details of the reason you believe you are suffering hardship.

go to 12

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

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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.

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

- 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
- For all bank accounts you hold, upload copies of bank account statements for the last 6 months.
Include a statement showing the balance no older than 1 week prior to making this application
- Commonwealth Concession Card (front and back of current card), if applicable
- A copy of your Centrelink Income and Asset Statement
- A copy of your Centrelink Payment Summary
- A copy of your most recent Income Tax Assessment Notice

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: / /

Note: 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.

Residential Declaration

I/We declare that the lease is used exclusively as my principal place of residence and that leased property is not subject to any tenancy arrangements.

Signature of applicant/lessee

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The declaration must be signed personally by the registered landholder.

Date: / /