Landowner Authority

Guide

**General Notes on Landowner Authority**

1. Most grant applications will require documentation proving the landowner of the land on which your project is taking place has given their permission for the project.
2. If the organisation applying is the landowner, then often this just requires confirmation in the application – usually in the form of a ‘Yes’ answer to the relevant question. If further evidence is required, a confirmation letter from the CEO, General Manager or Chairperson of the organisation is usually sufficient.
3. If the landowner is a third party, then this evidence can be provided in a number of forms depending on the circumstances:
	1. Lease Document: A lease document that clearly demonstrates the applicant has the authority to undertake projects of the nature being applied for is often sufficient for this purpose. Lease timeframes will usually need to cover any Designated Use Period that may be in the funding agreement.
	2. Formal Permission Document: In some cases, if a Government Authority is the landowner (for example in the case of Crown Land), a permission form may need to be completed by the applicant and signed by the relevant Authority.
	3. Where there is no other required mechanism, permission can usually be evidenced by a letter from the landowner. A sample outline of a generic Landowner Authority Letter is provided below.
	4. Other: The application process itself may specify the way in which landowner authority is to be demonstrated.

It is important to check in early with the landowner to determine if they are willing to support the project being applied for and provide permission. Even where there is an existing lease document, the applicant should speak with the landowner to confirm.

**Sample Letter of Landowner Authority**

Addressed to the key person in your organisation

General Manager / Director / Chairperson etc

Your Organisation Name

Your Organisation Address

Via email person@organisation.com (if emailed instead of posted)

**RE: Project Name**

Dear Mr/Mrs/Ms XXXX

**Why you are writing – E.g:**

I am writing on behalf of [name of landowning organisation] **OR** as the legal landowner of [insert location details] to confirm that permission for applying organisation’s name to undertake the Project Name project at insert location details has been provided.

**About the landowner / landowning relationship:**

1. Brief description about the landowner organisation (if relevant)
2. Under what authority the permission has been given.
3. Any specific terms & conditions or restrictions.

**Concluding Paragraph could include:**

Landowner supports the Project Name and wishes applying organisation’s name every success with this crucial project.

Landowner can be contacted at / on insert relevant contact details for further information.

Regards

Name

Signature Block