



## 1. WHY YOU MUST PREPARE A CFADP

A CFADP is a **business case** that describes how you plan to operate your proposed fishing business. The CFADP is required to justify your commercial use of a community resource (fisheries resources and public water land).

The CFADP also provides information to NSW Department of Primary Industries that it will use in assessing your permit application.

Most applicants also find that going through the process of preparing a CFADP leaves them better prepared to commence a new business venture as they are required to consider issues that they otherwise may have overlooked.

To enable NSW DPI to properly assess your CFADP, you are encouraged to carefully answer each question in as much detail as possible. If you do not provide all the information requested, your permit application may be rejected by NSW DPI. In some cases you may be requested to supply further information. Similarly, if you do not provide this information your permit application may be rejected.

## 2. FURTHER INFORMATION AND ASSISTANCE

Assistance with business planning and development issues may be obtained from your local office of the NSW Department of Trade and Investment, Industry, Innovation and Investment Division (02 9338 6600).

## 3. INSTRUCTIONS

Please address each point itemised in Sections 1 to 7.

A hand written CFADP will only be accepted by NSW DPI if it is legible.

This information sheet is not a form. DO NOT complete your CFADP on this information sheet. Please prepare your CFADP on separate sheets of paper.

## 4. COMMERCIAL FISHING ACTIVITY DEVELOPMENT PLAN CONTENTS

### SECTION 1 - PRODUCT DEFINITION

- a) What fisheries resource/species do you intend to farm?
- b) What is your intended product? (e.g. fish for human consumption, bait, other).

### SECTION 2 - OPERATIONAL PLAN

- a) How do you intend to harvest your product? What infrastructure you will use (nets, dredges, traps, lines etc.) and how many you will use?
- b) What is your expected amount of product you plan to harvest?
- c) What plant and equipment (boats, outboard motors etc.) will you use?

- d) Describe your land based activities and infrastructure (e.g. processing and storage facilities), if any?

**SECTION 3 - QUALITY ASSURANCE PROGRAM**

- a) List the steps you will go through to harvest your product and prepare it for market and describe how you will ensure that you consistently produce a product that meets market demands (ie. harvesting, washing, grading, depuration, processing, etc).
- b) How will you package your product and transport it to your market(s)?
- c) How will you comply with the requirements of the NSW Food Authority? (see [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)).

**SECTION 4 - BUSINESS DEVELOPMENT**

- a) Explain any plans you have to develop or expand your business over the next five years (eg. construction of facilities, investment in equipment, purchase of additional capital equipment, etc.).
- b) How many people will be directly employed by this business (including yourself)?
  - I. At commencement of work?
  - II. At the end of year 1?
  - III. At the end of year 5?
- c) What relevant fishing industry knowledge/expertise do you have that will assist you to undertake your proposed activity, or how do you intend to gain this knowledge/experience?

**SECTION 5 – MARKETS, MARKETING AND SALES STRATEGY**

- a) What sector(s) of the seafood or other market do you intend to target? (e.g. general wholesale, specialist restaurant supply, retail etc).
- b) What price(s) do you expect to receive for your product(s)? Where did you source this information?

Year 1	\$...../kilogram/unit
Year 2	\$...../kilogram/unit
Year 3	\$...../kilogram/unit
Year 4	\$...../kilogram/unit
Year 5	\$...../kilogram/unit
- c) Where are your target market(s) located and how have you determined the product requirements of this market?
- d) At what time of the year will your seafood be in a marketable condition?
- e) Will you be able to compete against existing market competitors, including imported product from interstate?

- f) Is there potential for value adding to your product(s)?
- g) How do you intend to market your product? Have you considered branding your product?

### **SECTION 6 - RISK MANAGEMENT**

- a) List the possible causes of fluctuations in availability (e.g. diseases, recruitment fluctuations) or other threats that may affect your target stock or your access to target stock and your strategy for dealing with these.
- b) Is this business intended to be your primary or sole source of income, or a part-time venture?
- c) What are the foreseeable risks to the commercial viability of your business? What is your strategy for dealing with these risks?

### **SECTION 7 - FINANCIAL FORECAST**

Provide a cash flow analysis of your business for the next five years. An example of one way to set this out is given on the next page.

**Year 1**

<b>EXPENDITURE</b>	
<b>COST ITEM</b>	<b>\$</b>
Purchase of capital items (boat, nets etc.)	
Purchase of consumable items (bait, ice etc.)	
Fees and charges (eg. NSW DPI, NSW Shellfish Program)	
Insurance costs (eg. vehicle, workers compensation, public and product liability)	
Land base rent	
Outboard fuel and maintenance	
Boat and vehicle registration	
Freight, processing and packaging costs	
Labour costs	
Infrastructure maintenance	
Other costs (specify)	
<b>TOTAL EXPENDITURE</b>	<b>\$</b>

<b>INCOME</b>	
<b>PRODUCT</b>	<b>\$</b>
Product 1 price X number	
Product 2 price X number	
Product 3 price X number	
Other income	
<b>TOTAL INCOME</b>	<b>\$</b>

**Year 2**

<b>EXPENDITURE</b>	
<b>COST ITEM</b>	<b>\$</b>
Purchase of capital items (boat, nets etc.)	
Purchase of consumable items (bait, ice etc.)	
Fees and charges (e.g. NSW DPI, NSW Shellfish Program)	
Insurance costs (e.g. vehicle, workers compensation, public and product liability)	
Land base rent	
Outboard fuel and maintenance	
Boat and vehicle registration	
Freight, processing and packaging costs	
Labour costs	
Infrastructure maintenance	
Other costs (specify)	
<b>TOTAL EXPENDITURE</b>	<b>\$</b>

<b>INCOME</b>	
<b>PRODUCT</b>	<b>\$</b>
Product 1 price X number	
Product 2 price X number	
Product 3 price X number	
Other income	
<b>TOTAL INCOME</b>	<b>\$</b>

### Year 3

EXPENDITURE	
COST ITEM	\$
Purchase of capital items (boat, nets etc.)	
Purchase of consumable items (bait, ice etc.)	
Fees and charges (e.g. NSW DPI, NSW Shellfish Program)	
Insurance costs (e.g. vehicle, workers compensation, public and product liability)	
Land base rent	
Outboard fuel and maintenance	
Boat and vehicle registration	
Freight, processing and packaging costs	
Labour costs	
Infrastructure maintenance	
Other costs (specify)	
<b>TOTAL EXPENDITURE</b>	<b>\$</b>

INCOME	
PRODUCT	\$
Product 1 price X number	
Product 2 price X number	
Product 3 price X number	
Other income	
<b>TOTAL INCOME</b>	<b>\$</b>

### Year 4

EXPENDITURE	
COST ITEM	\$
Purchase of capital items (boat, nets etc.)	
Purchase of consumable items (bait, ice etc.)	
Fees and charges (e.g. NSW DPI, NSW Shellfish Program)	
Insurance costs (e.g. vehicle, workers compensation, public and product liability)	
Land base rent	
Outboard fuel and maintenance	
Boat and vehicle registration	
Freight, processing and packaging costs	
Labour costs	
Infrastructure maintenance	
Other costs (specify)	
<b>TOTAL EXPENDITURE</b>	<b>\$</b>

INCOME	
PRODUCT	\$
Product 1 price X number	
Product 2 price X number	
Product 3 price X number	
Other income	
<b>TOTAL INCOME</b>	<b>\$</b>

**Year 5**

<b>EXPENDITURE</b>	
<b>COST ITEM</b>	<b>\$</b>
Purchase of capital items (boat, nets etc.)	
Purchase of consumable items (bait, ice etc.)	
Fees and charges (e.g. NSW DPI, NSW Shellfish Program)	
Insurance costs (e.g. vehicle, workers compensation, public and product liability)	
Land base rent	
Outboard fuel and maintenance	
Boat and vehicle registration	
Freight, processing and packaging costs	
Labour costs	
Infrastructure maintenance	
Other costs (specify)	
<b>TOTAL EXPENDITURE</b>	<b>\$</b>

<b>INCOME</b>	
<b>PRODUCT</b>	<b>\$</b>
Product 1 price X number	
Product 2 price X number	
Product 3 price X number	
Other income	
<b>TOTAL INCOME</b>	<b>\$</b>