



Aboriginal Lands Trust (ALT) Estate

Lease Application

To be completed if no existing tenure e.g. you don't already have a Lease

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.

1 Requirements

1. Determine if the subject land is on the ALT estate.
2. Comply with the [Guidelines for ALT Leaseholders and Lease Applicants](#).
3. Comply with the 'Future Act' requirements under the [Native Title Act 1993](#). For further information on what this means, please contact the National Native Title Tribunal on (08) 07 3052 4040.
4. If a [Settlement Layout Plan \(SLP\)](#) for the community exists, please provide the Lot number.
5. Provide a Business Plan and other supporting evidence, where applicable.
6. Complete all details and provide all supporting documentation where requested - an incomplete Application Form will delay the process.
7. Forward the Lease Application Form and attachments for assessment to:

Aboriginal Lands Trust, care of Department of Planning, Lands and Heritage

Postal Address: Locked Bag 2506 PERTH WA 6001

Telephone: (08) 6551 8002

Email: proposals@dplh.wa.gov.au

8. The ALT meets every two months, with meeting dates published on the [DPLH website](#). Applications are required in advance to allow for sufficient review and consideration prior to presenting to the ALT.
9. Applicants will be notified of the ALT and Minister for Aboriginal Affairs' decision following completion of the required DPLH and Ministerial administrative process. This may take six to eight weeks after the meeting date.

Note: The State Government, along with the ALT Board are committed to the transferring land from the ALT estate, in accordance with the aspirations of native title holders and Aboriginal inhabitants (ALT Divestment). The proposal should advise why leasing is the appropriate pathway rather than divestment. If a lease is preferred in the short term, the proposal should

identify a pathway to facilitate future divestment. It is likely that if the proposal for a lease is approved that there will be a requirement for clauses to be included in the lease which will facilitate divestment during the term of the lease, should an appropriate opportunity for divestment be realized. Lease or sublease applications will only be granted following extensive consultation with all interested parties including other lease holders, inhabitants and signed consent from the registered native title claimants/holders by way of formal letter from the relevant Native Title Representative Body or Prescribed Body Corporate.

Please note if the land is under a Housing Management Agreement (HMA) the proponent will be required to contact the Department of Communities as the ALT is unable to issue a lease over land the subject of a HMA.

The ALT strongly prefers consensus from all interest holders as a matter of policy, however, under the *Aboriginal Authority Planning Act 1972*, the ALT and the Minister for Aboriginal Affairs ultimately determine the granting of a lease or sublease.

1.1 Applicant

| | | |
|--|------------|------------|
| Full Name of Individual or Company Name: | | |
| NOTE: If an individual is applying, sufficient documentation will be required to prove their identity. | | |
| If a corporation then: ACN ARBN ABN | Number: | |
| Contact Person: | Position: | |
| Address: | | |
| City: | State: | Post Code: |
| Postal address (if different from above): | | |
| PO Box: | State: | Post Code: |
| Phone No: | Mobile No: | Fax: |
| Email: | | |

Why is leasing the appropriate pathway rather than divestment?

Provide details below of the organisation, its activities, and its interest in the land relating to this proposal. Attach supporting documents if more detail is required.

| | |
|--|--|
| Attach copy of last meeting minutes from directors' meeting or general meeting | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|--|

| | |
|---|--|
| Attach copy of financial statements for last financial year | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|

| | |
|-------------------------------------|--|
| Attach copy of incorporation papers | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|-------------------------------------|--|

| | |
|-----------------------------|--|
| Attach copy of constitution | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|-----------------------------|--|

| | |
|---|--|
| Does the applicant take responsibility for the ongoing management and maintenance of the land and any buildings plus any rates and taxes payable? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|

| | |
|--|--|
| Does the applicant understand that the issue of a lease or sublease will make the applicant responsible for the land and/or any buildings? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|--|

Provide detail below of how the relevant stakeholders and the community will benefit from the proposal, e.g. employment and income opportunities, skills development through training opportunities, services provided to the community or improved governance or other social benefits. Attach supporting documents if more detail is required.

1.2 Land Details

| | | |
|---|-----------------------------|--|
| Crown Reserve, Lease or Freehold | Reserve No: | Lease No: |
| Certificate of Title Volume: | | Folio: |
| Survey, Plan, Diagram, or Deposited Plan No: | | |
| Lot No: | Location: (GPS coordinates) | |
| Street Number & Name: | | |
| City: | | Post Code: |
| Community Name: | | |
| Settlement Layout Plan Name: | | SLP Lot No: |
| Attach a copy of the SLP | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Attach a map indicating the Lot number as per the SLP, where available, including GPS coordinates and the required area including the size of the block. The map (e.g. a sketch) needs to indicate the exact location of the land. If the applicant requires assistance in preparing a map, please contact the Lands Officer at DPLH. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

1.3 Proposed Land Use

| | |
|--|--|
| Select which type of application is being lodged: <input type="checkbox"/> Lease <input type="checkbox"/> Sublease | |
| Term of the lease proposed: | |
| Is the lease required for commercial land uses or infrastructure development? If Yes, you will also need to complete a Land Use and Development Application as this is a separate process. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the proposed lease for commercial purposes? If yes, attach a copy of the Business Plan. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is a sublease proposed? If yes, attach written consent of the head lessee. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the land have the following services? Water: <input type="checkbox"/> Yes <input type="checkbox"/> No Power: <input type="checkbox"/> Yes <input type="checkbox"/> No Sewerage: <input type="checkbox"/> Yes <input type="checkbox"/> No Does the applicant have the financial capacity to meet ongoing service costs? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

1.5 Risks

| | |
|---|---|
| <p>Is the site subject to flooding or other natural hazards?</p> <p>If yes, provide detail below on the risks and plans to manage them. Attach supporting documents if more detail is required.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>Are there environmental health risks and impacts e.g. vehicles, noise or odour, impacts on drinking water source areas, exposure to chemicals or dangerous goods, loss of native flora and fauna, salinity, erosion, spread of feral animals, weeds or dieback?</p> <p>If yes, provide detail below on the risks and plans to manage them. Attach supporting documents if more detail is required.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |

1.6 Consultation and Consent

The applicant must consult with and obtain written consent from the relevant stakeholders as per the table below.

| | |
|---|--|
| <p>Have the relevant stakeholders i.e. lessee, native title holders or claimants, community, Aboriginal inhabitants or occupants, or statutory authorities been involved with the development of the proposal? Will they be involved with its implementation?</p> <p>If yes, provide evidence that the relevant stakeholders have been consulted and written support has been obtained for the proposal from the relevant stakeholders.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>Has there been any consultation with the Local Government Authority? If yes, provide evidence of any consultation and support of the proposal.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>If the land is leased and occupied:</p> | |
| <ul style="list-style-type: none"> Written consent of the lessee or sublessee | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <ul style="list-style-type: none"> Written consent of the community council or corporation | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>If the land is unleased and occupied:</p> | |
| <ul style="list-style-type: none"> Written consent of the occupier | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>If the land is unleased and unoccupied:</p> | |
| <ul style="list-style-type: none"> Written consent of the community council or corporation | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>If the land is subject to a native title determination:</p> | |
| <ul style="list-style-type: none"> Written consent of the Registered Native Title Body Corporate (RNTBC) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>If the land is subject to a registered native title claim:</p> | |
| <ul style="list-style-type: none"> Written consent of the registered native title claimants | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>If the land is not subject to a registered native title claim or determination:</p> | |
| <ul style="list-style-type: none"> Notify and seek comment from the Representative Aboriginal/Torres Strait Island Body (RATSIB) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If yes to any of the above, please attach written consent.

2 Lease Application Checklist

The following documentation must be lodged (where applicable) with the Application, for it to be considered. If the required documentation is not submitted, the Application may be rejected.

- Completed Lease Application Form
- Applicants contact details
- Details of the organisation, its activities, and its interest in the land
- Copy of last meeting minutes from the applicant's directors' meeting or general meeting
- Copy of financial statements for last financial year
- Copy of incorporation papers
- Copy of constitution
- Details of proposed benefits to stakeholders and the community
- Details of land and location
- Copy of the [Settlement Layout Plan](#), if available
- Copy of a map indicating the Lot number as per the [Settlement Layout Plan](#), where available, including GPS coordinates and the required area including the size of the parcel
- Copy of Business Plan
- Details of the proposed use and management of the land
- Details of funding provider and funding amount
- Details of natural and environmental health risks and plans to manage them
- Written consent of the lessee if a sublease is sought
- Written consent of the community council or corporation
- Written consent of the NTRB, RTNBC, native title holders, registered claimants or RATSIB
- Written consent of the Aboriginal inhabitants or occupants
- Written consent of any local government (e.g. Shire Council) or statutory authorities
- Plans and documents providing additional detail to support the application

Collection Notice

The Department has collected your information to process your Aboriginal Lands Trust (ALT) Estate Lease Application

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 *Aboriginal Affairs Planning Authority 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