

September 2024

Fact sheet for application for renewal of a mineral claim within the Lightning Ridge Mineral Claims District

Who is this fact sheet for?

Follow the steps in this fact sheet if you wish to apply for a renewal of a mineral claim within the Lightning Ridge Mineral Claims 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.

Note: it is up to the mineral claim holder to ensure that any application for renewal is made prior expiry of the current term. The department does not issue reminder notices via postal mail. If you have an email address registered against your mineral claim, you will receive renewal reminder notifications via email.

How do I apply to renew my mineral claim?

You will need to follow the process outlined below to renew your mineral claim in the Lightning Ridge Mineral Claims District.

You can only apply for renewal of your mineral claim within the 2 months before it expires.

1. Fill out and lodge [form LR6A](#) **Application for renewal of a mineral claim within the Lightning Ridge Mineral Claims District** including making payment of application fees.

This must be done before your claim expires unless the expiry of your mineral claim falls on a weekend or public holiday, in which case your application may be made before the close of the next working day.

Note - If your renewal application is lodged by post you should ensure that there is sufficient time for the application to be mailed to the department as the application is presumed to have been lodged on the day on which it is received.

Before your renewal application can be granted, the decision maker must be satisfied that you have given a notice of intention to exercise your rights under the mineral claim to all landowners for your mineral claim area.

To demonstrate that you have given this notice, you will need to lodge [form LR6B](#) including a copy of the completed [LR23](#) **Notice of intention to exercise your rights under a small-scale title** sent to the landholder and a copy of a map of your claim area sought for renewal.

It is recommended that the LR23 notice is given before making your renewal application and form LR6B lodged at the same time as LR6A.

2. Complete your LR23 notice and supporting map of the area sought for renewal.
3. Take a copy or photographic evidence of your LR23 notice and send the original to the relevant landholder(s) via registered post. Ensure you retain evidence of your giving the notice via registered post (a registered post receipt).
4. Complete your LR6B form attaching copies of your LR23 notice and map with evidence of registered post, and lodge with the department.

Note - Unless a delivery receipt is obtained, the department will only progress your application 7 working days after the LR23 notice of intention to exercise rights form and map has been posted to the landholder.

What happens after I have lodged my renewal application?

Your mineral claim will be placed in a 'pending status'. You may continue to mine your claim in accordance with your mineral claim conditions until your renewal application has been determined.

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

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

The additional payments can be made at the office, by phone or by credit card if you have completed an authorisation to take payment. If the renewal application is granted, the new mineral claim renewal certificate will be emailed to your nominated email address, posted, or made available for collection at the office.

If you require assistance or more information, please contact:

NSW Resources Small-Scale Titles Team

Phone: +61 2 6820 5200

Email: lightningridge.office@regional.nsw.gov.au

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