Department of Primary Industries and Regional Development

VARY AQUACULTURE PERMIT (LAND-BASED) REQUEST

Office use only

Received via: _____

Initials and date: _____

Complete this form if you would like to request a variation to your land-based aquaculture permit/s in line with section 148 of the *Fisheries Management Act 1994*.

The NSW Land Based Sustainable Aquaculture Strategy will provide you with guidance on best practice and the planning and approval process.

You may also be required to complete the following to support your request:

- Project profile analysis
- Commercial farm development plan (CFDP)

Pre-application requirements

You must discuss your proposal with the Department and review the NSW Land Based Sustainable Aquaculture Strategy before submitting your request.

a. Have you discussed your proposed permit variation with the Department?

☐ Yes

☐ No - please contact the Department at aquaculture.management@dpird.nsw.gov.au or on 02 4916 3900.

b. Were you told that you need to submit a commercial farm development plan (CFDP) to support your request?

☐ Yes – a CFDP is attached to this request.

☐ No – the Department confirmed that a CFDP is not required.

c. Have you reviewed the NSW Land Based Sustainable Aquaculture Strategy?

☐ Yes

☐ No – please review the strategy before you proceed.

d. If you require development application (DA) approval from local Council for any proposed development, have you discussed your proposal with the agencies listed below?

☐ NSW Environment and Heritage

☐ Department of Climate Change, Energy, the Environment and Water

☐ Other, please specify_____

1. Permit holder details

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

2. Permit details

The aquaculture permits you would like to vary.

Permit number	Permit class

3. Type of permit variation

What do you want to vary on your permit/s?

- ☐ Add new authorised species. Complete parts A and C.
- ☐ Add new farm or increase area. Complete parts B and C.
- ☐ Add new authorised species and new farm or increase area. Complete all parts.

4. Permit holder declaration

All permit holders must sign the 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. Are authorised to make this request.
2. Acknowledge that all the information provided in this request is true and correct.
3. Understand that giving false or misleading information is a serious offence.

Permit holder name	Signature	Date

5. Payment of fee

When you submit your request, we will email you an invoice for the prescribed 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 request will be returned to you.

Aquaculture fee schedule dpi.nsw.gov.au/fishing/aquaculture/schedule

6. Submit your request

- Mail: DPIRD Aquaculture Administration, Locked Bag 1, Nelson Bay NSW 2315
- Email: 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. For more information, please refer to the Department's Privacy Statement and Privacy Management Plan.

Part A – Add new authorised species

7. Permits and farms to be varied

What permits and farms do you want to add the new species to?

Permit number	Permit class	Farm ID

8. What species would you like to add?

Proposed species 1

Details required	Your responses
Common name	
Scientific name	
Translocation	Are you translocating the species from interstate? ☐ Yes – which state? _____ ☐ No
Intended source	*Source:* ☐ *Eggs* ☐ *Spat* ☐ *Fingerlings* ☐ *Adults*
Intended market	*Market:* ☐ *Eggs* ☐ *Larvae* ☐ *Spat* ☐ *Fingerlings* ☐ *Adults*
Feeding	☐ *Intensive* ☐ *Extensive*
Culture system	☐ *Ponds* ☐ *Tanks (Not Enclosed)* ☐ *Tanks (Fully Enclosed)*
Water	☐ *Marine* ☐ *Estuarine* ☐ *Fresh (Bore)* ☐ *Fresh (Surface)*
Effluent	☐ *Discharge To Waterway* ☐ *Reuse For Irrigation* ☐ *Reuse For Aquaculture (Closed System)*

Proposed species 2

Details required	Your responses
Common name	
Scientific name	
Translocation	Are you translocating the species from interstate? ☐ Yes – which state? _____ ☐ No
Intended source	*Source:* ☐ *Eggs* ☐ *Spat* ☐ *Fingerlings* ☐ *Adults*
Intended market	*Market:* ☐ *Eggs* ☐ *Larvae* ☐ *Spat* ☐ *Fingerlings* ☐ *Adults*
Feeding	☐ *Intensive* ☐ *Extensive*
Culture system	☐ *Ponds* ☐ *Tanks (Not Enclosed)* ☐ *Tanks (Fully Enclosed)*
Water	☐ *Marine* ☐ *Estuarine* ☐ *Fresh (Bore)* ☐ *Fresh (Surface)*
Effluent	☐ *Discharge To Waterway* ☐ *Reuse For Irrigation* ☐ *Reuse For Aquaculture (Closed System)*

If more than 2 species, please provide details on separate page.

To check the correct common and scientific name, the following databases may be used.

ala.org.au

environment.gov.au/science/abrs/online-resources

9. Translocation protocol

Answer this question if you intend to import the proposed species from interstate. Otherwise skip this question.

Is there an existing translocation protocol for the species and State from which you are proposing to import from?

☐ Yes

☐ No – you must complete a risk assessment in line with aquatic biosecurity requirements. See appendix 1 and 2 for more information. Attach your risk assessment to this request form.

10. Will your farming operations change if the above species are added to your permit?

Please provide details of any proposed change to the farming operation

Part B – Add new farm or increase area on existing farm

If you are adding a new farm or (in some cases) increasing the area on an existing farm, you must complete a project profile analysis so that site suitability can be assessed.

11. Permits to be varied

What permits are you proposing to add a new farm to, or to increase the existing farm area?

Permit number	Permit class

12. Details of farm area

How are you proposing to vary the farm area on your permits?

- ☐ Add a new farm to your permit.
- ☐ Add a pre-existing farm to your permit.
- ☐ Increase the area of an existing farm already on your permit.

Farm ID (if known)	Farm location	Farm area (in hectares)

If you are adding additional area to an existing farm, provide the proposed new area for the farm.

13. Location of farm site

The farm site is located on:

☐ Freehold (provide proof of ownership, or formal option to purchase)

☐ Leasehold (attach a copy of lease approval by lessor for activity and tick whether over:

☐ State (Crown) land

☐ Private land

Are there any approvals (other than DA approval) that may be required for the site? (for example, laying water intake pipes through State land).

☐ No

☐ Yes – give details:

_____

14. Local government and land title information

Details required	Your response
Local government area	
Town or suburb	
Street address	
Lot / DP number	
Deposited plan	
Council zoning	

15. Facilities to be constructed

Do you need to construct any facilities on the proposed farm or area?

☐ Grow-out	☐ Processing (e.g. cooking)
☐ Quarantine	☐ Hatchery
☐ Cold storage	☐ Post harvest purging
☐ Broodstock holding	☐ Other e.g. fish-out (please specify):
	_____

Part C – Application checklist

This checklist will help you submit a successful application

Item/s	Tick box
I have completed an application form and included any attachments as requested in the application.	☐
If required, I have completed a commercial farm development plan and have included a biosecurity plan.	☐
If required, I have completed a project profile analysis.	☐
I have attached photographs of the site and plan showing where photos were taken and direction.	☐
I have attached a copy of the development application (DA) consent/s from the respective local Council. If not applicable, a letter from Council stating that development consent was not previously required.	☐
Attach maps showing: • Location of farm in relation to adjoining waterways. • Land ownership categories. • Any structure which may affect submerged (freshwater or saltwater) public water land (e.g. pump intakes, pipelines in natural waterways, structures located in part below Mean High Water Mark). • Existing vegetation type and cover. Wetland areas must be specified. • Flood contours for 1 in 100 year flood, if available. If not, obtain information on vulnerability of site to flooding; usually available from local Council.	☐
A plan view (sketch/diagram) of the farm showing all structures, including buildings, ponds, raceways and/or tanks. Show: • Dimensions (length, width, area, depth, volume and water surface area). • Areas to be excavated. • Water supplies (include pumps). • Reticulation design for the farm (include length and dimensions of supply (coloured blue) and effluent discharge (coloured red). • Effluent release points (i.e. irrigation and/or exit points for water on the site).	☐
Cross-sectional view (sketch) of ponds showing: • Dike dimensions. • Pond bottom slopes. • Water entry points to ponds, raceways and/or tanks (coloured blue). • Water exit points from ponds, raceways and/or tanks (coloured red).	☐

Guidelines for preparation of risk assessments and translocation protocols

In preparing a risk assessment for the proposed activity, please ensure the following key areas are addressed

1. Context

To establish the degree of risk, it is necessary to define what is at risk. To establish the context of the risk assessment it is necessary to consider the aquaculture or translocation proposal objectives in relation to various stakeholders (including the specific relevant aquaculture industry, other aquaculture industries, fisheries and the broader environment and community).

2. Risk Identification

The objective is to compile a list of all threats and pathways associated with the proposed aquaculture facility or translocation activity. This is achieved by thorough review of scientific literature, expert consultation and stakeholder input. Examples of risks to assess for aquaculture and translocation proposals include parasite, disease and pest risks that may occur at the facility, or surrounding waterways, or may otherwise be associated with broodstock or seedstock translocation); particularly highlighting any differences in status between the source population and destination location.

3. Risk Analysis

Risk analysis considers the impact and consequence that the identified risks may have, as well as the likelihood of their occurrence. This can include consideration of existing factors which will operate to control a risk (e.g. climate, especially water temperature difference between areas of known infections/parasites & location of facility; or between source and destination locations), and then assignment of a significance rating for each risk. The risk rating is a combination of likelihood and consequence of a particular risk occurring.

4. Risk Treatment

Risk treatment determines what steps need to be made to mitigate risks identified as posing too great a risk. Existing plans in place prior to the application of the risk management process (e.g. compliance with the NSW DPI Hatchery Quality Assurance Scheme (HQAS)) are augmented with measures to reduce risks to an acceptable level. Please note that in some instances risk analysis may identify extreme risks that cannot be mitigated to an acceptable level unless the proposed translocation or aquaculture activity is not undertaken, in which case, approval for the proposal will not be granted.

Once a draft risk assessment for the activity has been prepared, assessment of the draft through NSW Department of Primary Industries is required. Please note that, on average, an initial turnaround time of two weeks, but up to three months for complex translocation requests for review and comment of submitted draft risk assessments.

See Appendix 2 for the NSW DPI risk assessment matrix.

Please contact Aquatic Biosecurity Unit on (02) 4916 3900 if you require further assistance.

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Appendix 2

Strategic Risk Assessment – Version
Insert parameters of risk assessment

Specific risk	Likelihood of Occurrence	Consequence Rating	Consequence Rating	Risk Treatment Options	Activities to address risk	Likelihood of Occurrence	Consequence Rating	Residual Consequence Rating
	A. Almost certain B. Likely C. Possible D. Unlikely E. Rare	1. Insignificant 2. Minor 3. Moderate 4. Major 5. Catastrophic	• Insignificant • Minor • Moderate • Major • Catastrophic	• Accept • Reduce likelihood and/or consequence • Avoid	Currently funded controls (black) Proposed risk treatment (red)	A. Almost certain B. Likely C. Possible D. Unlikely E. Rare	1. Insignificant 2. Minor 3. Moderate 4. Major 5. Catastrophic	• Insignificant • Minor • Moderate • Major • Catastrophic
A.								
B.								
C.								
D.								
E.								
F.								
G.								
H.								
I.								
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Q.								
R.								
S.								
T.								
U.								
V.								
W.								
X.								
Y.								
Z.								

Prepared by		Position		Date completed	
Authorised by		Position		Date authorised	

Rating	Consequence	Animal health & production	Plant health & production	Human health, safety & well being	Economic	Commercial	Environmental	Organisational capability	Political (govt & business sector)	Reputation & image
1	Insignificant	No loss	No loss	No injuries	No economic loss	No financial loss	No environmental impact	Organisational capability intact, negligible impact on objectives	No political/ organisational impact	No damage to reputation/image
2	Minor	Limited illness/injuries &/or deaths on single enterprise	Limited damage/loss on single enterprise	Minor injuries; no public health risk; short term well being impact	Few businesses locally affected or single/few properties	Low financial loss; single/few properties affected	Minor,/recoverable short-term isolated/localised environmental impact	Local capability affected, minor impact on objectives, easily remedied	Local political / organisational impact	Recoverable / short term local damage to reputation/image
3	Moderate	Some illness/injuries/deaths on multiple properties across a locality	Some damage/loss on single property/location – multiple dams/tanks/leases	Limited public health risk &/or injuries requiring medical & mental health treatment	Widespread industry impact; multiple industries / properties per district	Medium financial loss; multiple properties per district	Moderate, medium term, medium spread environmental impact	Regional capability affected, some objectives affected	Regional political / organisational impact	Medium term / regional damage to reputation/image
4	Major	Considerable illness/injuries/deaths on multiple properties across a region	Considerable damage/loss on multiple properties across a region	Major public health risk &/or major injuries/well being impact	High economic /trade risk to region &/or state	High financial loss	Serious, long term, widespread environmental impact	State capability affected, important objectives not achieved	State political / organisational impact	Long term/ state damage to agency reputation/image
5	Catastrophic	Significant illness/injuries/deaths on multiple regions	Considerable damage/loss across multiple regions	Significant public health risk &/or human deaths/ long lasting well being issues	Major national economic implications	Major national financial loss	Irreversible environmental impact	National capability affected, most objectives not achieved	National political / organisational impact	Long term / (inter) national damage to reputation / image irreversibly impacted

L-Likelihood Rating	C – Consequence Rating 1	2	3	4	5
A	M	M	H	X	X
B	L	M	M	H	X
C	L	L	M	H	H
D	N	L	M	M	H
E	N	N	L	M	H

Combined Likelihood and Consequence Risk Rating

Level of Risk Rating	Response
X - Extreme	Urgent attention
H - High	Intervention required
M - Medium	Active management
L - Low	On-going monitoring
N - Negligible	Acceptable risk

Sources of Risk

- Pest and disease
- Trade and economic
- Organisation and management
- Environment and natural events
- Community and human behavior
- Commercial and legal
- Political
- Sabotage
- Technology
- Regulation and standards

Areas of Impact

- Animal health & production
- Plant health & production
- Human health, safety & well being
- Economic
- Commercial
- Environmental
- Organisational capability
- Political
- Reputation and image

L	Likelihood	
A	Almost certain	- may occur several times over short period or continuously
B	Likely	- may occur monthly to several times a year
C	Possible	- might occur once in a period of one to three years
D	Unlikely	- could occur over time (eg every five to ten years)
E	Rare	- may occur only in exceptional circumstances (eg every 10-20 years)

Hierarchy of Control

1. Elimination
2. Substitution
3. Isolation
4. Engineering
5. Administration
6. PPE

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