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) Part or Whole Surrender of Lease of Crown Land

Indicative Timing: ± 6 months

	Applicant/ Proponent	Department of Planning and Infrastructure (DPI) – State Land Services Branch (SLS)	Key Documents	Document Templates/ Guidelines	Supporting Technology	Pastoral Lands Board	Department of Land Information (DLI)	Lessee	Other Land Interests Organisations
1. Proponent submits request to State Land Services Branch (SLS).			Request for Surrender of Lease of Crown Land						
2. Surrender of Lease process commences.		Start							
3. DPI (SLS) obtains plans and undertakes title search.					PROMPT				
4. Proponent seeks lessee agreement to surrender whole or part lease.				Work Instruction 3000/103/ 1447					
5. Is the area to be surrendered subject to a new lease?	No / Yes	or / and	Lease of Crown Land / Reserve or Freehold Lease processes						
6. DPI (SLS) undertakes Referral process.			Referral Process						
7. Is it a pastoral lease?		No / Yes							
8. DPI (SLS) seeks approval from Pastoral Lease Board (PLB) to surrender whole or part lease.									
9. DPI (SLS) prepares Recommendation Report and coordinates actions.				Guidelines					
10. Is it partial surrender? If No go to 17.		17 / No / Yes							
11. Does the portion to be excised require to be surveyed?		No / Yes					DLI produces Statutory Plan		
12. DPI (SLS) issues survey instructions.			Survey Instructions						
13. Proponent/Contract Surveyor undertakes survey and prepares survey plan for submission to DPI.									
14. Is Survey Plan ready for lodgment?		No / Yes							
15. DPI (SLS) lodges plan with DLI for review and approval processes.							DLI's Approval processes		
16. DLI advises DPI (SLS) that the Deposited Plan is in Order for Dealings.									
17. DPI (SLS) prepares full or partial lease surrender documents and documents to wholly or partially remove encumbrances.		10	Surrender Documents		Document Processing System (DPS)				
18. Is an EP Act s45(7) authorisation permitting this decision required?		No / Yes / No							
19. Has an EP Act s45(7) authorisation been received?		Yes							
20. DPI (SLS) forwards to lessee for execution.									
21. DPI (SLS) lodges and registers executed documents.							DLI's processes		
23. DPI (SLS) provides advice letter to lessee and negotiates with Proponent for new lease i.e. Lease of Crown Land or Reserve or Freehold Lease (if not previously commenced).		and / or	Lease of Crown Land / Reserve or Freehold Lease processes	Letter to Lessee lodgment					
24. End.		End							