

Initials and date: _____

Application requirements

- Part A - applicant details (mandatory).
- Part B – interacting with DPIRD electronically (optional).
- Part C – finalising your application (mandatory).
- Part D - commercial farm development plan (CFDP) (mandatory).

Part A – Applicant details (mandatory)

1. Applicant details

Applicant details	Give details in space provided
Name of applicant Proposed permit holder	
ACN (if company)	
Current ASIC extract (if company)	☐ Yes, I have attached a current ASIC extract to this application (available to purchase from asic.gov.au)
Mailing address for all correspondence	Address Suburb State Postcode
Physical address for business <i>Cannot be a PO Box</i>	Address Suburb State Postcode

Applicant details	Give details in space provided
Preferred contact person	
Phone number for preferred contact <i>Specify if mobile can be used for SMS alerts</i>	☐ Home ☐ Work ☐ Mobile Number: _____ If a mobile is provided, do you authorise for the mobile number to be used for SMS alerts? ☐ Yes ☐ No
Email address for preferred contact	
Additional contact person <i>Optional</i>	Contact name Home/work/mobile number SMS alerts ☐ Yes ☐ No Email

2. Lease details

A permit will not be granted to you unless it authorises at least one lease or part thereof.

Lease number	Estuary	% to be authorised by your permit

If there are more leases, please provide additional information on a separate page.

How are you acquiring the above leases? (tick all that apply)

☐ lease tender process.

☐ lease transfer.

☐ lease sublet.

3. Working depot details

You must have access to a working depot site and supply evidence that the working depot site has the appropriate approval.

Please indicate which one of the following 'evidence of approval' applies to you:

- ☐ An approval issued by the Department of Crown Lands, such as a lease or license authorising oyster depot activities (including a subletting agreement); or
- ☐ An approval issued by the local council to carry out oyster depot activities on private land (incl. industrial estates, factories etc.); or
- ☐ The acquisition of an oyster lease with an approved structure, which physically adjoins land with approved land-based access (the onus is on the applicant to demonstrate that the structure and land-based access has been approved by the appropriate authority).

Is the working depot:

- ☐ Freehold
- ☐ Leasehold. Provide details of the leasehold below:

Address of the working depot:

4. Lease security arrangement

You must elect one of the following 3 lease security arrangements and have that arrangement in place within 60 days from the date the permit is granted.

If you do not have a lease security arrangement in place within this 60-day period, the default annual contribution arrangement will be applied to your permit (unless you hold class 2 leases in which case, the department will move to cancel the permit).

Arrangement	Description of arrangement
☐ Arrangement 1 Cash deposit	Calculate the total lease area held under your permit (including any sublet leases) and round up to the next whole hectare (for example, 10.7 ha is rounded up to 11 ha). Note: dredge leases are exempt. Total hectares to be covered _____ ha Total cash deposit = total hectares x \$1,000 \$ _____ Payment will be required within 30 days from the date your permit is granted.
☐ Arrangement 2 Bank guarantee	Calculate the total lease area held under your permit (including any sublet leases) and round up to the next whole hectare (for example, 10.7 ha is rounded up to 11 ha). Note: dredge leases are exempt. Total hectares to be covered _____ ha Total bank guarantee = total hectares x \$1,000 \$ _____ You must provide the bank guarantee certificate within 30 days from the date your permit is granted.

Arrangement	Description of arrangement
☐ Arrangement 3 Annual contributions	This arrangement is not available to you if you hold any class 2 aquaculture leases. Note: this arrangement is non-refundable. Calculate the total lease area held under your permit (including any sublet leases) and round up to the next whole hectare (for example, 10.7 ha is rounded up to 11 ha). Note: dredge leases are exempt. Total hectares to be covered _____ ha Total contribution = total hectares x \$30 or \$50 \$ _____ The department will send you an invoice for payment within 30 days following the granting of your permit.

Part B – Interacting with DPIRD electronically (optional)

Tick the box below if you would like to be an e-business customer. This means that you will:

1. have access to AquaDirect, a self-service online system for aquaculture farmers. In this system you will be able to renew leases (at a reduced fee), update your contact information, and submit your annual production data.
2. receive formal and informal notices, authorities (for example, your aquaculture permit), invoices and debt notices, correspondence and other instruments electronically (instead of paper copies in the mail).

More information can be found at dpi.nsw.gov.au/dpi/fishing/aquaculture/aquadirect

☐ Please send me an AquaDirect and e-business form to complete (the form will be emailed to the email address provided in part A).

Part C – Finalising your application (mandatory)

1. Applicant declaration

All applicants must sign the declaration.

If the applicant is a company, the declaration must be signed by two directors, or one director and a secretary. If the company is a sole director company, then the sole director must sign.

I/We, the undersigned:

- Have the authority to make this permit application.
- Acknowledge that all the information provided in this application is true and correct.
- Understand that giving false or misleading information is a serious offence.
- Have completed and attached a commercial farm development plan.

Applicant name	Applicant signature	Date

Applicant name	Applicant signature	Date

2. Payment of application fee

When you submit your application, the department will email you an invoice for the application fee. Payment options will be provided on the invoice.

The invoice will be payable immediately. If payment is not made within a reasonable timeframe your application will be returned to you.

Aquaculture fee schedule dpi.nsw.gov.au/dpi/fishing/aquaculture/resources/fees

3. Submitting your permit application

- Email: aquaculture.administration@dpird.nsw.gov.au
- Mail: DPIRD Port Stephens Fisheries Institute, Locked Bag 1, Nelson Bay NSW 2315

Part D – Commercial farm development plan (mandatory)

You must submit a CFDP together with your permit application.

You can complete your CFDP [online](#) or contact us for a paper form.

To assist you in completing your CFDP, the following is available:

- [Class A aquaculture permit - info kit | Department of Primary Industries](#)
- [Lease maintenance and development plan guidelines | Department of Primary Industries](#)
- [Biosecurity planning | Department of Primary Industries](#)
- [NSW Oyster Industry Sustainable Aquaculture Strategy | Department of Primary Industries](#)

If you need help after using these resources, please email us on aquaculture.administration@dpird.com.au or call us on 1300 603 845.

Privacy collection notice

Your information is being collected by the Fisheries division of NSW Department of Primary Industries and Regional Development (the Department), Taylors Beach Road, Taylors Beach NSW 2315 for the purpose of managing the NSW aquaculture industry in line with the *Fisheries Management Act 1994 (FM Act 1994)*. Information collected on this application form is subject to the *Privacy and Personal Information Protection Act 1998 (PPIP Act 1998)*. You must provide the information for the Department to assess the application and to administer aquaculture leases and permits under the *FM Act 1994*. Information collected will be stored within the FishOnline system, as well as finance and records management systems, to which only authorised personnel have access. The information will be destroyed when no longer required.

The Department may use the information and disclose it to other authorised government or private sector agencies for related administration, regulation, research, and statistical reporting purposes. This may include, but is not limited to, purposes related to biosecurity matters, licensing with other agencies, industry extension and grant applications. Information collected may be disclosed to the Department of Planning, Housing and Infrastructure, who provides the Department with a financial service, or to an external debt collection agency for debt collection purposes when an overdue debt is payable under the *FM Act 1994* or the *Fisheries Management (Aquaculture) Regulation 2024*. Information collected may also be subject to other lawful requests for information such as applications under the *Government Information (Public Access) Act 2009* or subpoenas. The information may be pooled in a manner not identifying stakeholders to form industry-based statistics. Information collected may be publicly available on the NSW register of aquaculture permits in line with section 154 of the *FM Act 1994*.

Any email addresses collected may be used to electronically serve instruments if the customer has agreed to receive documentation electronically. You may access or correct your information by contacting the Department via Aquaculture Administration, Locked Bag 1, Nelson Bay NSW 2315, or via email aquaculture.administration@dpird.nsw.gov.au. For more information, please refer to the Department's [Privacy Statement](#) and [Privacy Management Plan](#).