



# TRANSMIT AQUACULTURE LEASE APPLICATION (COMMON TENANCY)

Office use only

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

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

Complete this form if you need to distribute a deceased person's lease holdings in line with their last will and testament.

To find out more, go to the transmission of an aquaculture lease information kit at  
[dpi.nsw.gov.au/fishing/aquaculture/forms/lease-based](http://dpi.nsw.gov.au/fishing/aquaculture/forms/lease-based)

## 1. Current lessee details (name currently shown on the lease documents)

Details required	Give details in space provided
Name of lessee	
Mailing address for lessee	Address Suburb State Postcode
Physical address for lessee (cannot be a PO Box)	Address Suburb State Postcode
Preferred contact person	
Phone number for preferred contact	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile Number: _____ If a mobile is provided, do you authorise for the mobile number to be used for SMS alerts? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email address for preferred contact	

## 2. Lease/s to be transmitted

If required, additional lease numbers can be provided on a separate page.

Lease number	Lease number	Lease number	Lease number

Lease number	Lease number	Lease number	Lease number

### 3. New lessee details (the beneficiary who is acquiring the lease/s)

Details required	Give details in space provided
Name of new lessee	
Mailing address for new lessee	Address Suburb State                                      Postcode
Physical address for new lessee (cannot be a PO Box)	Address Suburb State                                      Postcode
Preferred contact person	
Phone number for preferred contact	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile Number: _____ If a mobile is provided, do you authorise for the mobile number to be used for SMS alerts? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email address for preferred contact	

### 4. Permit to authorise the lease/s after transmission

Aquaculture permit/s and percentage that will be authorising the lease/s once transmitted.

Permit number	Permit holder name	% of lease this permit will authorise

## 5. Lease tenancy for new lessee

If the new lessee is an individual or company, the tenancy arrangement will default to common tenancy, and you do not need to complete this section.

If the lessee is a partnership, please tick your preferred option below.

☐ **Joint tenancy**

Under joint tenancy, upon the death of a lessee, the lease will be transferred to any surviving lessee/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, grant or probate, and/or letters of administration.

## 6. Declaration

**The Executors of the Estate and the new lessee/s (beneficiaries) must sign the declaration.**

I/we, the undersigned:

1. Authorise for the above listed aquaculture leases to be transmitted.
2. Are authorised to make this application.
3. Acknowledge that all the information provided in this application is true and correct.
4. Understand that giving false or misleading information is a serious offence.

Name	Signature	Party	Date
		<input type="checkbox"/> Executor <input type="checkbox"/> New lessee	
		<input type="checkbox"/> Executor <input type="checkbox"/> New lessee	
		<input type="checkbox"/> Executor <input type="checkbox"/> New lessee	
		<input type="checkbox"/> Executor <input type="checkbox"/> New lessee	

## 7. Attachments

The following items must be attached to the application (unless previously provided).

- ☐ Original lease documents, or a request to replace the documents if misplaced - [replace aquaculture lease documents form](#).
- ☐ A certified copy of the death certificate.
- ☐ A certified copy of the last will and testament, the grant of probate or letters of administration.
- ☐ A current ASIC extract if the new lessee is a company and has not previously provided an ASIC extract to the Department. For more information go to [asic.gov.au](http://asic.gov.au) or call 1300 300 630.

## 8. 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.**

Aquaculture fee schedule [dpi.nsw.gov.au/fishing/aquaculture/schedule](https://dpi.nsw.gov.au/fishing/aquaculture/schedule)

## 9. Submitting 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

### 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](#).