



Assignments or Amendments

Land Administration Client Service Standards Summary

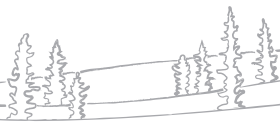
The Department of Lands (Lands) manages, administers, and plans for the sustainable use of public land in the Northwest Territories in a fair and transparent manner that reflects the interests of the people of the Northwest Territories.

The Department of Lands operates within the central belief that land management and administration is a core public good and critical asset that needs to be effectively and efficiently managed.

Our Services

You may apply to have your disposition assigned to another party, add another party to the disposition, or to amend the current conditions of the existing disposition. Additional consultation may be required. Commercial/Industrial dispositions on Commissioner's Land cannot be assigned.

If you are considering assigning or amending your disposition, please contact the Department of Lands at your earliest convenience to understand what is required to meet your request. This will help ensure your transaction is addressed both efficiently and appropriately.



Program Services and Client Service Standards

Assignment or Amendment Request

- You will receive a verbal or written acknowledgment of your written request within 2 business days of Lands receiving the application.
 - Your request will be reviewed for up to 15 business days. During this period, Lands is reviewing the disposition documents and the requirements for the individual request. A Lands representative will contact you if further information is required.
 - The disposition holder must be in compliance with all existing terms and conditions within the tenure instrument to be considered for assignment or amendment. A Lands representative will explain any outstanding requirements to the tenant after completing the file review.
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ASSIGNMENT OR AMENDMENT

- Most requests require Aboriginal consultation and an internal review. This process takes a minimum of 90 calendar days. A Lands representative will contact you to confirm that your request has been accepted and that this process has been started.
- Additional review time may be required if concerns are raised during the consultation and review process. A Lands representative will provide an update every 30 days following the original 90-day period.
- An inspection of the property will be scheduled at the earliest availability depending on access and weather conditions, if required.
- Assignment or amendment of the disposition will be completed within 20 business days of a decision to amend or assign by the Director of Land Administration.
- If you disagree with a decision, you have the right to appeal within 30 calendar days after the decision is made.
- A Lands representative can provide you with information on the appeal process.

Appeals

- An internal review of the appeal will be conducted by the Director of Land Administration of the Department of Lands.
- You will receive a written appeal decision from the Director of Land Administration within 20 business days of filing your appeal.

Contact information:

Land Administration
Department of Lands
4923- 52nd Street
Box 1320
Yellowknife, NT X1A 2L9
Phone: (867) 767-9184
Toll-free: 1-855-698-5263
Lands@gov.nt.ca
www.lands.gov.nt.ca
