

Indicative Timing	Land Administration Act (LAA) S91 Licence	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)	Native Title parties / interest holders / representative bodies	Office of Native Title	
± 2 months + NT process if required	1. Proponent submits request to DPI – State Land Services (SLS) Branch.			Request for S91 Licence						
	2. S91 Licence process commences.		Start							
	3. Has Native Title been addressed?		Decision						NT Process	
	4. DPI (SLS) obtains plans and undertakes title search.						PROMPT			
	5. DPI (SLS) undertakes referral process.			Referral Process						
	6. DPI (SLS) sends letter to Proponent advising of current actions and time delays if any.									
	7. DPI (SLS) prepares report and submits to Regional Manager / Team Leader.									
	8. Is licence recommended?			Decision						
	9. DPI (SLS) advises Proponent that approval has not been granted.									
	10. DPI (SLS) prepares licence documents and forwards to Proponent. Advise NT parties of approval to grant.				Licence Documents					
	11. Proponent signs licence and returns documents with payment.									
	12. Receive signed licence, execute on behalf of State, register and send duplicate to Proponent.						Licence Access Database			
	13. S91 Licence process finalised.			End						