# Retention Licence Application Form

*Mineral Resources (Sustainable Development) Act 1990* (MRSDA)

Mineral Resources (Sustainable Development) (Mineral Industries) Regulations 2019 (MRSDMIR)

**ALL information required by Regulations 13 and 17 of the MRSDMIR must be provided or the application is invalid. Section 15 of the MRSDA also sets out additional requirements for Retention Licences.**

**The Ministerial Guidelines for Description of a Mineral Resource must also be followed when making an application for a retention licence.**

## Question 1. Name, address, contact phone and email address of applicant(s)

|  |  |  |
| --- | --- | --- |
| **1. Surname or Company name:** | | **ABN (if applicable):** |
|  | |  |
| **Given name(s) (if applicable):** | **Mr/Mrs/Ms (if applicable):** | **Date of birth (if applicable):** |
|  |  |  |
| **Number and street name: (Do not provide a Post Box Number. Must be registered office address if a company.)** | | |
|  | | |
| **Suburb:** | **State:** | **Postcode:** |
|  |  |  |

|  |  |
| --- | --- |
| **Email:** | **Telephone:** |
|  |  |

|  |  |  |
| --- | --- | --- |
| **2. Surname or Company name:** | | **ABN (if applicable):** |
|  | |  |
| **Given name(s) (if applicable):** | **Mr/Mrs/Ms (if applicable):** | **Date of birth (if applicable):** |
|  |  |  |
| **Number and street name: (Do not provide a Post Box Number. Must be registered office address if a company.)** | | |
|  | | |
| **Suburb:** | **State:** | **Postcode:** |
|  |  |  |
| **Email:** | | **Telephone:** |
|  | |  |

Note: If more than two applicants please attach details on a separate page.

## Contact details for correspondence (if different from above)

|  |  |
| --- | --- |
| **Tick one:**  Applicant  Employee Agent  Note: If agent is selected, authorisation from applicant for agent to act on their behalf must be attached to application. | |
| **Name:** | **Position (if employee):** |
|  |  |
| **Address for correspondence:** | |
|  | |
| **Telephone:** | **Fax:** |
|  |  |
| **Email:** | |
|  | |
| **Project name for this tenement (optional):** | |
|  | |

Note: All applicants (or authorised agent) must sign at the end of application.

## Question 2: Applicant Company details

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| If the applicant is a company, please attach the following items to the application:  a list of the company directors and company secretary (including their dates of birth); and  a copy of the certificate of registration or certificate of registration on change of name of the company. |

## Question 3: Description of application area

|  |  |
| --- | --- |
| **1:25,000 Map Name(s):** | **Area (hectares):** |
|  |  |
| Attach information that demonstrates that the area of the land applied for may be required for the purpose of mining a mineral resource in the future; and  **Attatch a map which**:  indicates the land being applied for; and  is of 1:25,000 scale, or a scale which provides more detail; and  is related to the Map Grid of Australia (GDA94) coordinates; and  clearly shows the boundaries of private land and Crown land; and  **Does the application area include any privately owned agricultural land not owned by the applicant(s)?**  No  Yes **- T**he attached map must also clearly show the extent of land used as agricultural land. | |

## Question 4: Survey of land applied for

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| Section 15(1BH) of the MRSDA requires that the application include a survey of the boundary of the land proposed to be covered by the licence in accordance with Division 3A. |
| Attach a survey of the land proposed to be covered by the licence. |

## Question 5: Names and addresses of all owners and occupiers of any private land covered by the application

|  |  |  |
| --- | --- | --- |
| **1. Name:** | | |
|  | | |
| **Owner**  **Occupier** | | |
| **Parish(es):** | **Crown Allotment(s):** | |
|  |  | |
| **Number and street name:** | | |
|  | | |
| **Suburb:** | **State:** | **Postcode:** |
|  |  |  |
| **2. Name:** | | |
|  | | |
| **Owner**  **Occupier** | | |
| **Parish(es):** | **Crown Allotment(s):** | |
|  |  | |
| **Number and street name:** | | |
|  | | |
| **Suburb:** | **State:** | **Postcode:** |
|  |  |  |
| If more than two owners/occupiers please attach as a separate page. | | |

## Question 6: Native Title

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| If the application includes Crown land, indicate which of the following options will be utilised to comply with the Commonwealth *Native Title Act 1993* (NTA) or the *Traditional Owners Settlement Act 2010* (TOSA).  Excise all Crown land except those areas where native title has been extinguished (such as Roads and Road Reserves);  Comply with the Right to Negotiate provisions of the NTA;  Reach an Indigenous Land Use Agreement under the NTA;  Comply with the relevant land use activity agreement under the TOSA (where applicable).  You must answer this question if the application includes Crown land. Refer to the [Retention Licence Application Kit](https://earthresources.vic.gov.au/licensing-approvals/mineral-licences/retention-licence/application-kit) for further details. |

## Question 7: Does the application area lie within an Exploration Licence (EL) or a Prospecting Licence (PL) either granted or applied for?

|  |  |
| --- | --- |
| No (Go to Question 8)  Yes (Provide licence number(s) and complete section below) | |
|  | Licence number(s) |
| Please tick the appropriate box below:  (The application is invalid if you cannot tick one of these questions below)  I/We are the holder(s)/applicant(s) of the EL/PL  or  A letter of consent from the EL/PL holder(s)/applicant(s) is attached | |

## Question 8: Licence term requested

|  |  |
| --- | --- |
|  | years |
| A retention licence may be granted for a term not exceeding ten years. | |

## Question 9: Evidence of financial capacity to fund the estimated expenditure

|  |  |
| --- | --- |
| *Please ensure that supplied financial information is not more than 6 months old.* 1. Company (with audited financial report): | |
| **Assets** | **$** |
| Net equity (obtained from balance sheet) |  |
| Professional expertise in lieu of expenditure |  |
| Line of credit from a recognised financial institution |  |
| Prospectus (must be underwritten) |  |
| **Total** |  |
| **Liabilities** | |
| Expenditure commitment for two years |  |
| **Total** |  |
| Note: All companies must attach their most recent audited financial report. All fields must be completed. Put N/A if not applicable. | |
| 2. Individual/Company (without audited financial report): | |
| **Assets** | **$** |
| Bank Statement (current) |  |
| Professional expertise in lieu of expenditure (refer to application kit) |  |
| Line of credit from a recognised financial institution |  |
| Prospectus (must be underwritten) |  |
| List of Plant and Equipment owned by applicant |  |
| Shares Certificates – value of listed shares held in other entities at current market price |  |
| **Total** |  |
| **Liabilities** | |
| Expenditure commitment for other granted tenements (Victoria and elsewhere for the next two years) |  |
| Expenditure required on this application for the first two years |  |
| **Total** |  |
| **Net Financial Position:** | |
| Liabilities subtracted from Assets |  |
| Note: All applicants must provide a current bank statement.  List of plant and equipment can only be included provided it is owned by the applicant and is to be used for activities on this application.  All fields must be completed. Put N/A if not applicable. | |

## Question 10: Expertise of technical advisor(s), including the applicant, undertaking the proposed program of work

|  |  |
| --- | --- |
| **Technical advisor 1** | |
| **Name:** | |
|  | |
| **Address:** | |
|  | |
| **Telephone:** | **Email:** |
|  |  |
| **Qualifications** | |
|  | |
| **Employee of applicant?** Yes     No | |
| **Technical advisor 2** | |
| **Name:** | |
|  | |
| **Address:** | |
|  | |
| **Telephone:** | **Email:** |
|  |  |
| **Qualifications** | |
|  | |
| **Employee of applicant?** Yes     No | |

Note: If the person is not an employee of the applicant you must attach evidence of their agreement to assist in the proposed work program.

Please attach details of any additional technical advisors on a separate page.

## Question 11: Indicate applicant(s) experience, or availability of experience to the applicant, in exploration and mining activities and associated rehabilitaion

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| **I/We currently or have previously held a minerals tenement in Victoria (within last 5 years) under the name given in Question 1 (No further details are required).**  **I/We have previously held a minerals tenement in Victoria (within last 5 years), under another name (Attach details).**  **I/We have held a minerals tenement outside Victoria within last 5 years (Attach details of location and type of most recently held tenements and describe operation).**  **I/We have not previously held a minerals tenement within last 5 years (Attach details of your knowledge and relevant mining/exploration experience).** |

## Question 12: Indicate applicant(s) experience, or availability of experience to the applicant, in project evaluation and development activities

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| **I/We currently or have previously developed a mining operation in Victoria (within last 5 years) under the name given in Question 1 (No further details are required).**  **I/We have previously developed a mining operation in Victoria (within last 5 years) under another name (Attach details).**  **I/We have previously developed a mining operation outside Victoria (within last 5 years) (Attach details of location and type of most recently held tenements and describe operation).**  **I/We have not previously developed a mining operation within last 5 years (If this is the case, please attach details of your knowledge of mining project evaluation and development and your ability to acquire relevant experience in project evaluation/development activities).** |

## Question 13: Indicate whether any of the following apply to the applicant or an associate of the applicant

|  |
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| **Has failed to undertake rehabilitation required under the MRSDA and the Minister has taken action to rehabilitate the land under section 83 of the MRSDA;**  **Has had a licence cancelled under the MRSDA;**  **Has been convicted of an offence against the MRSDA;**  **Has been convicted of an offence involving fraud or dishonesty;**  **Is insolvent under administration.**  If one or more of the above are applicable to either the applicant or an associate, attach details outlining –   * the name of the party and their relationship to the applicant; * the nature of the offence; * when the offence was committed; and * the penalty imposed (if applicable).   *Note – an Associate is defined as a director, partner, trustee, executive officer, secretary or any other officer or person associated or connected with the ownership, administration or management of the applicant's business.* |

## Question 14: Fit and proper – other factors

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| If applicable, please attach any other information that may be relevant for determining whether the applicant is a fit and proper person to hold the licence. For information on other factors the Minister may consider, refer to the [Fit and Proper Person Operational Policy](https://earthresources.vic.gov.au/legislation-and-regulations/guidelines-and-codes-of-practice/fit-and-proper-person-policy).  **Have you attached details of Fit and Proper – other factors?**  **Yes**  **No** |

## Question 15: Description of mineral resource

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| Section 15(1BB) of the MRSDA requires that the application include a description of the mineral resource in accordance with the guidelines issued by the Minister. Attach a description of the mineral resource, in accordance with the [Ministerial Guidelines for Description of a Mineral Resource](https://earthresources.vic.gov.au/legislation-and-regulations/guidelines-and-codes-of-practice/ministerial-guidelines-for-description-of-a-mineral-resource), and indicate whether that description refers to a: |
| **Inferred mineral resource in accordance with JORC; or**  **Indicated mineral resource in accordance with JORC; or**  **Alternative mineral resource standard as provided in the Ministerial guidelines.** |

## Question 16: Mineralisation Report

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| The mineralisation report must be submitted with the application and include the exploration results in relation to the described mineral resource, including the:  **Types of minerals identified;**  **Location, depth, quantity and extent of the minerals;**  **Method by which that extent has been determined;**  **Analytic results obtained from samples of those minerals; and**  **An analysis of whether exploration results indicate that there is reasonable prospect that mining of the described mineral resource will be economically viable.**  The mineralisation report must also include, in accordance with the Ministerial guidelines, information to demonstrate that:  **The mineral resource is not currently economically viable to mine; and**  **The mineral resource could become economically viable to mine in the future.**  Refer to the [Ministerial Guidelines for Description of a Mineral Resource](https://earthresources.vic.gov.au/legislation-and-regulations/guidelines-and-codes-of-practice/ministerial-guidelines-for-description-of-a-mineral-resource) for specific details on what to include in a Mineralisation Report. |

## Question 17: Competent Person

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| The mineralisation report must be prepared by a competent person.  The following information must also be submitted with the mineralisation report.  **Name, address, contact phone and email address of the competent person who prepared the report;**  **Relevant professional organisation membership/s of the competent person who prepared the report;**  **Relevant experience of the competent person who prepared the report.** |

## Question 18: Mineral(s) to which the application relates

|  |  |  |  |
| --- | --- | --- | --- |
| Primary mineral (tick only 1 box): | | | |
| **Gold** | | **Silver** | **Platinum** |
| **Coal** | | **Antimony** | **Diamonds** |
| **Mineral sands** | | **Kaolin/Clay** | **Base metals (copper, lead, zinc)** |
| **Gypsum** | | | |
| **Other (specify)** |  | | |
| Secondary mineral(s): | | | |
| **Gold** | | **Silver** | **Platinum** |
| **Coal** | | **Antimony** | **Diamonds** |
| **Mineral sands** | | **Kaolin/Clay** | **Base metals (copper, lead, zinc)** |
| **Gypsum** | |  |  |
| **Other (specify)** |  | | |

## Question 19: Details of the program of work, key milestones and expenditure

|  |  |  |  |
| --- | --- | --- | --- |
| Attach a program of work for each year of the licence that includes the following information:  **Nature of the work to be undertaken on intensive exploration; and**  **Technical and economic studies related to the development of the mineral resource in accordance with the principles of sustainable development; and**  **Technical and economic studies related to demonstrating the economic viability of the mineral resource; and**  **Evidence demonstrating that the scale of the proposed work is commensurate with the efficient development of the mineral resource with consideration to its size; and**  **Evidence demonstrating that the estimated expenditure is appropriate for the proposed program of work**  **Provide proposed timing schedule and expenditure for the work program and key milestones in the table below**: | | | |
|  | **Work Program**  **(e.g. infill drilling, bulk sampling)** | **Key Milestones**  **(e.g. updated mineral resource estimate, pre-feasibility study)** | **Expenditure ($)** |
| **Year 1** |  |  |  |
| **Year 2** |  |  |  |
| **Year 3** |  |  |  |
| **Year 4** |  |  |  |
| **Year 5** |  |  |  |
| **Year 6** |  |  |  |
| **Year 7** |  |  |  |
| **Year 8** |  |  |  |
| **Year 9** |  |  |  |
| **Year 10** |  |  |  |
| **Total expenditure for term of licence** | | |  |
| Refer to [Retention Licence Application Kit](https://earthresources.vic.gov.au/licensing-approvals/mineral-licences/retention-licence/application-kit) and the [Retention Licence Guidelines](https://earthresources.vic.gov.au/legislation-and-regulations/guidelines-and-codes-of-practice/retention-licence-guidelines) for specific details on program of work requirements. | | | |

## Question 20: Preferred annual reporting date (choose one of the following dates)

|  |
| --- |
| **31 March**  **30 June**  **30 September**  **31 December** |

## Question 21: Application Fee

|  |  |
| --- | --- |
| Application for Retention Licence fee of $ |  |
| Note: The application must be accompanied by the prescribed fee. Refer to the Fees and charges section on the [Earth Resources](http://earthresources.vic.gov.au) website. | |

## Applicant's Declaration

|  |  |
| --- | --- |
| I/We declare that to the best of my/our knowledge, all the information I/we have given is true and correct. | |
| **1. Name:** |  |
| **Position:** |  |
| **(Applicant, Director, Secretary or authorised person)** | |
| **Signature:** |  |
| **Date:** |  |
| **2. Name:** |  |
| **Position:** |  |
| **(Applicant, Director, Secretary or authorised person)** | |
| **Signature:** |  |
| **Date:** |  |
| If more than two applicants please attach declaration on a separate page. | |

## Attachments Checklist

|  |
| --- |
| Indicate the attachments you are submitting with the application: |
| **Map showing area covered by application**  **Information demonstrating that the area of the land applied for may be required for the purpose of mining a mineral resource in the future**  **List of directors and company secretary (including their date of birth details), of the applicant company (if applicable)**  **Copy of certificate of registration or certificate of registration on change of name of applicant company (if applicable)**  **Evidence of authorisation from applicant for agent to act on their behalf (if applicable)**  **Details of applicant’s experience (or availability of experience) in exploration and mining activities and associated rehabilitation (if applicable)**  **Details of applicant’s experience (or availability of experience) in project evaluation and development activities (if applicable)**  **Mineralisation Report**  **Description of Mineral Resource (as per Ministerial guidelines)**  **Details of Competent Person**  **Work program details**  **Statement by non-employee technical advisors of agreement to assist in proposed program of work(if applicable)**  **Written consent from EL/PL holder/applicant over application area (if applicable)**  **Application Fee**  **Survey of the land proposed to be covered by the licence**  **Other attachments (give details below):** |
|  |

## Privacy Statement

Personal information provided by you for the purpose of your application and any related purpose (including the issue of a licence) is collected, used and stored by the Department of Enrivonment, Energy and Climate Action to assist in the performance of duties under the MRSDA.

You have the right of access to this information by contacting the Earth Resources Information Centre, Department of Environment, Energy and Climate Action, Level 15, 1 Spring Street, Melbourne.

Opening hours: Monday to Friday 9:00am to 4:30pm.

The information may be disclosed to the Victoria Police, the Australian Securities and Investments Commission and other government organisations for the purpose of administering or enforcing the MRSDA or a relevant Act. Limited information may be available to the public for the purpose of land use advice.

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| --- | --- |
| ***Office Use Only***  Date received:  Delivered: In person/By post  Checked by:  Exploration Licence no:  District: | **YOU MUST SUBMIT THIS APPLICATION TO THE EARTH RESOURCES INFORMATION CENTRE, LEVEL 15, 1 SPRING ST MELBOURNE VICTORIA 3000 (GPO BOX 500, MELBOURNE VICTORIA 8002) RANKING IS GIVEN ACCORDING TO THE DAY THE APPLICATION IS RECEIVED BY THE EARTH RESOURCES INFORMATION CENTRE** |