

# Designated tenement contact and service address obligations

## Information sheet

Last reviewed: February 2026



1 November 2025

The new regulations commence



Post 1 November

New tenement applications must include DTC and service address



31 October 2026

Existing tenement holders and applicants have a 12-month transition period

## Purpose

This document outlines obligations for mining tenement applicants and holders introduced by the Mining Amendment Regulations 2025.

From 1 November 2025, the Mining Regulations 1981 will apply a new framework for managing designated tenement contacts (DTCs) and service address information. These changes are designed to:

- improve communication between the Department of Mines, Petroleum and Exploration and tenement holders/applicants;
- ensure notices and documents are delivered quickly and securely; and
- modernise processes and strengthen compliance.

## Important changes

- Every tenement application and granted tenement must have a DTC.
- Every applicant and holder must provide a physical service address (not a PO Box).

## Your obligations

### Nominate a DTC

- This can be you, another holder, or an authorised agent.
- Provide the name, email address and postal address.
- Email will be used for official notices under certain provisions.

### Provide a service address

- Must be a physical street address (business or residential).
- Cannot be a PO Box.
- The street address may be your residential or business address, or that of an agent who you authorise to receive service on your behalf.
- Ensure you update within 28 days if details change.

## Transition period

- Existing holders and applicants have until 31 October 2026 to comply.
- New applications after 1 November 2025 must include DTC and service address immediately.

## Privacy protection

If you are unable or unwilling to authorise an agent to receive service on your behalf, and if publishing your address would put your safety at risk, you can apply to have it kept confidential. Refer to the *Regulation 84H Address-Suppression Safeguard Guideline*.

## Frequently Asked Questions

### 1. When do the new requirements start?

The new regulations commence on 1 November 2025.

Existing tenement holders and applicants have a 12-month transition period (until 31 October 2026) to comply.

New applications lodged after 1 November 2025 must include DTC and service address details immediately.

### 2. What is a designated tenement contact (DTC)?

A DTC is the nominated person who will receive official notices and documents from the department under certain provisions of the Mining Act and Regulations.

The DTC can be the applicant, a tenement holder, or an authorised agent.

DTC details include name, email address, and postal address.

Email is a valid method of service for prescribed provisions.

### 3. What is a service address?

A service address is the official physical street address recorded on the Mining Register where notices and documents may be served.

It must be a business or residential address (not a PO Box).

It can be the DTC or other authorised agent's street address.

You must update it within 28 days if it changes.

### 4. How do I provide or update these details?

Use the updated forms:

Form 21, 23, 28, and 30 now include fields for DTC and service address.

To update details, lodge Form 30 – Application to Amend.

Updates must be made within 28 days of any change.

### 5. What happens if I don't comply?

Failure to maintain a current DTC or service address after the transition period is an offence under the regulations. Penalties apply.

## 6. Can I keep my address confidential?

Yes. If publishing your address would put your safety at risk, you can apply to have it suppressed under regulation 84H. Prior to seeking suppression, you should consider apportioning an authorised agent to receive service on your behalf.

You will need to provide evidence (e.g. police report or risk assessment).

If approved, your address will not appear on the public register but will remain available to the department for administrative purposes.

## 7. Who can use the DTC and service address?

The department will use the DTC for official notices under prescribed provisions.

The service address is used for all other administrative communications and may be used by third parties (e.g. objectors or adjoining holders) for notices under the Act and Regulations.

Type of Notice/Party	May use service address?	Notes
Department/Minister	<input checked="" type="checkbox"/> Yes	For all non-prescribed administrative notices
Warden/Mining Registrar	<input checked="" type="checkbox"/> Yes	Where not prescribed for DTC service
Third party (e.g. objector, adjoining holder)	<input checked="" type="checkbox"/> Yes	For administrative or procedural notices
Authorised agent of holder/applicant	<input checked="" type="checkbox"/> Yes	May receive service on behalf of holder
Courts/judicial officers	<input checked="" type="checkbox"/> No	Use court-specific service rules
Commonwealth agencies	<input checked="" type="checkbox"/> No	Governed by federal service law

## 8. Which notices will be sent to the DTC?

Certain provisions of the Mining Act and Regulations allow the department to serve notices to the DTC instead of directly to the holder or applicant. These include notices about:

- Applications and renewals
- Rent and royalty obligations
- Compliance actions and forfeiture notices
- Other prescribed administrative matters.

A full list of the prescribed provisions is provided on page 6.

## 9. Where can I get help?

Updated forms will be available from 1 November 2025.

For assistance, email [RTD.consultation@dmpe.wa.gov.au](mailto:RTD.consultation@dmpe.wa.gov.au).

## Regulation 89AB – Prescribed Provisions for Designated Tenement Contacts (DTCs)

(Mining Regulations 1981, as amended by the Mining Amendment Regulations 2025)

These are the sections and regulations under which giving a notice, document or communication to the DTC is legally sufficient service for the purposes of the *Mining Act 1978 (WA)*.

### Prescribed provisions of the *Mining Act 1978*

Act section	Description of notice or action
8A(3)	Special rights conferred in writing on a tenement holder.
26A(1)	Notice to surrender specified land (e.g. top 15 m depth).
41(3)	Request for further information on Prospecting Licence application (including s. 92).
51A	Request for geological samples from a Prospecting Licence holder.
55A(4)	Notice of imposition of condition on a Prospecting Licence.
55B	Notice to show cause or require Mining Lease application (Prospecting Licence).
58(3)	Request for further information on Exploration Licence application.
65(4)	Notice requiring surrender of Exploration Licence.
68(1), (2)	Request for geological records from Exploration Licence holder.
69D(4)	Notice of imposition of condition on an Exploration Licence.
69E	Notice to show cause or require Mining Lease application (Exploration Licence).
70C(3)	Request for further information on Exploration Licence application (transfer situations).
70IA(2), (3A)	Notice requiring submission of Program of Work (Retention Licence).
70M	Notice to show cause or require Mining Lease application (Retention Licence).
74(2)	Request for further information on Mining Lease application (including s. 90(2)).
74A(2)	Request for further information on mineralisation report.
79(1)	Notification of grant of Mining Lease.
82(3)	Late rent penalty notice.
90(2)	Requests under applied provisions of s. 74(2).
92	Further information on special applications (cross-referenced).
95A(2)	Notice of approval to surrender part of Exploration Licence blocks.
96A(6)	Notice of proposed penalty in lieu of forfeiture (Exploration/Retention Licence).
97(6)	Notice of proposed penalty in lieu of forfeiture (General Purpose/Mining Lease).
103AU(4)	Notice of amendment to approved program of work (environmental conditions).
115A(2)(b)	Requirement to file mineral exploration report.
115B(2)	Requirement to file expenditure audit statement.

**122A(4)(b)** Notice that caveat has been lodged.

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**Prescribed provisions of the *Mining Regulations 1981***

<b>Regulation</b>	<b>Description of notice or action</b>
<b>4G</b>	Notice of issue of 40E permit.
<b>49(2)(a)</b>	Notice of intended forfeiture hearing (Prospecting/Licence).
<b>50(a)</b>	Notice of intended forfeiture hearing (Exploration/Mining/General Purpose Lease).
<b>84B(4)</b>	Notification to correct error in lodged document.
<b>84B(8)(b)</b>	Notification of grant of extension to correct error.
<b>118(3)</b>	Notice to holder of intention to conduct official mining survey.
<b>118A(1)</b>	Notice of proposed private mining survey to holder/adjoining tenement.
<b>118C(2)</b>	Notice of refund of survey fee.
<b>120A(3)</b>	Copy of Form 44 (mining operations report) to be sent to holder/adjoining holder.

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**Prescribed provision of the *Mining (Royalties) Regulations 2025***

<b>Regulation</b>	<b>Description</b>
<b>r. 19(4)(b)</b>	Notice of royalty assessment or determination.