

OFFICE USE ONLY

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Initials & Date:

Complete this form when your aquaculture lease is due to expire, and you wish to renew it.

To find out more, go to the renewal of oyster lease information kit
dpi.nsw.gov.au/fishing/aquaculture/forms/lease-based

1. Leaseholder details

Leaseholder details	Give details in space provided
Name of leaseholder (or company name if applicable)	
Mailing address of leaseholder	Address Suburb State Postcode
Physical address of leaseholder (cannot be a PO Box)	Address Suburb State Postcode
Preferred contact for leaseholder Specify if mobile can be used for SMS alerts	Contact person Home/work/mobile number SMS alerts (if mobile provided above) <input type="checkbox"/> Yes <input type="checkbox"/> No Email

2. Do you authorise NSW DPI - Aquaculture to correspond with you electronically?

Skip this section and proceed to section 3 if:

- you have previously signed up to be an e-customer for NSW DPI, or
- you do not wish to be an e-customer.

Yes, I would like to be an e-customer for NSW DPI - Aquaculture

By ticking this box, you authorise NSW DPI - Aquaculture to provide the following documentation that is associated with the above leaseholder electronically to all nominated email addresses:

- All formal and informal notices, authorities (e.g. aquaculture permits), correspondence and other instruments issued, as allowed for under the *Electronic Transmissions Act 1999* and *Fisheries Management Act 1994*.

Nominated email addresses for e-correspondence:

If there is an email address currently listed on NSW DPI’s system that is not nominated below, this email address will be removed from the customer contact details.

Email contact	Give details in space provided
Primary contact	Email address: Contact person:
Additional contact	Email address: Contact person:

3. Lease details

Multiple leases can be renewed if held by the same leaseholder

Lease number	Lease number

Has the lease(s) expired (i.e., the expiry date has passed)?

Yes No

If you have answered YES, you **must** provide a reason as to why you are submitting a late application.

Provide reason for late application:

4. Lease tenancy

If the leaseholder is an individual or company, the tenancy arrangement will default to Common Tenancy. You do not need to complete this section.
 If the leaseholder is a partnership, please tick your preferred option below.

Joint Tenancy
 Under Joint Tenancy, upon the death of a leaseholder, the lease will be transferred to any surviving leaseholder(s).

Common Tenancy
 Under Tenancy in Common, the proportion of the lease held by the deceased lessee is transferred according to their Last Will and Testament and/or at the direction of the Executor of the Estate.

5. Aquaculture permit(s) that authorises the lease(s)

Permit number	Permit holder name(s)	Percent (%) authorised

6. Leaseholder declaration

All leaseholders must sign the declaration.

If the leaseholder is a company, the declaration must be signed by two directors, or one director and a secretary. If the company is a sole director/secretary company, then the sole director must state next to their name that they are the “sole director and secretary”.

I/We, the undersigned:

- Authorise the renewal of the above listed aquaculture lease(s).
- Are authorised to make this 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.

Leaseholder name	Leaseholder signature	Date

7. Payment of application 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

8. Submitting your application

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

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. For more information, please refer to Regional NSW Privacy Statement at regional.nsw.gov.au/privacy and Regional NSW Privacy Management Plan at regional.nsw.gov.au/privacy/privacy-management-plan.