

Form AL3

Application to renew an assessment lease

Mining Act 1992

February 2018 | v3.7

More information

For help with lodging this application, or for more information about authorisations in New South Wales, contact:

Division of Resources and Energy

Titles Customer Assistance Line

Phone +61 2 4931 6500

titles.services@industry.nsw.gov.au

© State of New South Wales through the NSW Department of Planning and Environment. ABN: 38 755 709 681

This publication is copyright. You may download, display, print and reproduce this material providing that the wording is reproduced exactly, the source is acknowledged, and the copyright, update address and disclaimer notice are retained.

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.

Privacy statement

This information is collected by the NSW Department of Planning and Environment for the purposes of assessing an application for an authorisation or associated with an authority as required by the *Mining Act 1992* or *Mining Regulation 2016*.

This information may also be used by the department to confirm applicant details in the event that subsequent applications are made, and may also be used to establish and maintain databases to assist the department with its work generally.

Except for purposes required by law, the information will not be accessed by any third parties in a way that would identify the person without the consent of that person.

You may apply to the department to access and correct any information the department holds if that information is inaccurate, incomplete, not relevant or out of date.

When to use this form

Complete this form if you are applying to renew an assessment lease in New South Wales.

This form has been prepared in accordance with [Section 120](#) of the *Mining Act 1992* and [Clause 33](#) of the *Mining Regulation 2016*. The form and associated templates are approved in accordance with [Section 382](#) of the *Mining Act 1992*. The information requested in this form may not be specifically referenced in the *Mining Act 1992* or the *Mining Regulation 2016*, however its inclusion in the approved form validates the authority of the NSW Department of Planning and Environment (the department) to request it.

For more information read the department's [assessment lease renewal policy](#).

This form can be used by companies or individuals. If there is insufficient room in the fields please provide the information as an attachment.

Important notes

Any information or template that is required to accompany this application should be lodged within **10 business days of the lodgement date**. Failure to supply the information within this timeframe may be considered as grounds for refusing the application according to [Schedule 1B, Clause 6\(d\)](#) of the *Mining Act 1992*.

If this application is lodged by any party other than the applicant/s (ie. an agent), the department may seek confirmation of that authority and any limits of that authority given to that other party by the applicant ([Section 163F](#) of the *Mining Act 1992* and [Clause 97](#) of the *Mining Regulation 2016*). The agent will need to complete the declaration at the end of this form and supply evidence of their appointment, if not already supplied to the department.

How to submit this form

- **By email:** Send an electronic copy of the form including any attachments and proof of payment to titles.services@industry.nsw.gov.au
- **By mail:** Mail your form, any attachments and proof of payment to Division of Resources and Energy, Titles Services, PO Box 344, Hunter Region Mail Centre NSW 2310
- **In person:** Submit your application in person at the Division of Resources and Energy's Titles Services office, 516 High Street, Maitland, New South Wales. Office hours are 9.30am to 4.30pm.

How this application will be processed

Once your application has been registered and checked, it will be assessed by the department. The Minister for Resources and Energy (or their delegate) will consider the department's recommendation and all relevant information, and may propose to grant or refuse the application.

The target processing time for renewals is 45 business days.

1 Assessment lease details

AL number	<input type="text"/>	Act	<input type="text"/>
Lease expiry date	<input type="text"/>		

2 Term for which renewal is sought

An assessment lease may be renewed for a maximum of six (6) years.

Years sought	<input type="text"/>	Maximum renewal term is six (6) years.
--------------	----------------------	--

3 Lease holder/s details

Provide the full name of the lease holder/s and if applicable, the ACN or ARBN (for foreign companies).

Name	<input type="text"/>
ACN / ARBN	<input type="text"/>
Registered street address	<input type="text"/>
Postal address	<input type="checkbox"/> Same as above Enter here if different

Name	<input type="text"/>
ACN / ARBN	<input type="text"/>
Registered street address	<input type="text"/>
Postal address	<input type="checkbox"/> Same as above Enter here if different

Name	<input type="text"/>
ACN / ARBN	<input type="text"/>
Registered street address	<input type="text"/>
Postal address	<input type="checkbox"/> Same as above Enter here if different

Additional applicants

Provide the full name, ACN or ARBN (for foreign companies), registered street address and postal address details of additional applicants.

<input type="text"/>

4 Lease holders seeking renewal

Information about lease holders and renewal applications can be found in [Section 116](#) of the *Mining Act 1992*.

4.1 Where the assessment lease is held by more than one holder, are all holders seeking renewal?

- Yes
- No. Provide written confirmation from the party who is not seeking renewal. Check the box below to indicate you have attached this confirmation to your application.
 - I have attached confirmation from the party who is not seeking renewal.

5 Contact for this application

Any correspondence in relation to this application will be sent to this person.

Contact name	<input type="text"/>
Position held	<input type="text"/>
Company	<input type="text"/>
Postal address	<input type="text"/>
Phone (inc. area code)	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>

Your preferred contact method

- Email (For companies – provide a generic company email address which is regularly monitored rather than an individual employee’s email address.)
- Mail

6 Statements of corporate compliance, environmental performance history and financial capability

The transferee/s must provide Statements of corporate compliance, environmental performance history and financial capability. Complete and attach the [Statement template](#) and check the box below to indicate you have attached it to this application.

- Yes, I have attached the statements of corporate compliance, environmental performance history and financial capability.

7 Percentage of lease area to be renewed

Indicate the portion of area you are applying to renew.

I am applying to renew **100%** of the assessment lease area.

If you are renewing the whole area, you do not need to provide a description

▶ **Go to Question 10**

I am applying to renew **part** of the assessment lease area.

If you are not renewing the whole of the lease area, you need to identify the land to be renewed in the approved manner.

You can identify the land in one of two ways, either by providing the block and unit numbers (go to **Question 8**) or providing a standard map (go to **Question 9**).

8 Proposed area for part renewal – describe in graticular references ‘block and units’

Complete this question if you are applying to renew **part** of the lease area. If you choose to provide block and unit numbers, you **do not** need to provide a standard map.

Identify the name of the 1:1,000,000 map sheet (e.g. Sydney), the block number and unit references as described in [Schedule 4](#) of the *Mining Regulation 2016*.

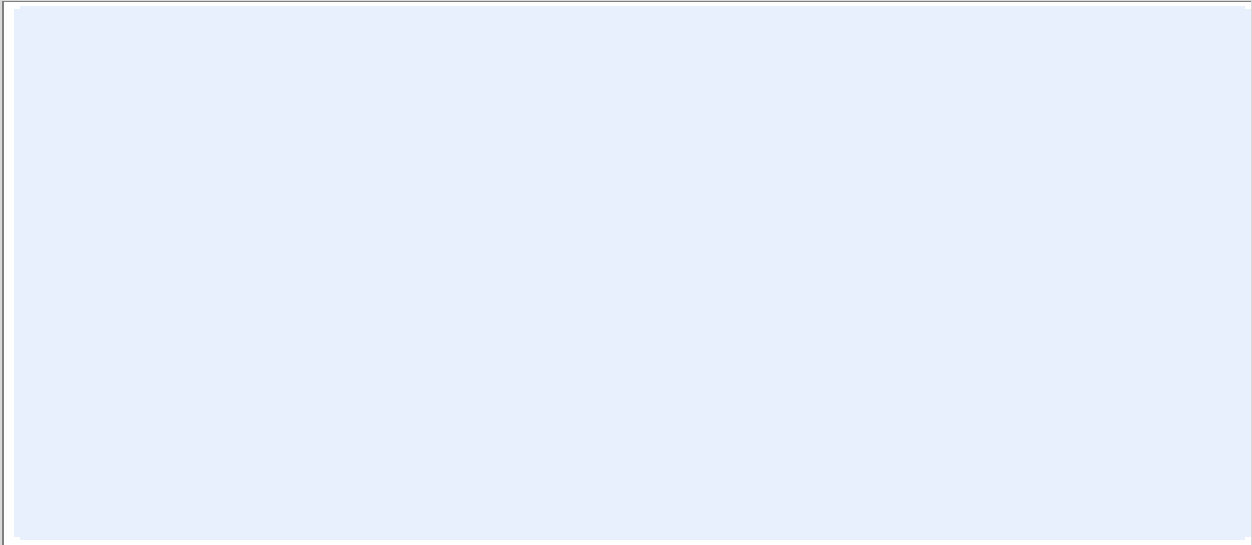
Use **Option A** (the free text field) or **Option B** (the table) below to identify the proposed exploration area.

Option A: Identify the map sheet, block number, unit and total number of units applied for.

E.g. Sydney, 2222, abcdxyz total units=7

Indicate whether you have inserted your map in the field below or attached it separately.

- I have attached a standard map.
- I have inserted my standard map below.



9.2 Co-ordinates of the proposed exploration area

Attach the co-ordinates as a separate document in a CSV format or an alternative format.

- I have attached the co-ordinates to this application

9.3 Depth of surface exception in metres

Indicate the area of surface and soil below the surface **not** applied for.

- Whole area metres
- Part (must be shown on the map)
- Various parts (must be shown on the map)
- Nil

9.4 Depth restriction sought

Indicate the depth to which you require the lease to extend.

- Whole area metres
- Part (must be shown on the map)
- Various parts (must be shown on the map)
- Nil

10 Renewal justification statement

Complete and attach a [renewal justification statement](#), as described in [Clause 18\(1\)\(e\)](#) of the *Mining Regulation 2016*. Before completing the template, read the [Guide to completing a renewal justification statement](#).

Yes, I have attached a renewal justification statement.

11 Prospecting title work program

Complete and attach a [Prospecting title work program](#) (note that it is mandatory to use this form available on the Division of Resources and Energy website). Before completing the form, read the [Exploration guideline: work programs for prospecting titles](#).

Yes, I have attached a prospecting title work program using the [approved form](#).

12 Technical advice

Nominate an exploration technical manager who will be responsible for supervising prospecting operations and (geoscientific) exploration reporting. The person is expected to be a geoscientist or mining engineer with relevant experience in exploration.

You must provide the person's contact details and confirmation of their acceptance of the role. Note that this does not make the person liable for any other matters relating to this application.

You can attach the contact details and acceptance as a letter or enter the information below.

I have attached documentation with the exploration technical manager details and acceptance of the role.

OR

I have entered the exploration technical manager details and authorisation below.

Name	<input type="text"/>
Position	<input type="text"/>
Company	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

Professional associations: Provide the name and member number of any relevant professional associations (e.g. AusIMM, AIG) to which the technical manager belongs, or list relevant qualifications and experience.

Signature: Provide the signature of the nominated exploration technical manager to support their acceptance of the role.

13 Activity approvals

13.1 Approved Category 2, Category 3 or 'Assessable prospecting operations'

Any prospecting operations which are **not** defined as 'Exempt Development' under [Clause 10](#) of the *State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007* require approval before they commence. Refer to the guideline [ESG5: Assessment requirements for exploration activities](#) for more information on activities.

13.1.1 Are there any Category 2, Category 3 or 'Assessable prospecting operations' that have been approved and are continuing into the new term of the authorisation?

Yes. There are Category 2, Category 3 or 'Assessable prospecting operations' that have been approved and are continuing into the new term of the authorisation. (Enter the activity approval numbers below).

Approved activity numbers

No

14 Rehabilitation cost estimate

All authority holders must provide an estimate of rehabilitation costs. This estimate will be considered by the department when determining the [security deposit](#) amount.

Before answering the following questions, read the [Rehabilitation cost estimate guidelines](#).

14.1 What is the total rehabilitation cost estimate across the entire authorisation?

The estimate should cover the rehabilitation for **all** prospecting operations.

Total rehabilitation cost estimate

\$

The department is responsible for ensuring that the people of NSW do not incur a financial liability as a result of coal, mineral and petroleum exploration and production activities. All authority holders engaged in these activities are, therefore, required to lodge a security deposit.

The security deposit must cover the Government's full costs for rehabilitation in the event of default by the authority holder.

The rehabilitation cost estimate is an estimate of all rehabilitation liabilities which currently exist on the authority, including approved prospecting operations and those prospecting operations defined as exempt development.

14.1.1 What method have you used to calculate the rehabilitation cost estimate? Attach your cost calculation to this application.

- Department's [rehabilitation cost calculation tool](#).
- Other – Attach your calculations or use the field below to describe the tool or cost guide you have used.

14.1.2 What approvals/plans have you based the rehabilitation cost estimate on?

Provide date of approval letter(s) or reference where possible

Exploration Activity Approvals

Mining Project Approval/Development Consent

Mining Operations Plan/Rehabilitation Management Plan

14.2 What period is covered by the estimate?

Current disturbance at date of application; or

insert date

Period covered by the Estimation

insert date

insert date

14.3 What security is currently held by the department?

Current security held by the department

\$

14.4 Does this rehabilitation cost estimate propose a reduced rehabilitation liability for the authorisation?

If the rehabilitation has been completed and the liability has been reduced, you may claim for a reduction in the security deposit amount.

Yes. Ensure you have completed **Question 15**.

No.

15 Completion of Rehabilitation

15.1 Has rehabilitation been completed and deemed satisfactory?

Rehabilitation of prospecting operations is deemed 'satisfactory' when:

- a [Form ESF2 – Rehabilitation Completion and/or Review of Rehabilitation Cost Estimate](#) is submitted to the department by the authority holder, and
- the department has formally notified the authority holder that the rehabilitation is satisfactory.

- Has rehabilitation (including any progressive/partial rehabilitation) already been completed and deemed satisfactory by the department?

Provide details of correspondence including department references below

- Has rehabilitation been completed and you would like to seek formal confirmation from the department that rehabilitation has been successful, **without a reduction in the security deposit?**

If **yes**, ensure you have completed and attached [Form ESF2 – Rehabilitation Completion and/or Review of Rehabilitation Cost Estimate](#) to this application.

- Has rehabilitation been completed and you would like to seek formal confirmation from the department that rehabilitation has been successful, **and you are seeking a reduction in the security deposit?**

If **yes**, ensure you have completed and attached [Form ESF2 – Rehabilitation Completion and/or Review of Rehabilitation Cost Estimate](#) to this application.

- Rehabilitation has **not** been completed.

16 Environmental and rehabilitation reporting

Depending on the authority conditions, you may need to submit an Environmental and Rehabilitation Compliance Report prepared in accordance with [ESG4: Guideline for preparing an Environmental and Rehabilitation Compliance Report for exploration](#). An 'Environmental and Rehabilitation Compliance Report' is referred to using varying terms depending upon the authority conditions and includes: *Environmental Management Report; Environmental and Rehabilitation Report; Compliance and Rehabilitation Report; Environmental and Rehabilitation Compliance Report*.

16.1 Do the authority conditions require an Environmental and Rehabilitation Report?

- No.
- Yes, I have attached the required report.

17 Fee payment

Payment, proof of payment or details that allow the payment to be made must accompany this application form. Refer to [Schedule 9](#) of the *Mining Regulation 2016* for a list of legislated fees.

Fees and fee calculation

- The application fee amount is \$2,000.
- The area fee is \$6 for each hectare or part hectare (1 unit = 300ha for graticular areas) multiplied by the term applied for.

Below are sample calculations.

EXAMPLE 1

You have applied to renew 2.5 hectares for 2 years

Application fee	\$2,000.00
Area fee: 3 ha* @ \$6.00 per ha/part ha x 2 years	\$36.00
Total fee	\$2,036.00

*Note figure is rounded up to 3 ha

EXAMPLE 2

You have applied to renew 2 units (1 unit = 300ha for graticular areas) for 3 years

Application fee	\$2,000.00
Area fee: 2 units (600 ha) x \$6 x 3 years	\$10,800.00
Total fee	\$12,800.00

Select your payment method

Direct deposit

Account name: Planning & Environment

BSB: 032001

Account number: 114428

Reference: ALA [your company name or last name] (e.g. ALA Johnson)

If you are paying by direct deposit, attach a copy of the receipt issued by your banking authority as evidence that you have paid.

Cheque made payable to 'Department of Planning and Environment'

Credit card* (enter details below)

Payment amount*	\$
Type of card*	Select card type...
Cardholder's name:	
Card number:	
Expiry date (mm/yy):	mm / yy

*Credit card merchant fees are applicable to all credit card payments from 1 July 2017 and will be added to the payment amount at the following rates:

Visa & Mastercard: 0.4%

Amex: 1.5%

Diners: 2.4%

18 Checklist of items to be included with this application

Item		Reference
Written confirmation from licence holder not seeking renewal (if applicable)	<input type="checkbox"/>	Question 4
Statements of corporate compliance, environmental performance history and financial capability	<input type="checkbox"/>	Question 6
A standard map of the proposed exploration area (if applicable)	<input type="checkbox"/>	Question 9
Co-ordinates of the exploration area (if applicable)	<input type="checkbox"/>	Question 9
Renewal justification statement	<input type="checkbox"/>	Question 10
Work program	<input type="checkbox"/>	Question 11
Technical advice support documentation	<input type="checkbox"/>	Question 12
Rehabilitation cost estimate – calculations to evidence how the estimate was derived	<input type="checkbox"/>	Question 14
<i>Form ESF2 – Rehabilitation Completion and/or Review of Rehabilitation Cost Estimate</i> (if applicable)	<input type="checkbox"/>	Question 15
Environmental and Rehabilitation Compliance Report (if applicable)	<input type="checkbox"/>	Question 16
For payments made by direct deposit – proof of payment	<input type="checkbox"/>	Question 17
For agents only – evidence of appointment as agent, if this has not been previously supplied to the department	<input type="checkbox"/>	Question 19

18.1 Have you lodged all the required information with this form?

- Yes
- No. I will provide outstanding information within 10 business days of lodging this application.

19 Declaration

This form should be signed by the applicant/s (in the case of a company a duly authorised officer) or an agent authorised to act on behalf of the applicant/s.

I/We declare that the information provided in this application is true and correct. I/We understand that under [Part 5A](#) of the *Crimes Act 1900*, knowingly giving false or misleading information is a serious offence; and under [Section 378C](#) of the *Mining Act 1992* any person who provides information that the person knows to be false or misleading is guilty of an offence, for which they may be subject to prosecution.

Applicant/s

Name	
Position/title	
Date	
Signature	

Name	
Position/title	
Date	
Signature	

Name	
Position/title	
Date	
Signature	

OR

Agent authorised to act for this applicant/s

Evidence of appointment is required if this has not been previously supplied to the department.

Name	
Position/title	
Date	
Signature	

Office use only

Application received:

Time: Date:

Application fee amount: \$2,000 (per authority)

Area fee amount \$

Area fee amount:

\$6.00 per hectare or part hectare (1 unit = 300ha for graticular areas)

Area fee amount \$

Total amount: \$ Receipt number:

Received under delegation from the Secretary

Name

Signature

For credit cards

Following confirmation of payment, remove the first eight (8) digits of the credit card number from this form. Ensure that any saved copy does not include full credit card details.

Document control

Authorised by Director Titles Services
RM8 Reference: PUB16/103 (V17/10428)

Amendment schedule

Date	Version #	Amendment
01 March 2016	3.0	Legislation update, new template
06 March 2016	3.1	Hyperlinks updated, minor edits
21 June 2016	3.2	Minor edit Q10
2 December 2016	3.3	Amendments to address the requirements for the statements of corporate compliance, environmental performance history and financial capability, rehabilitation and coordinates
26 March 2017	3.4	Minor formatting fixes
1 April 2017	3.5	Update bank details, project codes, dept name
22 December 2017	3.6	Update to DPE colours and new DPE bank account details
2 February 2018	3.7	Minor edit – reinsert credit card surcharge