



CROWN LAND ENQUIRY FORM

Request for access to Crown land for an event

The Department of Planning, Lands and Heritage (Department) or its relevant Information Privacy Principle entities (IPP entities) within are obliged under the [Privacy and Responsible Information Sharing Act 2024](#) (PRIS Act) to advise you of certain matters when collecting your personal information. This collection notice sets out those matters and explains how we will manage the collection, use and disclosure of your personal information. The definitions of personal information and sensitive personal information can be found in the PRIS Act.

Applicant Details

The applicant is the person completing this form.

First Name		Last Name	
Telephone		Mobile	
Email Address			
Postal Address			
Billing Address			
Organisation			
ABN		ACN	ICN
Your Case Reference			

If you are completing this form on behalf of another person, you will need to complete their details in the customer panel below. Please attach their written consent that they authorise you to act on their behalf, including that they have read and understand terms and conditions contained below.

Customer Details

First Name		Last Name	
Telephone		Mobile	
Organisation			
Email Address			
Postal Address			
Billing Address			
ABN		ACN	ICN



Documentation

The following may be required for submission of this request; please ensure all applicable and relevant items are attached *(if not attached, your request is incomplete and may be returned to you)*

<input type="checkbox"/> If you are applying on behalf of a customer, you must provide proof of consent	
<input type="checkbox"/> Cadastral maps including leases and reserves	Q1
<input type="checkbox"/> Map showing event area and layout (mandatory)	Q1
<input type="checkbox"/> Liquor licence (if applicable)	Q2
<input type="checkbox"/> Post event site clean-up plan endorsed by local government (if applicable)	Q2
<input type="checkbox"/> Insurance certificates with State named as interested party (mandatory)	Q2
<input type="checkbox"/> Comments received from the Local Government Authority (LGA) (mandatory)	Q3
<input type="checkbox"/> Documentation of State sponsorship or funding (for the event) (if applicable)	Q4
<input type="checkbox"/> Emergency, safety and risk management plans approved by LGA (if applicable)	Q4
<input type="checkbox"/> Consent of Native title holders/claimants (if applicable)	Q4
<input type="checkbox"/> Department of Water (if applicable)	Q4
<input type="checkbox"/> Department of Parks and Wildlife (reserves) (if applicable)	Q4
<input type="checkbox"/> Any other supporting materials such as photographs, other consultations and documents	Q4

The applicant is responsible for obtaining all approvals, permits and licences before the event date. All associated documents that could assist with the assessment of this request must be attached to this request

Enquiry submission

There are three methods of submission, please select one method by which to submit your request

Email the completed, signed form to proposals@dplh.wa.gov.au (or)

Post the completed, signed form to:
 Department of Planning, Lands and Heritage
 Land Use Management Division
 Proposal – Crown land enquiry
 LOCKED BAG 2506
 PERTH WA 6001 (or)

Hand deliver the completed, signed form to:
 Department of Planning, Lands and Heritage
 Land Use Management Division
 Level 2, 140 William Street
 PERTH WA 6000

For help to complete this form phone the Department of Planning, Lands and Heritage on (08) 6551 8002.



Q1. Event Details

Dates Required

From	Start Time	To	End Time

Event Purpose	
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Size of Area	
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A map showing event area and layout may be a combination of the map obtained from Landgate with the floorplan layout of the event depicted

Visitor and Attendance Numbers

	Number
Visitors and spectators	
Employees, volunteers	
Artists, performers, competitors	
Total Attendees	

Estimated Economic Impact

	\$
Revenue from event activities	
Grants/sponsorship	
Expenditure	
Total Event turnover	

Are there any external structures, materials or alterations to the site required for the purpose of the licence?

Yes

No ➔ Go to Q3

Please provide brief details of the post-activity site clean-up plan endorsed by the Local Government Authority

Please ensure you attach a copy of the site clean-up plan

Please attach all relevant documentation. If not attached, your request is incomplete and may be returned to you



Q2. What are the details of the Crown land subject to request?

Land Details (list all applicable land details)

	Certificate of Crown Land Title (Vol/Folio)	Lot Number	Survey Number	Parcel identification number (PIN) (if available)
1				
2				
3				
4				
5				

Street Address (list all applicable addresses)

	House/Unit Number	Street/Road Name	Locality/Suburb	Postcode
1				
2				
3				
4				
5				

Reserve Number/s

(if applicable)

General/Other Information

(Example: coordinates, nearest road or crossroad)

Please attach all available Crown land titles and maps showing all land records involved in your request. If not attached, your enquiry is incomplete and may be returned to you.



Land details can be accessed through Landgate.

Queries on using Landgate services can be directed to its Customer Service Centre on (08) 9273 7373 or by email to: customerservice@landgate.wa.gov.au

A certificate of title can be obtained from Landgate



A map with coordinates and address can be obtained by using Landgate's Map Viewer



Terms and Conditions

By submitting a request for access to Crown land for an event, you understand and agree that:

The information provided is complete, true, accurate and correct to the best of my knowledge and belief.

The Department of Planning, Lands and Heritage (the department) may seek additional information from the applicant, customer or third party/ies that may assist in assessing the request. For that purpose, the department may be required to release information submitted in this request to other agencies or parties or to seek further information from third parties or other agencies/departments. If any information supplied in this request contains confidential information or information subject to commercial in confidence, it is the responsibility of the customer to clearly identify that material and the nature of the confidentiality, and to obtain permission to refer to that confidential or commercial in confidence material in the request form. If no confidentiality is indicated the department reserves the right to provide the information to third parties or other agencies/departments if required.

If the department supports a grant of tenure following assessment of the request, and the applicant chooses to proceed, the applicant is responsible for the payment all costs and disbursements associated with the grant. These costs may include, but not be limited to:

- costs of negotiating and compensating native title parties and other existing land holders;
- applying for and approval of other statutory requirements;
- purchase price, lease rental, easement or license fees;
- survey and plan preparation costs;
- registration and document preparation fees; and
- GST on any of the above.

The department will not be liable for delay and/or costs borne by the applicant and/or customer through submission of this request, or in providing additional information that is required so that the department can assess the request, of itself or as a result of any refusal to grant the request or to grant it on conditions that are unacceptable to the applicant and/or customer. The department has a duty to consider requests relating to Crown land in the best interests of the State.

It is the responsibility of the applicant to seek and obtain all approvals, licences, insurances and permits relating to the request and to comply with all terms and conditions of those approvals, licences, insurances and permits. The department is not responsible for obtaining any approvals for, or in connection with, this request, except for any required to be obtained by the department under any written law.

The applicant acknowledges that the provision of funding evidence in the form of a bank guarantee or other financial substantiation of the request may be required, and that insurance and indemnity arrangements may be further required to satisfy the department, dependent on the assessment of each request.

The applicant and/or customer shall indemnify the State, the Minister for Lands and the Department from and against all claims, demands, actions, suits, proceedings, judgements, damages, costs, charges, expenses and losses or any nature whatsoever in connection of and with respect to the grant of any licence necessary in respect of the proposed event. The department shall have no liability in respect of or arising from any mishap, accident or misadventure in relation to any activity undertaken in relation the grant of any such licence. The applicant and/or customer is responsible to have in place and to implement all necessary emergency risk management and response procedures.

The submission of this request does not in itself grant any right to access Crown land, and the department reserves the right to decline assessing the request in detail, to grant the request subject to conditions, or not to grant the request.

If you agree to accept these terms and conditions, selecting the ‘Yes, I have read and agree with the above Terms and Conditions’ and the submission of this request will demonstrate your acceptance of these terms and conditions.

If you do not agree with these terms and conditions, you must not submit a request.

For queries regarding terms and conditions, phone (08) 6551 8002 or email proposals@dplh.wa.gov.au prior to proceeding.

Yes, I have read and agree with the above Terms and Conditions

Applicant name		Date	
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Preliminary Collection Notice

The Department is collecting this information in order to identify, assess and process your enquiry.

Additionally, we may use the information you provide:

- To communicate with you
- To improve our services
- For record keeping purposes
- For statistical and analytical purposes

Your personal information has been collected under the Departments functions in the:

- *Land Administration Act 1997*
- *Aboriginal Affairs Planning Authority Act 1972*
- *Aboriginal Communities Act 1979 (WA) bylaws*
- *Dampier to Bunbury Pipeline Act 1997*
- *War Service Land Settlement Scheme Act 1954*

We will seek your consent to use your personal information for any purpose that is not outlined in this notice.

If you don't provide all necessary information, we may not be able to respond to your enquiry or complete our assessment. If necessary and possible we may contact you for further information.

Your information may if necessary be shared with one or more entities including but not limited to:

- Government Agencies
- Government Trading Enterprises
- Local Governments
- Ministers' Offices
- Pastoral Lands Board
- Aboriginal Lands Trust

A list of relevant Government Agencies, Government Trading Enterprises and Ministers' Offices can be found [here](#).

If your application requires Native Title considerations we may share your information with the relevant Native Title Representative Bodies, Prescribed Bodies Corporate and Aboriginal Corporations which can be found [here](#).

We will seek your consent before sharing your personal information with any entities not identified or linked in this notice.

For further information about how your personal information is handled please refer to our [Privacy Policy](#) or contact us using one of the methods below:

Department of Planning, Lands and Heritage

Phone: (08) 6551 8002

Email: info@dplh.wa.gov.au