



Crown Lease Renewal Form

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. The Collection Notice at the end of this form 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.

Please complete and return this application form to proposals@dplh.wa.gov.au if you are interested in continuing with your current lease arrangements.

Lease Number	
Customer Number (found on your Tax Invoice)	
Leaseholder Name(s) (individual(s) / company name / incorporated body)	
ABN / ACN / ICN (if applicable)	
Contact Person	
Billing address	
Postal address (if different to billing address)	
Contact Number	
Email address	
Preferred Correspondence Method	<input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Fax
Preferred Tax Invoice Method	<input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Fax
Leaseholder nominates the following authorised representative (if applicable)	
Name	
Position	
Signature of leaseholder	
Date	

Please submit this form along with:

- Where an **individual(s)** - Proof of ID for each Leaseholder (i.e. Drivers Licence, Passport, Photo Card etc.)
- Where a **company** – A company search confirming company is registered and names/s of registered Director/s and/or Secretary (i.e. Equifax Company File)



Upon receiving this application, the Department of Planning, Lands and Heritage will assess the merits in each case, checking compliance with lease terms and conditions amongst other things.

Collection Notice

The Department has collected your information to process your request to renew your Crown lease.

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 is collected under the Departments functions in the *Land Administration Act 1997*.

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

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