

OFFICE USE ONLY

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Complete this form if you would like to have access to the AquaDirect online system.

AquaDirect is a secure online self-service business system built specifically to provide aquaculture lease and permit holders, as well as their appointed agents, with online access to their business information and transactions. For more information, refer to [FishOnline - AquaDirect \(nsw.gov.au\)](http://FishOnline - AquaDirect (nsw.gov.au))

If you need assistance with this form, contact Aquaculture Administration on 1300 603 845 during business hours or email aquaculture.administration@dpird.nsw.gov.au.

1. Your details

Details required	Give details in space provided
Name <i>Must be an individual</i>	
Mailing address	<p>Address</p> <p>Suburb</p> <p>State Postcode</p>
Preferred contact	<p><input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile</p> <p>Number: _____</p> <p>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</p> <p>Email address: _____</p>

2. Your AquaDirect username

Nominate an email address that will become your AquaDirect login username. Note: it can only be used by one AquaDirect user.

3. Declaration

By signing below, I:

1. Agree that I have read and agree to the FishOnline - AquaDirect [Terms and Conditions](#).
2. Agree to transact electronically with the Department, and to receive formal and informal notices, authorities, correspondence and instruments issued electronically, under the *Electronic Transmissions Act 1999* and *Fisheries Management Act 1994*.
3. Accept full liability for any transactions arising from my use of FishOnline AquaDirect and understand that I am liable for the actions of any agents that I appoint to operate on my behalf on the FishOnline AquaDirect system.
4. Am authorised to make this application.
5. Acknowledge that all the information provided in this application is true and correct.
6. Understand that giving false or misleading information is a serious offence.

Name	Signature	Date

4. How to submit your form

- Mail: DPIRD Aquaculture Administration, Locked Bag 1, Nelson Bay NSW 2315
- Email: aquaculture.administration@dpird.nsw.gov.au

5. What will happen next?

Your application will be processed and your AquaDirect account will be created. When this has been done, you will be notified via the email address you provided above. You will be provided with instructions on how to log into the AquaDirect system.

You may need to complete an [AquaDirect Agent Authorisation Form](#) if you would like to access an aquaculture account that is not in your individual name (for example, a company or partnership account). The Department will advise you if this is a requirement.

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. For more information, please refer to the Department's [Privacy Statement](#) and [Privacy Management Plan](#).