**Renewal (VIC) Action Definition**

This action definition describes renewals for Victoria.

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| Editable Content |  |

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| **Action Trigger** |
| **Asset Type** | Tenement |
| **Action Name** | Renewal  |
| **Precondition** | {status} = Live |
| **Is Member Of** | Managed |
| **Unique Name Format** | Renewal -{expiryDate:yyyy} |
| **Critical Date** | Expiry Date  | = {expiryDate} + Interval |
| **Deadline** | Deadline | = {Expiry Date} – 30 days |

*Note: The Action Trigger defines the logic of the Action. The Deadline is the latest date by which the Action can be completed.*

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| **Applies To** |
| **Jurisdiction** | **Sub Type** | **Version** | **Interval** |
| VIC | Exploration Licence |  | 0 years, every 1 year |
| VIC | Mining Licence |  | 0 years, every 1 year |
| VIC | Retention Licence |  | 0 years, every 1 year |
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*Note: The Applies To list defines which specific Tenement types this action applies to, along with the specific pattern of renewals allowed.*

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| **Task List** |
| **Description** | **Days Needed Before Deadline** |
| Review whether a new application is needed (submit 3 months before expiry) | 120d |
| Notify Geologists of pending expiry | 120d |
| Verify the tenement is to be renewed (EoT) | 50d  |
| Get Summary of Exploration Activities carried out for term of Tenement | 35d |
| Decide length of renewal term | 35d  |
| Prepare renewal application | 28d |
| Lodge Renewal | 21d |
| Wait for Renewal to be Granted | 0 |
|  |  |

*Note: Task List items define the Action Status and will have their own trigger dates based on the Days Needed Before the Deadline. Task List items negate the need for separate follow up Actions. You may add in as many Task List items as you wish. If a Task List item has no Days Needed Before Deadline entered then it will default to the previous Task List item Days Needed Before Deadline.*

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| **Change History** |
| **Date** | **Version** | **Changes** |
| 10/10/2024 | 1.4.0 | Removed wiki links and custom fields |
| 28/08/2019 | 1.3.0 | Removed custom fields as no longer required |
| 11/06/2018 | 1.2.0 | Added ‘Unique Name Format’ row, which will cause each instance of the renewal to have a unique name and allow future instances to be created |
| 13/04/2018 | 1.1.0 | Added interval to cause annual renewal reminders if a renewal has not yet been approved |
| 19/02/2018 | 1.0.0 | New Action Definition |