

**Tenement Application Checklist**

Tenement No: \_\_\_\_\_

Reversion/Conversion of: \_\_\_\_\_

		Checked	(Date)
1.	<u>All</u> - Create new tenement file	<input type="checkbox"/>	
2.	<u>G, L, M &amp; P</u> - Notice of Marking Out (Form 20) (Reg.59) <b>Send to Mine Geologist to mark out ground. They will send back with date and time</b>	<input type="checkbox"/>	
3.	Prepare application (Form 21) - print off <a href="#">Acceptability of Form 21</a> Checklist to assist.  <u>G, L, M &amp; P</u> Add marking out time and date Ensure application lodged with DMP (within 10 days of (2)) (Reg.64)  <u>E only</u> Application (Form 21+ Attachments 1 & 2 (Reg.64(1a)) Proposed Programme/Financial Statement (Sec.58(1))  <u>All</u> Sign and Date Document Total fees greater than \$30,000 Arrange bank cheque	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
4.	<u>All</u> Lodge Application (Form 21) Online or at DMP Perth Rent & Fees less than \$30,000 - Lodge online Rent & Fees greater than \$10,000 – Lodge at DMP Perth with bank cheque or direct transfer  <i>(update LT)</i>	<input type="checkbox"/>	
5.	<u>All</u> Notice (Registered Post) to Holders of Pastoral/Grazing Lease Application + map (14 days of (4)). (Sec.118) <i>(update LT)</i> <b>Check Quick Appraisal for Pastoralists</b> <b>Must send Application and Map</b> <b>Send Registered Post (reception to organise with Couriers to take to Post office will bring back slip)</b>	<input type="checkbox"/>	
6.	<u>E, G, M &amp; P</u> Notice (Registered Post) to Holders/Applicants of Underlying Miscellaneous Licences (within 14 days of (4)) (Reg.64(6)). <i>(update LT)</i> <b>Check Quick Appraisal for underlying Miscellaneous Licences</b> <b>Must send Application and Map</b> <b>Send Registered Post (reception to organise with T&amp;C Couriers to take to Post office will bring back slip)</b>	<input type="checkbox"/>	
	<u>L only</u> Notice (Registered Post) to Holders/Applicants of Underlying Tenements (within 14 days of (4)) (Reg.37(2)). <i>(update LT)</i> <b>Check Quick Appraisal for underlying Miscellaneous Licences</b> <b>Must send Application and Map</b> <b>Send Registered Post (reception to organise with Couriers to take to Post office will bring back slip)</b>	<input type="checkbox"/>	
7.	<u>M &amp; G only</u> Notice (Registered Post) to Chief Executive Officer of the Local Government Authority (14 days of (4)) (Reg.64A(2)). <i>(update LT)</i> <b>Check Quick Appraisal for Local Shire(s)</b> <b>Must send Application and Map</b> <b>Send Registered Post (reception to organise with T&amp;C Couriers to take to Post office will bring back slip)</b>	<input type="checkbox"/>	
8.	<u>All</u> Notice (Registered Post) to Holders of Private Land (Sec.33(1) or 33(1a))  Where surface rights included in application: (i) to Clerk of the Council of the Municipality (Shire) (ii) to the Owner and Occupier of the land (iii) each mortgagee in respect to the land (Bank)  Where sub-surface rights only included in application: (i) to Clerk of the Council of the Municipality (Shire)		

	<p><b>Check Quick Appraisal for Owners for the Private Land</b>  <b>Check Quick Appraisal for Local Shire(s)</b>  <b>Must send Application and Map</b>  <b>Send Registered Post (reception to organise with T&amp;C Couriers to take to Post office will bring back slip)</b>  <i>(update LT)</i></p>	<input type="checkbox"/>	
9.	<p><u>L only</u>  Notice (Registered Post) to the local government authority (Sec.91(9)) (within 14 days of (4)).  <b>Must send Application and Map</b>  <i>(update LT)</i></p>	<input type="checkbox"/>	
10.	<p><u>G &amp; L - infrastructure</u>  Notice (Registered Post) to native title claimants/holders (within 14 days of (4)). (Sec.24MD(6A)) Native Title Act  <b>Check Quick Appraisal for Owners for the Native Title Holders</b>  <b>Must send Application and Map</b>  <b>Sent Registered Post (reception to organise with T&amp;C Couriers to take to Post office will bring back slip)</b></p>	<input type="checkbox"/>	
11.	<p><u>L only</u>  Details of construction works, etc affecting Licence to The Warden (within 35 days of (4)). (Reg.37(3))  <b>Send to DMP Regional Office or DMP Perth</b>  <i>(update LT)</i></p>	<input type="checkbox"/>	
12.	<p><u>All - Security document (Form 32) to DMP (within 28 days of (4) (s126 &amp; Reg.112) (\$5000).</u>  <b>Send to DMP Regional Office or DMP Perth</b>  <i>(update LT)</i></p>	<input type="checkbox"/>	
13.	<p><u>E's &amp; P's</u>  Check Quick Appraisal for native title claimants. If applicable execute appropriate agreement and send to native title claimants  Advise DMP either negotiating heritage agreement or execute statutory declaration  <b>Send Agreement to Native Title party</b>  <b>Send Stat Dec to DMP Region Office or DMP Perth</b>  <i>(update LT)</i></p>	<input type="checkbox"/>	
14.	<p><u>All - Affidavit sent to Mining Registrar (within 28 days of (4)).</u>  <b>Send to DMP Regional Office</b>  <i>(update LT)</i></p>	<input type="checkbox"/>	
15.	<p><u>All - Entered into Tenement Critical Dates/LT databases (LT must be done within 14 days of (4) to ensure actions all calculate).</u></p>		
16.	<p><u>All - Email Application Group, i.e. Project Geologist, Accountant, Tenement Manager, JV Partners,</u></p>		