

Licence Application

Use this form to apply for a licence (other than a berthing licence) under the *Crown Land Management Act 2016*.

**Applications must be submitted at least two months before the proposed commencement date.
Final approval of your application is subject to you signing a licence agreement.**

To apply for a licence, you **must**:

- provide Proof of Identity (POI)
- pay the application fee.

Fee

An application fee of \$577.00 is payable. Do **not** send your credit card details – Transport for NSW will contact you for payment.

Where the licence is requested in order to provide significant community and/or environmental benefit, this fee may be waived.

Contact us

For more information, please contact us at:

Transport for NSW

Phone: (02) 8849 2831

Email: property.management@transport.nsw.gov.au

Web: www.transport.nsw.gov.au

Privacy statement

We are collecting your personal information in connection with your application for a licence and we may retain and use it in connection with the licensing and management of the port/harbour under the *Crown Land Management Act 2016*. Providing this information is voluntary but we may not be able to process your application unless you provide it.

We may disclose your personal information in order to assess your application or verify the information you provide. Otherwise we will not disclose your personal information without your consent unless authorised by law.

Your personal information will be held and managed by Transport for NSW in accordance with the *Privacy and Personal Information Protection Act 1998*. To access or amend your personal information please use the access and amendment application forms available at www.transport.nsw.gov.au/about-us/transport-privacy

Licensed area

Reserve	
Preferred licensed area	
Intended use of licensed area	

Applicant one details

This information may be used to positively identify you during your dealings with Transport for NSW

Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:
First name	
Family name	
Email address	
Residential address	
Postal address <i>(if different from your residential address)</i>	
Telephone	

APPLICANT INFORMATION	
Have you ever been declared bankrupt or sought protection from any bankruptcy laws?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted anywhere in Australia or overseas of an offence that resulted in at least 12 months imprisonment?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have responded 'yes' to the above questions, please attach further information with your application.

Applicant two details

This information may be used to positively identify you during your dealings with Transport for NSW

Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:
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First name	
Family name	
Email address	
Residential address	
Postal address <i>(if different from your residential address)</i>	
Telephone	
APPLICANT INFORMATION	
Have you ever been declared bankrupt or sought protection from any bankruptcy laws?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted anywhere in Australia or overseas of an offence that resulted in at least 12 months imprisonment?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have responded 'Yes' to the above questions, please attach further information with your application.

Company details

Please only complete if applicant is a company

Organisation name	
Contact person	
Email	
ACN	
Organisation address	
Postal address <i>(if different from organisation address)</i>	
Telephone	

APPLICANT INFORMATION	
Have any of the currently appointed directors and/or company secretaries ever been disqualified from managing corporations under Part 2D.6 of the <i>Corporations Act 2001</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has this entity or any affiliated entities, ever entered into voluntary administration, receivership, liquidation or insolvency?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If applicant is a company, a current company search with details of the directors is to be lodged with this application.

If you have responded 'yes' to the above questions, please attach further information with your application.

Requested term

Please note that applications must be submitted at least two months before the proposed commencement date.

Term	
Proposed commencement date	

Declaration – up to two parties

I	
and I	
declare that: <ul style="list-style-type: none"> • I am over 18 years of age; and • the information given in this application is true and correct and I have not withheld any information likely to affect the success of my application. 	
Signature	
Date	
Signature	
Date	

Supporting documentation checklist

Proof of identity documents

and where relevant:

Evidence that supports the licence will provide a significant environmental or community benefit

Approvals from councils or other assessment and approval agencies

Further information if you have answered 'yes' to any of the questions regarding the applicant

Current company search (if applicable)

Copy of your current certificate of survey and certificate of operation (*if applicable*)

Copy of current Insurance policy

Lodgement

Email the completed form and any supporting documentation to:

property.management@transport.nsw.gov.au