Application to remove a lessee from a life tenure lease for a national park shack site

Government of South Australia
Department for Environment and Water

AMOUNT DUE	(for office use only)
FOR SUBMISSION **FROM 1 JULY 2026 TO 30 JUNE 2027** **$543.00** (GST EXEMPT)	DATE RECEIVED / /

Application to remove a lessee from a life tenure lease

Completion of this application form is required to voluntarily remove an existing lessee from a lease issued pursuant to Section 35 of the *National Parks and Wildlife Act 1972*.

Application form fees are updated annually in accordance with the National Parks and Wildlife (Fees) notices.

Important information

This application form is only required to be completed and submitted where the lease agreement is issued for the term of the lessee's life and the conditions of the lease agreement specify that the lease **cannot** be transferred to another party.

This application is **only** required where there are multiple lessees registered on a lease, and one or more are voluntarily chosing to be removed from the lease agreement. At lease one lessee must remain registered on the lease agreement for the lease to remain active.

This application is **not** required to notify the department that a life-tenure lessee has died. Contact your local Crown Lands Program Office to discuss the process to remove a deceased lessee from the lease.

This application is **not** required in situations where a lease is eligible to be transferred to other parties. Contact your local Crown Land Program office regarding eligibility to transfer.

This application is **not** required in situations where **all** lessees wish to surrender the lease to the Crown.

Payment - The Department for Environment and Water is unable to take payments over the phone via credit card payments after 8 November 2026. Application fees will be invoiced from December 2026.

Applications are processed in the order in which they are received, in accordance with the requirements of the *National Parks and Wildlife Act 1972* and all other relevant Commonwealth and SA Government legislation, policies and procedures (such as the *Native Title Act, 1993*).

Contact the Department for Environment and Water's Crown Lands Team for advice if you are unsure about any of these requirements or the application process.

Once your application has been submitted, the DEW Crown Lands Team will acknowledge receipt of your application and undertake a review to ensure the application is complete. The DEW Crown Lands Team will stay in contact with you until processing of your application is completed.

To note:

1. Applications are dealt with on merit, and no guarantee can be given about the success or otherwise of the application upon submission.
2. All applications will be subject to the statutory provisions of the *National Parks and Wildlife Act 1972*.
3. Only the people who are the lessees named on the lease can apply to remove names from the lease .
4. An application must be signed by all persons comprising the lessee/s of the lease.
5. Prior to making amendments to an existing lease, any outstanding rental charges owed to DEW, in respect to the subject land, must be paid in full.

Privacy statement: The personal information you provide on this form (contact details) will be collected, stored, used and disclosed in accordance with the Government of South Australia's Information Privacy Principles Instruction (PC012) and will be used for purposes related to this application. The Department for Environment and Water will not disclose your personal information to anybody else unless authorised by law. The provision of this information is voluntary or required to be supplied. If you choose not to provide the requested information, DEW may not be able to process this application.

LODGEMENT INFORMATION

Please return the completed form to:

Crown Lands Program Office
GPO Box 1047
Adelaide SA 5001
Phone: (08) 8372 7529

Or via email, at:
DEW.CrownLandsapplications@sa.gov.au

Part A – LAND DETAILS

DETAILS ABOUT THE SHACK SITE

Section/allotment		Plan		Hundred	
Title reference	CR	Volume		Folio	
Crown lands lease number					
Shack site reference number (ie shack 20)					

Part B – CURRENT LESSEE DETAILS

LEASE DETAILS FOR THE EXISTING LIFE-TERM TENURE LEASE

Registered name/s on existing lease:	
Key contact postal address:	
Key contact email address	
Key contact phone number	

Part C – REGISTERED LEASE AUTHORISATION

DECLARATION

In signing this document, all existing lessee/s authorise the removal of the listed name/s in Part D from the existing life-tenure lease agreement.

Please tick to confirm each of the following statements:

- ☐ I/We am/are the current existing lessee/s.
- ☐ I/We understand that, if approved, the current lease will be amended to remove the listed lessee/s in part D.
- ☐ I/We understand that a minimum of 1 lessee is required to remain registered on the lease agreement.

All lessees registered on the existing lease must be accounted for to authorise the removal of any lessee from the lease.

Lease number		
EXISTING LESSEE NAME	**SIGNATURE**	**DATE**

Documentation that supports any change of name, power of attorney authorisations or court orders that relate to named lessees are required to be provided with this document.
Further information to verify the identity of lessees may be requested throughout the assessment process.

Part D – LESSEE DETAILS TO BE REMOVED

DETAILS OF LESSEE TO BE REMOVED FROM THE LEASE AGREEMENT

**please note the full/legal name (including middle names) are required*

Salutation:	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other:		
First name:			
Middle name:			
Surname:			
Date of birth:			
Home address:			
Postal address:			
Phone:		Email:	
I authorise my name to be removed from this lease agreement			
Signature		Date:	

DETAILS OF LESSEE TO BE REMOVED FROM THE LEASE AGREEMENT

Please complete if there is more than one lessee to be removed.

Salutation:	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other:		
First name:			
Middle name:			
Surname:			
Date of birth:			
Home address:			
Postal address:			
Phone:		Email:	
I authorise my name to be removed from this lease agreement			
Signature		Date:	

If there are further lessees to be removed from the existing lease, complete and submit the additional information using Annexure A.

DETAILS OF PERSON TO BE SENT THE INVOICE FOR THIS APPLICATION

Name (in full):	
Email address:	
Postal address:	

ANNEXURE A

Additional names to be removed (if required)

Salutation:	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other:		
First name:			
Middle name:			
Surname:			
Date of birth:			
Home address:			
Postal address:			
Phone:		Email:	
I authorise my name to be removed from this lease agreement			
Signature		Date:	

Salutation:	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other:		
First name:			
Middle name:			
Surname:			
Date of birth:			
Home address:			
Postal address:			
Phone:		Email:	
I authorise my name to be removed from this lease agreement			
Signature		Date:	