Government Land Planning Service

Surplus Government Land Declaration Form

The *Victorian Government Landholding Policy and Guidelines 2015* (the Guidelines) sets out the framework for the management of land assets by the Victorian Government. It includes requirements relating to the ongoing ownership and process for sale of government land in Victoria, such as:

* A requirement for government departments and agencies to annually review their land holdings
* The reasons why government departments and agencies retain or purchase land
* Promoting the highest and best use of government owned land
* A requirement to undertake the First Right of Refusal (FROR) process for surplus government land.

The **Surplus Government Land Declaration Form** provides detail on the surplus status of the site. This form must be completed and submitted with the **Application Form**. Based on the information provided, the Government Land Planning Service will assess the site and provide the landholding body with the proposed planning scheme amendment pathway. The Surplus Government Land Declaration Form will be placed on our website as part of any consultation undertaken.

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| **Applicant Information** |

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| Site Address  |  |
| Land owner |  |

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| 1. **Has the site been determined surplus in accordance with the Victorian Government Landholding Policy and Guidelines 2015?**
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| --- | --- |
| [ ]  | Yes. Date determined surplus: / /  |

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| 1. **Is the land Crown Land?**
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| --- | --- |
| [ ]  | No. |
| [ ]  | Yes, has a Strategic Crown Land Assessment been completed?  |
|  | [ ]   | Yes, what was the public land value classification?  |
| [ ]  Low  | [ ]  Medium  | [ ]  high  |
| Date completed: / /  |
| [ ]   | No, why? |

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| 1. **Has the site been through the First Right of Refusal (FROR) process?**
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| --- | --- |
| [ ]  | Yes, date from: / / date to: / /  |
| [ ]  | No, please attach evidence of FROR exemption |

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| 1. **Were there any Expressions of Interest from any other government department, agency, local government, or the Commonwealth Government during the FROR process?**
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| --- | --- |
| [ ]  | Yes, please explain who expressed interest in acquiring the site and the outcome. |
| [ ]  | No. |

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| 1. **Did you have any consultation with local government about potential purchase of the site including any council resolutions, correspondence or details of discussions held since the FROR process?**
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| [ ]  | Yes, please explain  |
| [ ]  | No. |

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| 1. **Has there been any subsequent discussions or agreement reached with other government agencies regarding the site since the FROR process was completed?**
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| [ ]  | Yes, please provide detail. |
| [ ]  | No. |

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| 1. Please provide a 150 word explanation of why the land is no longer required by your organisation.
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| **Declaration** |

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| I declare that all the information in the Surplus Government Land Declaration is true and correct. I understand that the Government Land Planning Service will complete an Officer Assessment report that will recommend a Planning Stream for the site. |
| Name |  |
| Title |  |
| Signature | Date: / /  |