



TRANSMIT AQUACULTURE LEASE (COMMON TENANCY) APPLICATION

Office Use Only Received via:
Initials & Date:

Complete this application when distributing a deceased person’s lease holdings in accordance with their Last Will and Testament.

To find out more, go to the Transmission of Oyster Lease Information Kit dpi.nsw.gov.au/fishing/aquaculture/forms/lease-based

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

Details required	Give details in space provided
Name of current leaseholder	
Mailing address for all correspondence	Address Suburb State Postcode
Physical address for business (cannot be a PO Box)	Address Suburb State Postcode
Preferred contact details	Contact name Home/work/mobile number SMS alerts <input type="checkbox"/> Yes <input type="checkbox"/> No Email

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

3. New leaseholder details (the party who is acquiring the lease(s))

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

4. Permit to authorise lease(s) after transmission

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

Permit number	Permitholder name	% of lease this permit authorises

5. Lease tenancy for new leaseholder

If the new leaseholder is an individual or company, the tenancy arrangement will default to common tenancy, and 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.

6. Declaration

The Executor(s) of the Estate and the new leaseholder(s) must sign the declaration.

I/We, the undersigned:

- Authorise for the above listed aquaculture lease(s) to be transmitted to the party specified in Section 3.
- 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.

Name	Signature	Party	Date
		<input type="checkbox"/> Executor of the Estate <input type="checkbox"/> New leaseholder	
		<input type="checkbox"/> Executor of the Estate <input type="checkbox"/> New leaseholder	
		<input type="checkbox"/> Executor of the Estate <input type="checkbox"/> New leaseholder	
		<input type="checkbox"/> Executor of the Estate <input type="checkbox"/> New leaseholder	

7. Attachments

The following items must be attached to the application. If any items are not submitted, the application will be returned as incomplete.

- Original lease documents (or a Statutory Declaration if lease documents have been misplaced).
- A copy of the Death Certificate.
- A copy of the Last Will and Testament including a copy of the Grant of Probate, or a copy of the Letters of Administration.
- A current ASIC extract if the new leaseholder acquiring the leases is a company and new entrant to the NSW aquaculture industry.

8. Payment of 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

9. 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.