

September 2023

Fact sheet

Application for a new mineral claim within the White Cliffs Mineral Claims District

Who is this fact sheet for?

This fact sheet is intended to assist you in applying for a mineral claim in the White Cliffs Mineral Claim District.

The information in this fact sheet is not intended to provide legal advice and is general in nature. If you have any questions about this factsheet, please talk to our Small Scale Titles team by phone at 02 6820 5200.

How do I apply for a mineral claim?

You will need to follow a two-stage process to apply for a new mineral claim in the White Cliffs Mineral Claims District. A summary of the process is set out below.

Stage 1

1. Before you lodge a mineral claim application, you will need to:
 - a. Obtain a permit to enter (**form SST4-WC**) if you don't otherwise have permission to enter the land you wish to make an application over;
 - b. Mark out the proposed mineral claim area, and take photographs of the proposed mineral claim area;
 - c. Install a notice on the marked-out mineral claim setting out your name and address and the date you marked out the proposed mineral claim area and take a photograph of it; and
 - d. Complete form WC31 **Mineral claim mark-out diagram in the White Cliffs Mineral Claims District**.
2. Complete form WC21 **Notification of intention to apply for a mineral claim within the White Cliffs Mineral Claims District**. Take a photocopy of it to include with your mineral claim application. You will need to serve on each affected landholder a copy of the WC21 form.
3. Serve the completed form WC21 and map on the landholder/s by mail, email or by delivering it in person to their address.
4. Fill out form WC2A **Application for a mineral claim within the White Cliffs Mineral Claims District** as well as form SST28 **Applicant statement of corporate compliance, environmental performance history and financial capability for small-scale titles (SOCH)**.
5. Prepare your application and accompanying documents for lodgement at either the Lightning Ridge office, post, or fax, including:
 - a. Your photographs of the possession notice and marked-out mineral claim area;
 - b. Copy of the WC21 form and map sent to the landholder/s;

- c. Completed form WC2A ;
 - d. Completed form SST28;
 - e. Completed form WC31; and
 - f. Copy of your proof of identity documents for verification by staff. If you intend on lodging your application in person at the Lightning Ridge Office, you only need provide your proof of identity documents for sighting by staff.
6. To arrange payment of your application fee, either:
 - a. Call Lightning Ridge office staff to pay over the phone; or
 - b. Fill in and submit form WC29 **Authorising credit or debit card payment for small-scale title matters in the White Cliffs Mineral Claims District** with your application.
 7. Staff will review your application and advise you if any documents or information are missing.
 8. To assist you with completing Stage 2, staff will then give, email, or post you a copy of:
 - a. Form WC23 **Notification of your intention to exercise rights under a small-scale title within the White Cliffs Mineral Claims District**;
 - b. A map of your proposed claim area; and
 - c. Form WC2B **Evidence of notification of intention to exercise rights under a small-scale title within the White Cliffs Mineral Claims District**.
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Stage 2

9. You will then need to complete and send **form WC23** and a copy of the map to the landholder/s by registered post. Take a photocopy of it to include with your form WC2B application.
10. You must obtain a copy of the receipt from the post office showing you posted the form WC23 and map to the landholder/s.
11. You must then wait until either:
 - a. You obtain confirmation that form WC23 and map have been delivered to the landholder/s by either a signature of delivery notification; or
 - b. At least seven working days have lapsed since you posted the notice.
12. Provide evidence that you have given the landholder/s the required notice and map by completing and lodging **form WC2B** and attaching the postage and/or delivery receipt/s (lodge either in person or electronically).
13. To do this, you need to complete form WC2B and then provide to us (either in person, post, or electronically), the following:
 - a. Copy of form WC2B
 - b. Copy of form WC23 and map sent to landholder/s;
 - c. Postage receipt proving you posted form WC23 and, if applicable, the delivery receipt; and
 - d. Evidence that you have entered into a compensation agreement with the landholder/s.

Note - Unless a delivery receipt is obtained, the department will only progress your application seven working days after the WC23 form and map have been posted to the landholder/s.

The department will review the documentation and assess the mineral claim. As part of the assessment of your mineral claim, you will be issued a Notice of Proposed Decision (NoPD).

The NoPD outlines any proposed decision to grant your mineral claim and, if proposed to grant, contains a draft mineral claim certificate and details of additional payments such as levies to enable the final grant.

If any additional payments are necessary, they can be paid at the office, by phone or by credit card if you have completed an authorisation to take payment (form WC29 **Authorising credit or debit card payment for small-scale title matters in the White Cliffs Mineral Claims District**). If the application is approved, the mineral claim certificate and tags will be made available for collection at Lightning Ridge office or posted to you.

If you require assistance or more information, please contact:

Mining, Exploration and Geoscience Small-Scale Titles Team

Phone: +61 2 6820 5200

whitecliffs@regional.nsw.gov.au

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