TENEMENT GRANTED CHECKLIST

Tenement No: _____

		(Date)
1.	Letter & Original Licence Document (if applicable) received from DMP advising grant.	
2.	Update Land Tracker.	
3.	DMP - Emits – Print out tenement register summary	
4.	Print out Tengraph map & Quick Appraisal for file	
5.	Heritage search on DIA website for file	
6.	Inform the project geologist: • attach summary • advise of compulsory expenditure commitment in the first year for an exploration licence. • notify of point 12 below	
7.	Check if an account code exists for the tenement; if not, e-mail Accounts and request a code for the tenement.	
8.	Check Landtracker has correct station owner/s (as per new Quick Appraisal) and update if necessary.	
9.	Advise the station owner of by **Registered Post** of tenement grant. Update Land Tracker	
10.	If an application is granted over private land/subsurface rights notify the shire of tenement grant.	
11.	Is the tenement in the correct Holder name? If not organise tenement transfers.	
12.	Request **Group Reporting** for the tenement if required. Update Landtracker of the Group Report Application.	
13.	Check if an application has been made for iron ore endorsements on licence. If not make an application. Enter reminder into LandTracker	
14.	Advise accounts department	
15.	Arrange for ML's or GPL's to be surveyed	
16.	Filing relevant document and create digital file of documents	