



Complete this request form when you want to register a mortgage, charge, or other interest over one or more of your aquaculture leases.

## 1. Leaseholder declaration

I/we \_\_\_\_\_ (name of leaseholder) of  
\_\_\_\_\_ (business address) authorise  
for NSW DPI to endorse my/our lease documents the particulars of the mortgage or other interest to  
which my/our aquaculture leases are now subject.

I/we understand that for this request to be completed, the following requirements must be lodged to  
NSW DPI.

Contract / official documentation as evidence of the mortgage / interest. Note: the documentation  
must:

- Have all affected aquaculture leases listed
- Be signed by the mortgagee or party with an interest
- Be signed by you as the leaseholder(s).

Prescribed fee for the endorsement of lease documents (refer to fee schedule)

Original lease documents for the aquaculture leases that require endorsement OR

Statutory Declaration for the replacement of lease documents (+ prescribed fee)

Leaseholder name	Leaseholder signature	Date

## 2. Submitting your request

- Mail: NSW Department of Primary Industries, Locked Bag 1, Nelson Bay NSW 2315
- Email: [aquaculture.administration@dpi.nsw.gov.au](mailto:aquaculture.administration@dpi.nsw.gov.au)
- Telephone enquiries: Aquaculture Administration 0407 693 244 or (02) 4916 3900

## 3. Payment of administration fee

Payment must be received within 14 days of receipt of your application, regardless of which payment method you choose.

If payment is not made within this time, your application will be rejected and returned to you.

Choose your payment method.

Payment method	What you need to do
<input type="checkbox"/> Credit card	Call the Aqua Admin team on 0407 693 244 or (02) 4916 3900 to provide your credit card details.  Note that a surcharge applies: Visa & MasterCard 0.4%, American Express 1.4%.
<input type="checkbox"/> Cheque	Make cheque payable to: Department of Regional NSW – Primary Industries  Mail to: NSW Department of Primary Industries, Locked Bag 1, Nelson Bay NSW 2315
<input type="checkbox"/> Invoice	We will email you an invoice. Once you receive the invoice you can pay by EFT, BPAY or credit card.

Prescribed application fee schedule [dpi.nsw.gov.au/fishing/aquaculture/schedule](http://dpi.nsw.gov.au/fishing/aquaculture/schedule)

### Privacy Collection Notice

Information collected on this application is subject to the *Privacy and Personal Information Protection Act 1998*. You must provide the information for NSW Department of Primary Industries – Fisheries to assess the application and to administer aquaculture leases and permits under the *Fisheries Management Act 1994*. Information collected will be stored securely within the FishOnline system and NSW DPI's records management system, to which only authorised personnel have access.

NSW DPI – Fisheries may use the information and disclose it to authorised agencies by way of a Memorandum of Understanding, for related administration, regulation, research, and statistical reporting purposes. For example, but not limited to, purposes such as biosecurity matters, licensing with other agencies, industry extension and grant applications. The information may be pooled in a manner not identifying individuals to form industry-based statistics. Information collected may be publicly available on the NSW register of aquaculture permits in accordance with section 154 of the *Fisheries Management Act 1994*. Information collected may also be subject to other lawful requests for information such as subpoenas or GIPA (Government Information Public Access) requests. Section 19(2)(h) of the *Privacy and Personal Information Protection Act 1998* allows the disclosure of information when permitted or required by an Act (including an Act of the Commonwealth) of any other law.

Any email addresses collected may be used to electronically serve instruments if the customer has agreed to receive documentation from NSW DPI electronically. Information collected will be destroyed when no longer required. You may access or correct your information by contacting NSW DPI, Aquaculture Administration, Locked Bag 1, Nelson Bay NSW 2315, or via email [aquaculture.administration@dpi.nsw.gov.au](mailto:aquaculture.administration@dpi.nsw.gov.au). For more information, please refer to Regional NSW Privacy Statement at [regional.nsw.gov.au/privacy](http://regional.nsw.gov.au/privacy) and Regional NSW Privacy Management Plan at [regional.nsw.gov.au/privacy/privacy-management-plan](http://regional.nsw.gov.au/privacy/privacy-management-plan).