

## Short-term licence application

This form is used to apply for short-term licenses under the *Crown Land Management Act 2016*. Applications are to be submitted two months in advance of the commencement date.

A short-term license may be offered for a period of up to 12 months for any of the following prescribed purposes:

- access through a reserve
- advertising
- camping using a tent, caravan or otherwise
- catering and functions
- community, training or education
- emergency occupation
- entertainment
- environmental protection, conservation, restoration or environmental studies
- exhibitions
- filming (within the meaning of the *Local Government Act 1993*)
- markets and shows
- hiring of equipment
- holiday accommodation
- meetings
- military exercises
- mooring of boats to wharves or other structures
- sales
- site investigation
- sporting and organised recreational activities
- stabling of horses and equestrian events
- storage

## Fee

An application fee of \$37.00 and one-off rental payment may be requested at the time of offer.

Where a short-term license is requested in order to provide significant community and/or environmental benefit, this fee and rent may be waived.

Additional fees may be charged when lengthy status searches are required. Please refer to the searches page of the department website for further information.

## Contact us

For more information, please contact us at:

NSW Department of Industry—Lands & Water  
PO Box 2155  
DANGAR NSW 2309  
Phone: 1300 886 235  
Fax: 02 4925 3517  
Email: [licences@crowmland.nsw.gov.au](mailto:licences@crowmland.nsw.gov.au)  
Web: [industry.nsw.gov.au/lands](http://industry.nsw.gov.au/lands)

## Privacy statement

The personal information you provide on this form is subject to the Privacy & Personal Information Protection Act 1989. It is being collected by NSW Department of Industry and will be used for purposes related to this application. NSW Department of Industry will not disclose your personal information to anybody else unless authorised by law. The provision of this information is voluntary or required to be supplied. If you choose not to provide the requested information we may not be able to process this application. You have the right to request access to, and correct details of, your personal information held by the department. Further information regarding privacy can be obtained from the NSW Department of Industry website at [www.industry.nsw.gov.au/legal/privacy](http://www.industry.nsw.gov.au/legal/privacy)

## Applicant one details

This information may be used to positively identify you during your dealings with the department

<b>Salutation</b>	<input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:
<b>First name</b>	Kelie
<b>Family name</b>	Clarke
<b>Email address</b>	Kelie.Clarke@shoalhaven.nsw.gov.au
<b>Residential address</b>	
<b>Postal address</b>	PO Box 42, Nowra 2541
<b>Daytime contact</b>	(02) 4429 3501
<b>Mobile telephone</b>	0421332200
<b>Fax</b>	

### APPLICANT INFORMATION

Have you ever been declared bankrupt or sought protection from any bankruptcy laws?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever been convicted anywhere in Australia or overseas of an offence that resulted in at least 12 months imprisonment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

If you have responded 'yes' to the above questions, please attach further information with your application.

## Applicant two details

This information may be used to positively identify you during your dealings with department

<b>Salutation</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:
<b>First name</b>	
<b>Family name</b>	
<b>Email address</b>	
<b>Residential address</b>	

<b>Postal address</b>	
<b>Daytime contact</b>	
<b>Mobile telephone</b>	
<b>Fax</b>	
<b>APPLICANT INFORMATION</b>	
Have you ever been declared bankrupt or sought protection from any bankruptcy laws?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted anywhere in Australia or overseas of an offence that resulted in at least 12 months imprisonment?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have responded 'Yes' to the above questions, please attach further information with your application.

## Company details

Please only complete if applicant is a company

<b>Organisation name</b>	Shoalhaven City Council
<b>Contact person</b>	Kelie Clarke
<b>Email</b>	kelie.clarke@shoalhaven.nsw.gov.au
<b>ABN/ACN</b>	59 855 182 344
<b>Organisation address</b>	Bridge Road, Nowra NSW 2541
<b>Postal address</b>	PO Box 42, Nowra NSW 2541
<b>Daytime contact</b>	(02) 4429 3501
<b>Mobile telephone</b>	0421 332 200
<b>Fax</b>	
<b>APPLICANT INFORMATION</b>	

Have any of the currently appointed directors and/or company secretaries ever been registered as banned & disqualified individuals with the Australian Securities and Investment Commission (ASIC)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have any of the currently appointed directors and/or company secretaries even been disqualified from managing corporations under Part 2d.6 of the <i>Corporations Act 2001</i> ?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has this entity or any affiliated entities, ever entered into voluntary administration, receivership, liquidation or insolvency?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

If applicant is a company, a current company search with details of the directors is to be lodged with this application.

If you have responded 'yes' to the above questions, please attach further information with your application.

## Particulars of Crown land

Attach a copy of any relevant map, street directory or sketch showing the location and boundary of proposed licence

<b>Property address (or locality)</b>	Lake Conjola Entrance Road
<b>Parish/county</b>	Conjola
<b>Local Govt. Area (LGA)</b>	Shoalhaven
<b>Lot/section/plan no.</b>	Lot 7048 DP1094554
<b>Area</b>	NSW South Coast

## Intended purpose

Please describe the reason you are applying for this licence and the proposed purpose/use of Crown land.

Lake Conjola entrance has been in a state of closure since April 2019, on 15 December 2018 the lake level rose to 0.95m AHD. Under the Lake Conjola Interim Management Policy this level allowed Council to begin to excavate a pilot channel, with a view to opening the lake at 1.0m AHD. On 21 December Council attempted to open the lake, under this trigger given the increase in population predicted over the 2018/19 holiday period and further rainfall predicted. However, the lake closed within 48 hours, Council attempted a second opening but decided not to proceed given the risk of a fish kill and rotting marine vegetation, based on advice from DPI Fisheries.

On 5 February 2019 Council passed a resolution (see attached) to remove the sand plug from the pilot channel, for the following reasons.


1. Public amenity, related to nuisance flooding, odor and loss of water clarity.
2. Public risk and safety from inundated public assets, such as jetties and boat ramps.

Thus Shoalhaven Council are now applying for a short-term license to occupy Crown Land for the purpose of excavating the "pilot channel and sand plug" (see map for location details). Attached to this application are the following supporting documents: Lake Conjola Interim Entrance Management Policy, Review of Environmental Factors and resolution to open the sand plug from 5 February 2019 and submission from the Lake Conjola Community Association regarding health/public risk associated with a closed lake condition

## Requested term

Please provide dates and details for the period you require this licence—maximum term of 12 months

## Declaration—up to two parties

I	Kelie Clarke - Manager Environmental Services
and I	Phil Costello - Director Planning, Environment and Development
declare that:	
<ul style="list-style-type: none"> <li>• I am over 18 years of age; and</li> <li>• That the information given in this application is true and correct and I have not withheld any information likely to affect the success of my application.</li> </ul>	
Signature	
Date	
Signature	
Date	12.2.19

## Supporting documentation checklist

- Relevant map, diagram or sketch to show the location and boundary of proposed licence
- Evidence that supports significant environmental or community benefit
- Relevant approvals from councils or other assessment and approval agencies
- Current company search
- Evidence of current public liability insurance policy

## Lodgement

Email the completed form to: [licences@crowland.nsw.gov.au](mailto:licences@crowland.nsw.gov.au)

Mail to: NSW Department of Industry—Lands & Water, PO Box 2155, DANGAR NSW 2309



# Short-term licence application

Office use only – Refer to the Receipting and Referrals Codes Document					
BCD <input type="checkbox"/>	BCN <input type="checkbox"/>	DO <input type="checkbox"/>	Code	Account number	
Fee Paid		Receipt Number		Date	

# FOR ACTION

DEVELOPMENT & ENVIRONMENT COMMITTEE

05/02/2019

TO: Environmental Services Manager (Clarke, Kelie)

---

**Subject:** Lake Conjola Opening - make representations - open entrance - recommendation - Community Consultative Body  
**Target Date:** 07/03/2019  
**Notes:**  
**HPERM Reference**  
**Related Report**  
**Item Number** DE19.8

---

## DE19.8 Lake Conjola Opening

Note: Clr Digiglio and Clr Gartner left the meeting, the time being 6.08pm.

**RESOLVED** (Clr White / Clr Proudfoot)

MIN19.51

That Council make urgent representations to the relevant agencies for approval to remove the "channel plug" and the entrance opened at Lake Conjola to relieve the flooding that has been affecting residents and foreshore areas for over 7 weeks and in accordance with the recommendation from the Lake Conjola Community Consultative Body.

**FOR:** Clr Gash, Clr White, Clr Wells, Clr Guile, Clr Pakes, Clr Watson, Clr Kitchener and Clr Proudfoot

**AGAINST:** Clr Levett and Mr Pigg

**CARRIED**

---

**'For Action' action sheets** must have notes added and be completed in Infocouncil, go to the Action Menu in Infocouncil (Word).



Actions

**'Information only' action sheets** are completed automatically in Infocouncil & Trim.

Instructions for viewing/completing an action

1. Open Word
2. Click on Actions Menu on the Infocouncil toolbar
3. View your actions (to view 'Information only action sheets' tick 'Information only' & 'Completed/Acknowledged')