

**Department of Planning and Environment**

Sample Letters for Mortgagee Consent –   
Biodiversity Stewardship Application

1. Sample letter to financial institution requesting   
 letter of consent

To [Insert name of bank contact]

**Mortgage Consent – [Insert property name]** **– [Insert agreement name and number]**

[We/I] are in discussions with the Biodiversity Credits Supply Taskforce to enter into a Biodiversity Stewardship Agreement (BSA) on [Insert property name and address] for [Insert length of agreement]. Establishing a BSA generates biodiversity credits that can then be sold through the NSW biodiversity credit market. A copy of the Biodiversity Stewardship Agreement is attached for your information.

The Credits Supply Taskforce (Taskforce) is established within the Department of Planning and Environment using existing provisions in the *Biodiversity Conservation Act 2016* (NSW). The Taskforce invests in private land conservation by supporting landholders who wish to conserve biodiversity on their land. Further information on the Taskforce is included in the attached leaflet Frequently Asked Questions for Financial Institutions.

[We/I] are writing to request consent to enter into the Biodiversity Stewardship Agreement [Insert number]. As the mortgagee, your consent in writing is required before the agreement can be executed, see section 5.21(c) of the *Biodiversity Conservation Act 2016* (NSW). We have provided a draft letter template which can be used to assist in writing the letter of consent.

If you have any questions regarding the Biodiversity Stewardship Agreement, please contact myself [Insert property holder name and contact details] or [Insert name of Regional Coordinator name and contact details].

Yours sincerely

2. Sample consent letter from financial institution

You can provide this letter template to your financial institution with your letter of consent request.

Date

To whom it may concern,

**Mortgage Consent – [Insert property name or property address]** **– [Optional: Insert agreement name and/or number]**

[Insert name of financial institution] ABN [Insert ABN] is a mortgagee of registered mortgage [Insert mortgage number] for the property [Insert property name and address].

[Insert name of financial institution] consents to the owner entering into Biodiversity Stewardship Agreement [Optional: Insert agreement name and/or number]between the Credits Supply Taskforce and [Insert name of landowner/s] over [Insert Lot/DPs], covering an area of approximately [XX] hectares.

Yours sincerely