

# Advertising a notice of an application for an exploration licence for groups 1-8 and 10-11

## SECRETARY REQUIREMENTS

March 2018

### General information

For the purposes of Section 13A(2)(c) of the *Mining Act 1992* and Clause 15(2) of the *Mining Regulation 2016*, this document details the form of and information to be included in a notice of the application for an Exploration Licence.

In accordance with Section 13A of the *Mining Act 1992* and Clause 15 of the *Mining Regulation 2016*, exploration licence applicants must publish a notice of the application in a newspaper circulating generally in the State of NSW, and in at least one newspaper circulating in the area of the proposed exploration lease. The notice must be published within 45 days from the receipt of confirmation of the application.

For a list of metropolitan and regional newspapers in NSW, visit [www.newspapers.com.au](http://www.newspapers.com.au).

The aim of the advertisement is to notify the community that an application has been applied for in the area.

### Template text for your advertisement

Use the text below as a template for your advertisement, replacing the text in **italics and bold** with details of the application.

#### Exploration Licence Application

Notice is given in accordance with Section 13A of the *Mining Act 1992* and Clause 15 of the *Mining Regulation 2016* that Exploration Licence Application (**insert number as listed in acknowledgement letter**) for (**insert mineral group number and description per application**) has been lodged with the Department of Planning and Environment by (**enter applicants name**), ACN (**enter if applicable**), over an area of about (**\*enter area as applicable in units**) which is located approximately (**enter number of**) kilometres (**enter direction, ie north west**) of the town of (**\*\*enter closest significant town or village**), as shown on the diagram below.

Information regarding this application can be obtained from (**contact name of applicant's representative**), Phone Number (**\*\*\*phone number**).

Information about landholder's rights is available on the Department's website:  
[www.resourcesandenergy.nsw.gov.au/landholders-and-community/landholders-rights](http://www.resourcesandenergy.nsw.gov.au/landholders-and-community/landholders-rights).

#### Notes:

- \* The area must be described by units, including also the area in square kilometres, e.g. 5 units (15 square kilometres). (i.e. 1 unit equals approximately 3 square kilometres), as members of the public are not familiar with "units" as a description of size.
- \*\* The town/village, or direction to it, must also be labelled on the diagram, or an arrow and distance to it.
- \*\*\* The phone number provided in the advertisement must have voice mail facilities to record messages by after-hours callers.
- \*\*\*\* All messages must be responded to as soon as possible.

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### Diagram requirements

- Must be at least 6cm in width and at least 6cm in length.
- The minimum resolution must be at least 300 dpi at final size.
- Must be based on an accepted standard map (e.g. county map, topographic-cadastral map).
- Must identify any main roads, rivers, railways, villages/towns and localities).
- A minimum of 2 external sides of the title must be co-ordinated.
- Must define the external boundaries of the application area, with a bolder line than other lines shown on the map.
- Must have a north point and bar scale.
- Must contain lettering that is legible at the publication size#.

[#Note: To ensure your published advertisement is legible and the diagrams appear correctly, you may wish to contact the newspapers to confirm their advertising specifications (e.g. minimum font size, file type accepted, image resolution required).]

- Must show the distance and direction to the town mentioned in the text.

MinView is an online departmental tool which may help you prepare your diagram. A copy of MinView maps must not be used for advertising. For further details go to:

[www.resourcesandenergy.nsw.gov.au/miners-and-explorers/geoscience-information/services/online-services/minview](http://www.resourcesandenergy.nsw.gov.au/miners-and-explorers/geoscience-information/services/online-services/minview).

In remote areas, you may want to choose a larger 'footprint' to include a familiar road or locality. Similarly, if the area is close to a familiar road or locality, the capture area may be smaller and cadastre may be appropriate. The following points must be adhered to when preparing your diagram:

Note: It is recommended that the advertisements are proofread by the applicant/owner prior to being published, as errors in the text and diagram will require the advertisements to be re-advertised at the cost of the applicant.

### Submission of advertisements to the Department

The two advertisements shall be submitted in one email to the Department via [titles.services@planning.nsw.gov.au](mailto:titles.services@planning.nsw.gov.au) .

Should you not be able to comply with the requirements detailed in this document you must seek prior approval to vary the requirements. Requests to vary the requirements are to be emailed to [titles.services@planning.nsw.gov.au](mailto:titles.services@planning.nsw.gov.au) and include a copy of the proposed advertisement with an explanation of why the requirements could not be complied with.

Advertisements found not to comply with the requirements in this document (or any approved variations) will not be accepted by the Department and will require the advertisements to be re-advertised at the cost of the applicant.

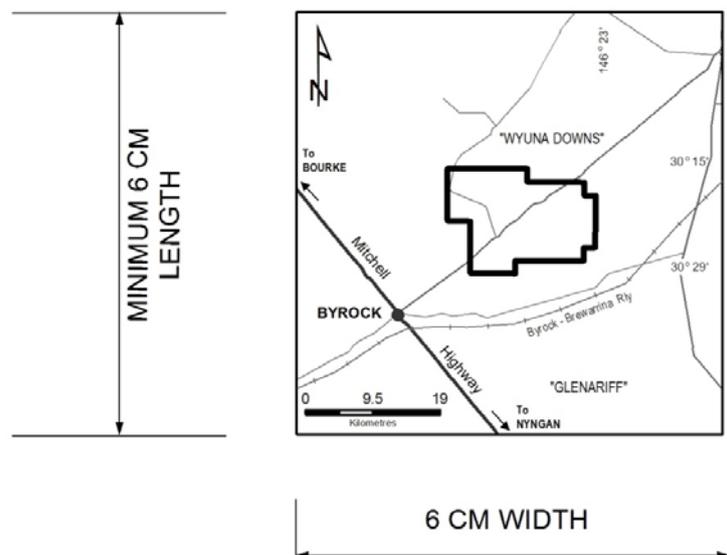
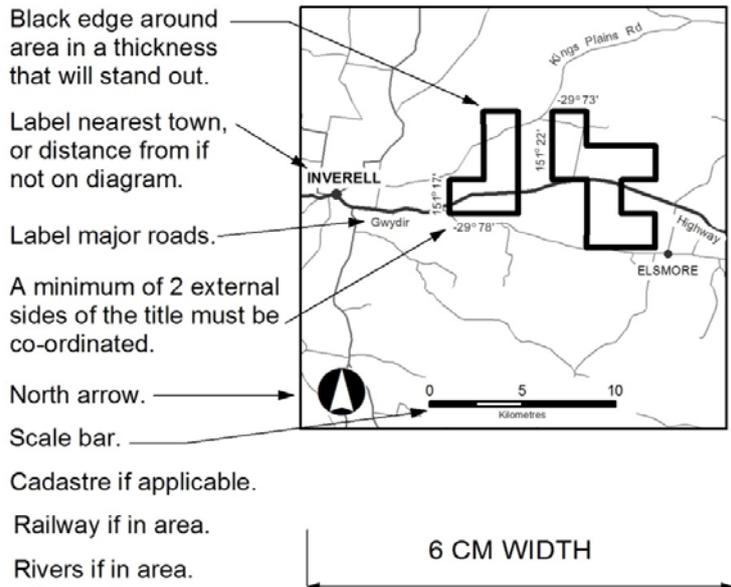
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### Examples of diagrams

Note: The examples shown are to assist for the preparation of advertisement of (Non coal) Mineral exploration licence application.



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## SECRETARY REQUIREMENTS

March 2018

### Contact

Division of Resources and Geoscience

**Titles Customer Assistance Line**

**Phone +61 2 4063 6600**

**[titles.services@planning.nsw.gov.au](mailto:titles.services@planning.nsw.gov.au)**

### Document control

Authorised by: Manager Drafting Services

CM9 Reference: PUB16/245

Amendment schedule		
Date	Version #	Amendment

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The information contained in this publication is based on knowledge and understanding at the time of writing. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of the NSW Department of Planning and Environment or the user's independent advisor.

### Where can I find out more?

- Call on 1300 305 695.
- If English isn't your first language, please call 131 450. Ask for an interpreter in your language and then request to be connected to our Information Centre on 1300 305 695.
- Email [Click here to send an email to information@planning.nsw.gov.au](mailto:information@planning.nsw.gov.au).