

# NSW Recreational Fishing Fee Exemption Certificate Application Form

Use this form to exempt your clients from having to individually pay the fee for recreational fishing. It is not compulsory to apply for an Exemption Certificate as it is ultimately your client's responsibility to be licensed unless they are otherwise exempt. Refer to page four (4) for important information relating to completing and submitting your application. Incomplete applications will encounter processing delays and may be refused.

## Submitting your completed form

<b>By email (preferred):</b> <a href="mailto:exemption.certificate@dpi.nsw.gov.au">exemption.certificate@dpi.nsw.gov.au</a>	<b>By mail:</b> NSW Department of Primary Industries LMB 3020 NOWRA NSW 2541	<b>By fax:</b> (02) 4424 7450 <i>(please ensure all pages are sent consecutively)</i>
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For inquiries, please phone: (02) 4424 7414, or email: [exemption.certificate@dpi.nsw.gov.au](mailto:exemption.certificate@dpi.nsw.gov.au), or visit [www.dpi.nsw.gov.au/fishing/recreational/recreational-fishing-fee/exemptions](http://www.dpi.nsw.gov.au/fishing/recreational/recreational-fishing-fee/exemptions)

To avoid delays in processing your application, please ensure you have provided all the information required. Please allow processing time of up to 20 working days (four weeks) from receipt of your application.

Part A: Applicant's Details			
<p>Note: Section 34I of the <i>Fisheries Management Act 1994</i> requires issuance of an exemption certificate to a person (i.e. not a company or partnership). Please nominate a person on behalf of your business, if necessary, for the certificate to be issued to and provide all relevant details below.</p>			
<b>Customer Identification Number</b>	Registration/Fishing Licence (FL) Number (previously issued by DPI). <b>FL</b>		
	First name:	Surname:	
	Date of Birth:	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Applicant's Contact Details			
Residential address:			
Postal address:			
Billing address:			
Email address:			
Home telephone:		Fax:	
Work telephone:		Mobile:	
Preferred Contact:	<input type="checkbox"/> Email	<input type="checkbox"/> Mobile	<input type="checkbox"/> Work <input type="checkbox"/> Home
<b>Trading as: (Company Name, if applicable)</b>		<b>ABN:</b>	
<b>Partnership (if applicable)</b>	<i>Partner 1</i>		
	First name:	Surname:	
	Date of Birth:	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
	<i>Partner 2</i>		
	First name:	Surname:	
Date of Birth:	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	

**Part B: Fees**

The total fee owing must be provided with the application. Failure to do so will result in an incomplete application and delay processing of the exemption certificate(s). Payment details must be completed in Part E of this application.

\$35 per person
\$140 for 4 people
\$350 for 10 or more people

Current fees are also outlined in Schedule 8 of the Fisheries Management (General) Regulation 2010. The Schedule of fees is available at: <http://www.legislation.nsw.gov.au/#/view/regulation/2010/475/sch8>

Are you applying for the 50% Tweed River Concessional Exemption Certificate Only?

A 50% Tweed River concession is available for certificate holders that operate only in the tidal waters of the Tweed River and prescribed beach areas adjacent to the mouth of the river. **Note: Concessional exemption certificates are not valid in any other waters.** You are required to indicate whether your application is for the concessional exemption certificate in **Part C**.

**Part C: Exemption Certificate Type**

Place a tick in the box to select the Certificate Type(s) and complete that relevant section in full, providing any additional details.

<input type="checkbox"/> <b>Fishing Guide</b>	This section applies to land based fishing guides only.					
	Eligibility:	Evidence of membership of a professional guides association attached			<input type="checkbox"/>	
		Evidence of advertising material demonstrating guided fishing activity attached			<input type="checkbox"/>	
		Australian Business Number (ABN) provided? The number will be checked against the ABN Lookup ( <a href="http://abr.business.gov.au/FaqAbnLookup.aspx">http://abr.business.gov.au/FaqAbnLookup.aspx</a> ).			<input type="checkbox"/>	
<input type="checkbox"/> <b>Licensed Marine Charter Fishing Boat(s)</b>  If required, attach a separate page to list additional licensed charter fishing boats.	<i>This section applies to currently licensed marine charter fishing boats only.</i>					
	Eligibility:	<b>Number of Certificates Requested</b>	<b>Charter Fishing Boat (CFB) Number</b>	<b>Fishing Business (FB) Number</b>	<b>Number of Persons Exempt (cannot exceed your licensed fishing capacity)</b>	<b>Please tick if you are applying for the 50% Tweed River Concessional Exemption Certificate Only</b>
		1				<input type="checkbox"/>
		2				<input type="checkbox"/>
<input type="checkbox"/> <b>Freshwater Charter Fishing Boat(s)</b>  If required, attach a separate page to list additional charter fishing boats.	This section applies to unlicensed freshwater charter fishing boats.					
	Eligibility:	Australian Business Number (ABN) provided? The number will be checked against the ABN Lookup ( <a href="http://abr.business.gov.au/FaqAbnLookup.aspx">http://abr.business.gov.au/FaqAbnLookup.aspx</a> ).			<input type="checkbox"/>	
		Copy of each vessels valid NSW Maritime Authority certificate of survey in respect of each boat that is the subject of the application as listed below.			<input type="checkbox"/>	
	Eligibility:	<b>Number of Certificates Requested</b>	<b>NSW Maritime Identifying Number</b>	<b>Number of Exempt Persons</b>	<b>Please tick if you are applying for the 50% Tweed River Concessional Exemption Certificate Only</b>	
		1			<input type="checkbox"/>	
2				<input type="checkbox"/>		

<input type="checkbox"/> <b>Private Land Owner/Lessee as part of commercial tourism business</b>	This section applies solely to those lessees or private land owners that have a large body of water such as an impoundment/dam on their land which they use as part of a commercial tourism business.																																														
	Are you applying for the 50% Tweed River Concessional Exemption Certificate Only?		<input type="checkbox"/> Yes <input type="checkbox"/> No																																												
	Eligibility:	Australian Business Number (ABN) provided? The number will be checked against the ABN Lookup ( <a href="http://abr.business.gov.au/FaqAbnLookup.aspx">http://abr.business.gov.au/FaqAbnLookup.aspx</a> ).	<input type="checkbox"/>																																												
		Proof of property ownership / lease	<input type="checkbox"/>																																												
		Proof that of commercial tourism business advertising fishing type activity (e.g. flyer, website etc.)	<input type="checkbox"/>																																												
<input type="checkbox"/> <b>Hire Boats</b>  If required, attach a separate page to list additional hire boats.	This section applies solely to those applicants who wish to exempt hire boats, including self-drive or house boats.																																														
	Eligibility:	Evidence of a NSW Maritime Authority identifying number <u>or</u> the Hire & Drive Licence Number in respect of <b>each</b> hire boat that is the subject of the application as listed below.	<input type="checkbox"/>																																												
		<table border="1"> <thead> <tr> <th data-bbox="526 748 703 875"><i>Number of Certificates Requested</i></th> <th data-bbox="703 748 948 875"><i>NSW Maritime Identifying Number</i></th> <th data-bbox="948 748 1158 875"><i>Number of Exempt Persons</i></th> <th data-bbox="1158 748 1492 875"><i>Please tick if you are applying for the 50% Tweed River Concessional Exemption Certificate Only</i></th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td><input type="checkbox"/></td></tr> <tr><td>2</td><td></td><td></td><td><input type="checkbox"/></td></tr> <tr><td>3</td><td></td><td></td><td><input type="checkbox"/></td></tr> <tr><td>4</td><td></td><td></td><td><input type="checkbox"/></td></tr> <tr><td>5</td><td></td><td></td><td><input type="checkbox"/></td></tr> <tr><td>6</td><td></td><td></td><td><input type="checkbox"/></td></tr> <tr><td>7</td><td></td><td></td><td><input type="checkbox"/></td></tr> <tr><td>8</td><td></td><td></td><td><input type="checkbox"/></td></tr> <tr><td>9</td><td></td><td></td><td><input type="checkbox"/></td></tr> <tr><td>10</td><td></td><td></td><td><input type="checkbox"/></td></tr> </tbody> </table>	<i>Number of Certificates Requested</i>	<i>NSW Maritime Identifying Number</i>	<i>Number of Exempt Persons</i>	<i>Please tick if you are applying for the 50% Tweed River Concessional Exemption Certificate Only</i>	1			<input type="checkbox"/>	2			<input type="checkbox"/>	3			<input type="checkbox"/>	4			<input type="checkbox"/>	5			<input type="checkbox"/>	6			<input type="checkbox"/>	7			<input type="checkbox"/>	8			<input type="checkbox"/>	9			<input type="checkbox"/>	10			<input type="checkbox"/>	
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<input type="checkbox"/> <b>Not For Profit / Community Organisation</b>	<i>Note: Assessments are carried out on a case by case basis based on merit of application.</i>																																														
	Eligibility:	Attach proof that organisation is not for profit / community organisation.	<input type="checkbox"/>																																												
		Australian Business Number (ABN) provided? The number will be checked against the ABN Lookup ( <a href="http://abr.business.gov.au/FaqAbnLookup.aspx">http://abr.business.gov.au/FaqAbnLookup.aspx</a> ).	<input type="checkbox"/>																																												
		Letter on Organisational letterhead outlining: a) reasons for the Exemption Certificate b) reasons for fee waiver, and c) areas that are intended to be fished	<input type="checkbox"/>																																												

**Part D: Declaration**

I/We hereby apply for an exemption certificate under section 341 of the *Fisheries Management Act 1994*.

I/We have read and understand the "Exemption Certificate Conditions" specified on page four (4).

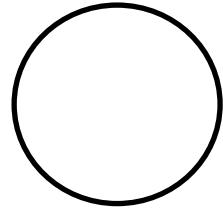
I/We understand that by requesting this application I/we agree to pay the associated fee(s). I/We understand that failure to pay the fee(s) will result in an incomplete application and Certificate(s) will not be issued until all payments are made.

I/We declare that the information provided on this form is, to the best of my/our knowledge, true and correct.

Applicant Name	Position in company (if applicable)	Signature	Date

For partnerships, all partners must sign. For companies, the person authorised to sign on behalf of the company must provide their full name, position in company (e.g. secretary, director) and place the company seal in or near the space provided.

Company seal



**Part E: Payment Details**

I enclose cheque/money order for [Click here to enter text.](#)

payable to NSW Department of Primary Industries;

**or**

Credit Card details:  Mastercard  VISA (please tick one)

Card number: |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_| CVV: |\_|\_|\_|

Card expiry: ..... / ..... **Amount: \$.....**

Cardholder's name: .....

Cardholder's signature: .....

Please send payment to: **NSW DPI Fisheries  
Recreational Fisheries Management  
LMB 3020 Nowra NSW 2541**

***All fees are used to improve recreational fishing.***

**NSW Recreational Fishing Fee Exemption Certificate Conditions**

- Application for an exemption certificate is made to cover clients from having to pay the recreational fishing fee.
- Exemption Certificates do not authorise persons to operate boats without complying with NSW Maritime requirements.
- Application for an Exemption Certificate is Voluntary. There is no requirement for any person/business/partnership to hold one.
- Exemption Certificates are non-renewable. Once expired, holders may make another application for a further term at their discretion.
- Recreational fishing fee exemption certificates are non-transferable.
- Exemption Certificates may be amended or cancelled during their period of validity. A fee for amendment may apply.
- Exemption Certificates must be carried by the Certificate Holder at all times during fishing activities or Exemption Notifications displayed in a prominent visible place for inspection as required by NSW DPI staff.
- For enquiries concerning application for an exemption certificate contact (02) 44247414.

Privacy notice: Information collected will not be given to any other third party except where required by law. All information provided will be held by NSW DPI Fisheries of the NSW Department of Industry, Skills and Regional Development and will be managed in accordance with provisions under the *Privacy and Personal Information Protection Act 1998*.

Office use only			
Entered by		Applicant's WHF:	
INW Reference:			