



## Office use only

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

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

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

## 1. Lessee details

Sublet aquaculture lease application 25V1

## 2. Lease details

Multiple leases can be added to this form if they are held by the same lessee. There is an application fee for each lease, but there is a reduced fee for multiple leases.

Lease number/s	Lease number/s

## 3 Aquaculture permit/s to authorise the lease/s

Aquaculture permit/s that you would like to sublet the leases to.

If you are applying to sublet multiple leases, the permit arrangement must be identical for all leases. Otherwise, you need to complete a separate application form. The application fee will be charged on the number of leases being sublet and not the number of permits involved in the transaction.

Permit number	Permit holder name	Percent (%) of lease to be sublet
AP		%
AP		%
AP		%
AP		%

## 4. Lessee declaration

### All lessees must sign the declaration.

If the lessee 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. Authorise for our aquaculture lease/s to be sublet to the aquaculture permit/s listed above.
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.
5. Acknowledge that we will be responsible for:
  - a. the payment of lease rent for the aquaculture lease/s.
  - b. the removal of all improvements (including cultivation material, lease markings and structures) if the lease expires or is otherwise terminated.

Lessee name	Lessee signature	Date

Lessee name	Lessee signature	Date

## Part B – To be completed by the permit holder

### 5. Species to be grown on the leases following sublet

**Note:** If the permit does not currently authorise the species selected below, the permit holder may be required to vary their aquaculture permit.

- ☐ Sydney Rock Oyster
- ☐ Pacific Oyster (diploid) – Port Stephens only
- ☐ Pacific Oyster (triploid)
- ☐ Native Oyster
- ☐ Other (please specify):

### 6. Compliance with OISAS best practice guidelines?

Do all the leases being sublet to your permit comply with OISAS best practice guidelines?

Refer to chapter 8 of OISAS -

[www.dpi.nsw.gov.au/fishing/aquaculture/publications/oysters/industry-strategy](http://www.dpi.nsw.gov.au/fishing/aquaculture/publications/oysters/industry-strategy)

- ☐ Yes
- ☐ No – please list which leases do not comply below:

Leases that do not comply: \_\_\_\_\_

For more information, go to [www.dpi.nsw.gov.au/fishing/aquaculture/forms/lease-based/aquaculture-lease-security-arrangement-information-kit](http://www.dpi.nsw.gov.au/fishing/aquaculture/forms/lease-based/aquaculture-lease-security-arrangement-information-kit)

### 7. Permit holder declaration

All permit holders must sign this declaration.

If the permit holder 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. Authorise for the above listed aquaculture leases to be sublet to our aquaculture permit.
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.
5. Acknowledge that we will be responsible for:
  - a. the payment of all permit fees for the lease/s (permit contribution, research contribution and lease security).
  - b. ensuring that the lease/s are maintained in a tidy condition in line with the standards outlined in the NSW Oyster Industry Sustainable Aquaculture Strategy (OISAS), [dpi.nsw.gov.au/fishing/aquaculture/publications/oysters/industry-strategy](https://dpi.nsw.gov.au/fishing/aquaculture/publications/oysters/industry-strategy)
6. Acknowledge that the lease/s will be regularly inspected by Fisheries Officers and if a lease is found to be non-compliant with OISAS, a notice to comply will be issued under s 162 of the *Fisheries Management Act 1994* and/or section 67 of the Fisheries Management (Aquaculture) Regulation 2024. We will be responsible for ensuring the lease is brought back to a compliant state as per the information in that notice.

Permit holder name	Permit holder signature	Date

## Part C – Finalising the application

### 8. Payment of application fee

When you submit your application, we 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 [dpi.nsw.gov.au/fishing/aquaculture/schedule](https://dpi.nsw.gov.au/fishing/aquaculture/schedule)

If you are applying to sublet multiple leases and the applications are lodged on the same day, you may be eligible for the reduced fee for additional applications. Only one invoice can be raised for one party to pay.

Who is paying the application fee?

☐ Lessee

☐ Permitholder (sublessee)

### 9. Submitting your application

- Mail: DPIRD Aquaculture Administration, Locked Bag 1, Nelson Bay NSW 2315
- Email: [aquaculture.administration@dpi.nsw.gov.au](mailto:aquaculture.administration@dpi.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](#).