Department for Planning and Infrastructure
Government of Western Australia

www.dpi.wa.gov.au/crownland
Land Administration Act 1997 (LAA)

Legend: Process | Decision | Off Page Connector | Phase | Separate Process | Step Reference | Document | Involved Party

Land Administration Act (LAA) Easement over Crown Land

Indicative Timing: ± 3-6 months + NT process if required

	Applicant/ Proponent	Department of Planning and Infrastructure (DPI) – State Land Services Branch (SLS)	Key Documents	Document Templates/ Guidelines	Supporting Technology	Department of Land Information (DLI)	Office of Native Title
1. Proponent submits request to DPI – State Land Services (SLS) Branch .			Request for Easement over Crown Land				
2. Easement over Crown Land process commences.		Start					
3. Has Native Title been addressed?		No / Yes					NT Process
4. DPI (SLS) obtains plans and undertakes title search.					PROMPT		
5. DPI (SLS) prepares Investigation Report (part of project scoping document).							
6. DPI (SLS) undertakes referral process.		Referral Process					
7. DPI (SLS) prepares report listing referral outcomes and sends to Proponent to address issues.							
8. Proponent addresses issues raised in report.							
9. Can the easement be approved? If yes go to 11 and 18.		No / Yes					
10. Proponent receives notification of refusal. Go to end.	25	18 and					
11. DPI (SLS) issues survey instructions.			Survey Instructions				
12. Proponent/Contract Surveyor undertakes survey and prepares survey plan for submission to DPI.							
13. Is survey plan ready for lodgment?		No / Yes					
14. DLI review and approval process.						Approval Process	
15. DLI advises DPI (SLS) that the Deposited Plan is in Order for Dealings.							
16. Is easement on "A" Class Reserve?		No / Yes					
17. Undertake easement over "A" Class Reserve process.		'A' Class Reserve Process		WI 3000/03/ 1423 Easement over A Class Reserve			
18. DPI (SLS) prepares easement document and forwards to proponent for consideration.		9		Easement Instructions / Easement Checklist			
19. Proponent agrees with document?		No / Yes					
20. Proponent signs document and sends to DPI.			Easement over Crown Land Documents				
21. Is an EP Act s45(7) authorisation permitting this decision required?		No / Yes					
22. Has an EP Act s45(7) authorisation been received?		No / Yes					
23. DPI (SLS) executes on behalf of State and lodges with DLI.						DLI's Lodgement processes	
24. DLI registers document.							
25. Easement over Crown Land process finalised.		10 End					