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) Lease of Crown Land

Indicative Timing: ± 4 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)	State Solicitor's Office	Office of Native Title
1. Proponent submits request to DPI – State Land Services (SLS) Branch.			Request for Lease of Crown Land					
2. Lease of 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. Prepare Investigation Report (part of Project Scoping document).								
6. DPI (SLS) undertakes referral process.		Referral Process						
7. DPI (SLS) prepares report listing referral outcomes and send to Proponent to address issues.								
8. Proponent addresses issues raised in report.								
9. DPI (SLS) issues survey instructions.			Survey Instructions					
10. Proponent/Contract Surveyor undertakes survey and prepares survey plan for submission to DPI (SLS).								
11. Is survey plan ready for lodgment?	No	Yes						
12. DPI (SLS) lodges plan with DLI for review and approval processes.						DLI's Approval processes		
13. DLI advises DPI (SLS) that the deposited plan is in Order for Dealings.		Part or Whole Surrender of Lease						
14. Have interests and encumbrances been removed where required?		Yes / No						
15. DPI (SLS) removes relevant encumbrances.								
16. DPI (SLS) prepares lease document (in conjunction with State Solicitor's Office if required depending on complexity); forwards to Proponent for consideration.			Lease Document					
17. Agree with document?	No / Yes			Lease Document Template				
18. Proponent signs document and sends to DPI (SLS).								
19. Is an EP Act s45(7) authorisation permitting this decision required?		No / Yes						
20. Has an EP Act s45(7) authorisation been received?		No / Yes						
21. DPI (SLS) receives signed lease, executes on behalf of State and lodges documents with DLI.						DLI Lodgment processes		
22. DLI registers lease documents and forwards copy to Proponent.								
23. Lease of Crown Land process finalised.		End						