



Office use only

Received via: \_\_\_\_\_

Initials and date: \_\_\_\_\_

Complete this application to apply for a new land-based aquaculture permit. To find out more, go to the [NSW Land Based Sustainable Aquaculture Strategy](#).

## Application requirements

This form consists of 4 parts. Complete all parts.

- Part A – applicant details (mandatory).
- Part B – interacting with DPIRD electronically (optional).
- Part C – finalising your application (mandatory).
- Part D - [Commercial farm development plan for land based permits](#) and [Project profile analysis for land based permits](#) (mandatory).

## Part A – Applicant details

### 1. Applicant details

A permit can be held by an individual, a partnership or a company.

Applicant details	Give details in space provided
Name of applicant Proposed permit holder	
ACN (if company)	
Current ASIC extract (if company)	<input type="checkbox"/> Yes, I have attached a current ASIC extract to this application (available to purchase from <a href="http://asic.gov.au">asic.gov.au</a> )
Mailing address for all correspondence	Address  Suburb  State Postcode



Permit class	Common name	Scientific name

If you need more room, please attach a separate page

### 3. Farm details

A permit will not be granted to you unless it authorises at least one farm.

Is the farm:

- ☐ A new farm
- ☐ An existing approved aquaculture farm. Please provide farm number if known:  
Farm ID: \_\_\_\_\_

The farm site is located on:

- ☐ Freehold (Please provide proof of ownership, or formal option to purchase)
- ☐ Leasehold (Please attach a copy of lease approval(s) by lessor(s) for activity and state whether over:
- ☐ State (Crown) land
  - ☐ Private land

Have you considered whether any other approvals may be required for the site, for example, laying water intake pipes through state land?

☐ Yes      ☐ No      ☐ Not applicable

Please describe the land and locality according to title or lease (where relevant)

Details required	Give response in space provided
Local government area:	
Locality:	
Street:	
Lot/DP number:	
Deposited plan:	
Council zoning:	

What facilities do you intend to construct?

- |   |  |
|---|--|
| <input type="checkbox"/> Grow-out           | <input type="checkbox"/> Processing (e.g. cooking)             |
| <input type="checkbox"/> Quarantine         | <input type="checkbox"/> Hatchery                              |
| <input type="checkbox"/> Cold storage       | <input type="checkbox"/> Post harvest purging                  |
| <input type="checkbox"/> Broodstock holding | <input type="checkbox"/> Other e.g. fish-out (please specify): |

## Part B – Interacting with DPIRD electronically (optional)

Complete this section if you want to sign up to be an e-customer.

As an e-customer, you authorise for the Department to send all aquaculture documentation to you electronically (instead of paper copies in the mail). This includes, but is not limited to, all formal and informal notices, authorities (for example, your aquaculture permit), invoices and debt notices, correspondence and other instruments, in line with the *Electronic Transactions Act 2000* and the *Fisheries Management Act 1994*.

You can opt out of being an e-customer at any time via email via [aquaculture.administration@dpird.nsw.gov.au](mailto:aquaculture.administration@dpird.nsw.gov.au).

### 1. Nominated email addresses

The Department will correspond with you electronically using the email addresses you nominate. These will be the only email addresses the department will keep on file.

Email contact	Give details in space provided
1 <sup>st</sup> contact	Email address:  Contact person:
2 <sup>nd</sup> contact (optional)	Email address:  Contact person:

### 2. Nominated billing email address

You may nominate ONE email address for billing purposes. If you don't, the 1<sup>st</sup> contact above will be used for billing purposes. Formal notices relating to overdue accounts will not be sent to the billing email address.

Email contact	Give details in space provided
Billing contact	Email address:  Contact person:

### 3. AquaDirect

AquaDirect is a secure self-service online system that provides aquaculture farmers and their appointed agents the option to manage their aquaculture business electronically. The Department encourages all permit holders to sign up to AquaDirect.

More information and the application form can be found at [AquaDirect | Department of Primary Industries](#). Otherwise, tick the box below and we will send you the application form once your permit has been granted.

☐ Please forward me an AquaDirect user application form when my permit has been granted

## Part C – Finalising your application

### 1. Before you lodge your application

Prior to lodging this application, you must review the [NSW Land Based Sustainable Aquaculture Strategy](#) as it will provide you with guidance on best practice, as well as the planning and approval process for land based farms.

It is also recommended that you discuss your application with the Department before lodging it. Please call 1300 603 845 or email [aquaculture.management@dpird.nsw.gov.au](mailto:aquaculture.management@dpird.nsw.gov.au)

Have you reviewed the NSW Land Based Sustainable Aquaculture Strategy?

☐ Yes ☐ No

Have you had a discussion with the Aquaculture team at DPIRD?

☐ Yes ☐ No

### 2. 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 state this next to their name.

I/We, the undersigned:

1. Have the authority to make this permit application.
2. Acknowledge that all the information provided in this application is true and correct.
3. Understand that giving false or misleading information is a serious offence.
4. If you have completed part B of the form, agree to be an e-customer. This involves transacting electronically with the Department, receiving formal and informal notices, authorities, correspondence and instruments issued electronically, under the *Electronic Transactions Act 2000* and *Fisheries Management Act 1994*. I/we understand that some correspondence may be sent to the mailing address in paper form.

Applicant name	Applicant signature	Date

Applicant name	Applicant signature	Date

### 3. 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 [www.dpi.nsw.gov.au/dpi/fishing/aquaculture/publications/fees](http://www.dpi.nsw.gov.au/dpi/fishing/aquaculture/publications/fees)

### 4. Submit your application

- Mail: DPIRD Aquaculture Administration, Locked Bag 1, Nelson Bay NSW 2315
- Email: [aquaculture.administration@dpird.nsw.gov.au](mailto:aquaculture.administration@dpird.nsw.gov.au)
- Phone: Aquaculture Administration on 1300 603 845

### 5. Applicant checklist

This checklist will help you lodge a successful application

Item/s	Tick box
A completed application form, including any attachments required to support your application.	<input type="checkbox"/>
A completed commercial farm development plan which must include a biosecurity plan.	<input type="checkbox"/>
Photographs of the site to be developed and plan showing where photos were taken and direction.	<input type="checkbox"/>
A copy of the development application (DA) to be submitted to the local Council, or if consent has already been granted a copy of the DA consent. If not applicable, a letter from Council stating that development consent is not required.	<input type="checkbox"/>

Item/s	Tick box
<p>Attach parish &amp; topographical maps showing:</p> <ul style="list-style-type: none"> <li>• Location of farm in relation to adjoining waterways</li> <li>• Land ownership categories (if several, as stated in Section 1.5)</li> <li>• Any structure which may affect submerged (freshwater or saltwater) public water land (e.g. pump intakes, pipelines in natural waterways, structures located in part below Mean High Water Mark)</li> <li>• Existing vegetation type and cover. Wetland areas must be specified.</li> <li>• Flood contours for 1 in 100-year flood, if available. If not, obtain information on vulnerability of site to flooding; usually available from local council.</li> </ul>	<input type="checkbox"/>
<p>A plan view (sketch/diagram) of the project showing all proposed structures, including buildings, ponds, raceways and/or tanks. Show:</p> <ul style="list-style-type: none"> <li>• Dimensions (length, width, area, depth, volume and water surface area)</li> <li>• Areas to be excavated</li> <li>• Water supplies (include pumps)</li> <li>• Reticulation design for the farm (include length and dimensions of supply (coloured blue) and effluent discharge (coloured red))</li> <li>• Effluent release points (i.e. irrigation and/or exit points for water on the site)</li> </ul>	<input type="checkbox"/>
<p>Cross-sectional view (sketch) of ponds showing:</p> <ul style="list-style-type: none"> <li>• Dike dimensions</li> <li>• Pond bottom slopes</li> <li>• Water entry points to ponds, raceways and/or tanks (coloured blue)</li> <li>• Water exit points from ponds, raceways and/or tanks (coloured red)</li> </ul>	<input type="checkbox"/>

## Part D – Commercial farm development plan and project profile analysis

You must submit a CFDP and a project profile analysis together with your permit application.

To assist you in completing these, the following are available:

- [Commercial farm development plan for land-based permits](#)
- [Biosecurity planning | Department of Primary Industries](#)
- [Project profile analysis for land based permits](#)

To help complete your application and the above requirements, refer to the [NSW Land Based Sustainable Aquaculture Strategy | Department of Primary Industries](#)

If you need help with these resources, please email us on [aquaculture.management@dpird.com.au](mailto:aquaculture.management@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](mailto:aquaculture.administration@dpird.nsw.gov.au). For more information, please refer to the [Department's Privacy Statement](#) and [Privacy Management Plan](#).