

# Application form

## Contact and Land Details

### Part A

#### Application form requirements

1. **Part A:** Contact and land details will need to be completed.
2. **Part B:** Application specific form will need to be completed.
3. Payment of the prescribed application fee, if relevant. A refund of application fees will not be given. (Details of fees are available on the Department of Natural Resources, Mines and Energy (DNRME) website at <https://www.dnrme.qld.gov.au> or from a regional [DNRME business centre](#)).
4. If the application is not lodged by a solicitor, bank or consultant on behalf of the applicant, then all applicants must sign the declaration on the appropriate Part B application form.
5. All parts of this application form need to be completed accurately, otherwise your application may be returned to you to complete.
6. Prior to lodging your application, the Department encourages the applicant to have a pre-lodgement meeting with a DNRME officer who will provide additional information in relation to native title, expected timeframes, anticipated costs and to ensure the application will achieve your desired outcome.

#### Important information

7. All applications will be processed having regard to the requirements of the [Land Act 1994](#) and related legislation, approved policies and procedures and the requirements of all other agencies with an interest in the land.
8. All completed applications can be lodged with DNRME by sending information to the following email or postal addresses or in person at your local DNRME business centre.
9. **Email:**  
[SLAMlodgement@dnrme.qld.gov.au](mailto:SLAMlodgement@dnrme.qld.gov.au)
10. If lodging an application, all relevant Part B application forms must be signed and supporting documentation must be scanned and then emailed.
11. **Post:**  
Department of Natural Resources, Mines and Energy  
PO Box 5318  
TOWNSVILLE QLD 4810
12. In terms of the [Right to Information Act 2009](#) interested parties may seek access to DNRME records and view relevant documents.
13. Information on this form, and any attachments, is being collected to process and assess your application under the [Land Act 1994](#). The consideration of your application may involve consultation and if so details of your application may be disclosed to third parties. They will not be otherwise disclosed outside the department unless required or authorised by law.

## Contact details

### Lodger Details and Mailing Address

A lodger is only required when a solicitor, bank, consultant lodges the application on behalf of the applicant.

Full Name(s)		
Title	First name	Surname
Company name(s)		
If a Corporation then record <input type="checkbox"/> ACN <input type="checkbox"/> ARBN <input type="checkbox"/> ABN <input type="text"/>		
Postal Address	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Phone number	<input type="text"/>	Mobile phone <input type="text"/>
Email	<input type="text"/>	

## Applicant(s) Details and Mailing Address

If the applicant is a Corporation, either the Australian Company number, Australian Registered Body number or the Australian Business number must be shown.

Full Name(s)		
Title	First name	Surname

**Company name(s)**

If a Corporation then record  ACN  ARBN  ABN

**Postal Address**

**Phone number**  **Mobile phone**

**Email**

**Future correspondence should be sent to**  Lodger  Applicant

1. Are the applicants a foreign acquirer as defined by the Additional Foreign Acquirer Duty (AFAD)?  Yes **go to 2**  No **go to 4**

For further information refer to the Queensland Government website to determine if the applicant/s are a [foreign person \(acquirer\) for AFAD](https://www.business.qld.gov.au/industries/service-industries-professionals/professional-financial-services/transfer-duty/investors/afad/foreign-persons) >.  
<https://www.business.qld.gov.au/industries/service-industries-professionals/professional-financial-services/transfer-duty/investors/afad/foreign-persons>

2. Is the application related to the purchase of land, for example a permanent road closure, or conversion of a lease where the land is or will be used solely or primarily for residential purposes as defined for the Additional Foreign Acquirer Duty (AFAD) under the [Duties Act 2001](#)?  Yes **go to 3**  No **go to 4**

**Note** – Under the *Duties Act 2001* an additional amount of duty applies where the land is residential land and the applicant is a foreign person (acquirer) for AFAD. For further details, please refer to the information on the Queensland Government website for [Additional Foreign Acquirer Duty](https://www.business.qld.gov.au/industries/service-industries-professionals/professional-financial-services/transfer-duty/investors/afad):-  
<https://www.business.qld.gov.au/industries/service-industries-professionals/professional-financial-services/transfer-duty/investors/afad>

3. Enter the full name/s of the foreign acquirer/s.  
(If there is insufficient space, please lodge as an attachment) go to 4

Full Name/s (If a company, also provide a contact name)	Share held

4. Are the Applicants registered for GST and acquiring the land for a creditable purpose?  Yes  No go to 5

Under the *Tax Administration Act (Cth) 1953* purchasers of new residential premises or potential residential land who are required to withhold part of the purchase price for payment to the [Australian Taxation Office \(ATO\)](https://www.ato.gov.au/business/gst/in-detail/your-industry/property/gst-property-settlement-online-forms-and-instructions/) must make payment as outlined on the ATO's website. <https://www.ato.gov.au/business/gst/in-detail/your-industry/property/gst-property-settlement-online-forms-and-instructions/>.

**Note: An example of an acquisition for a creditable purpose would be for the purchase of the land by a building contractor, who is registered for GST, for the purpose of building a house on the land and selling it in the ordinary course of its business.**

## Details of land for which the application is being lodged

5. Select the type of land for which the application is being lodged.

- |  |   |
|--|---|
| <input type="checkbox"/> Permit<br><br><input type="checkbox"/> Licence<br><br><input type="checkbox"/> Trust Land Reserve/<br>Deed of Grant in Trust (DOGIT)<br><br><input type="checkbox"/> Dealing Number (refer to <b>Item 6</b> ) | <input type="checkbox"/> Lease<br><br><input type="checkbox"/> Unallocated State Land (USL) <span style="float: right;">go to 6</span><br><br><input type="checkbox"/> Road<br><br><input type="checkbox"/> Other |
|--|---|

6. Enter the description of the land for which the application is being lodged. If this application concerns a road, enter the description of the land adjoining the road.

Schedule 1		
You <b>must</b> enter either the Lot on Plan or Title Reference of the land for which the application is being lodged.		
Lot	Plan	Title Reference

go to 7

The details of the land can be found on a current copy of the Title, your rates notice or the [Queensland Globe](#) from the Queensland Government website can be downloaded to help access

current Lot on Plan details. <<https://www.business.qld.gov.au/business/support-tools-grants/services/mapping-data-imagery/maps>>. If insufficient space, please add additional description as an attachment.

**7.** Enter additional details of the land

Dealing number

Tenure type

Tenure number

Local Government

Other details of land location (optional)

**go to 8**

**8.** Have you participated in a pre-lodgement meeting with the department?  Yes **go to 9**  No

Please provide name of officer you spoke with and this department's associated reference.

DNRME Contact Officer

Prelodgement ID  
(eLVAS CI Ref)

**9.** Provide details of pre-lodgement meeting. (optional)  
(If there is insufficient space, please lodge as an attachment)


Departmental Officers contact details and any reference number should be included if known.

**THIS FORM MUST BE ACCOMPANIED BY THE RELEVANT PART B APPLICATION FORM.**