

What do I need to know before starting?

- Please refer to the section on how to prepare a commercial farm development plan (CFDP) in the [new class A permit](#) information kit.
- Review the example [CFDP for Supa-Dupa Oysters Pty Ltd](#)

Important:

- You must address each mandatory question.
- Failure to complete the CFDP may result in the refusal of any related application
- A handwritten report will only be accepted if it is legible.

Where can I get help?

Read the information kits and guidelines designed to help you.

- [NSW Oyster Industry Sustainable Aquaculture Strategy](#)
- [New class A aquaculture permit - information kit](#)
- [Lease Maintenance Development Plan Guidelines](#)
- [Biosecurity Risk Management Plan Guidelines](#)

Contact the aquaculture team on 1300 603 845 or aquaculture.management@dpi.nsw.gov.au

Section 1 - Your details

Your name	
Permit number if known	

Section 2– Product definition

- a) Please indicate what shellfish species you intend to cultivate.
Please note species other than Sydney Rock Oysters may require a separate assessment and approval.

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- b) What is your intended product? (for example oyster spat, oysters for human consumption, other).

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Section 3 – Operational plan

- a) Are you buying an existing business or starting a new business?

☐ New

☐ Existing (please provide details below)

☐ Not applicable (if you are an existing permit holder)

- b) Where will you obtain juvenile oyster seed stock (spat)? Will you be catching your own spat, buying wild caught spat or using hatchery spat, or a combination of these sources?

- c) How do you intend to grow your oysters? Please indicate what infrastructure you will use (trays, floating baskets, post supported longlines, rafts, etc.) and how many will you use? Calculate on a per hectare basis, the number of trays and baskets, metres of post supported long line, metres of rack, number of raft modules.

- d) How many oysters per hectare do you intend to farm?

- e) Describe your land base and storage facilities. Does your land base have road access?

- f) What plant and equipment such as watercraft, cranes, forklifts, vehicles, etc. will you use?

Please ensure that you and/or your employees have the appropriate licences and/or approvals to operate vessels and other plant and equipment that will be used in conjunction with your oyster farming activities.

Section 4 – Quality assurance program

- a) List the steps you will go through to harvest your product and prepare it for market. Include harvesting, washing, culling, grading, depuration, processing and so on.

- b) How will you package your product and transport it to your market(s)?

- c) Are you aware that you must obtain a licence from the NSW Food Authority in line with the provisions of the NSW Shellfish Program?

- d) Do you know the harvest area classification(s) for the lease(s) you are farming in? Harvest area classification can be viewed in the [Fisheries Spatial Data Portal](#).

☐ No

☐ Yes

- e) Have you considered the average number of closure days per year of these harvest areas? Closure times should be considered in your financial forecast (section 10)

☐ No

☐ Yes

- f) Have you considered events that may cause unforeseen closures that may impact your harvest schedule, for example dry weather sewage spills, or pollution from other waterway users?

☐ No

☐ Yes

For information regarding the NSW Shellfish Program, refer to foodauthority.nsw.gov.au/industry/shellfish

Section 5 – Business development

- a) Explain any plans you have, to develop or expand your business over the next five years. Consider aspects such as construction of facilities, investment in equipment, purchase of additional leases and so on.

- b) How many people will be directly employed by this business (including yourself)?

i.	At commencement of work?	
ii.	At the end of year 1?	
iii.	At the end of year 5?	

- c) What relevant shellfish industry knowledge/expertise do you have that will assist you to undertake oyster aquaculture, or how do you intend to gain this knowledge/experience?

Section 6 – Markets, marketing, and sales strategy

- a) What sectors of the shellfish market do you intend to target? For example, plate grade, bistro grade, advanced spat.

- b) Have you considered fluctuations in the market, for example seasonal fluctuations?

☐ No

☐ Yes

- c) Where are your target markets located and how have you determined the product requirements of this market?

Section 7 – Lease maintenance and development plan

- a) For each lease listed on your permit application please describe:
- The condition and type of the lease infrastructure present on the lease area
 - Your maintenance strategy to maintain the lease infrastructure in a serviceable and tidy condition, and
 - Where a lease is undeveloped or partially developed, your development strategy for the lease area over the next five (5) years.

- b) If you intend to acquire additional leases over the next 5 years, please describe how you will maintain and develop these lease areas.

Please ensure that you allocate sufficient resources in your financial forecast section 10 below, necessary to undertake your lease maintenance and development plan.

Information regarding “best practice” for the maintenance and development of oyster lease areas is available in the NSW Oyster Industry Sustainable Aquaculture Strategy.

Section 8– Business risk management

- a) Is this business intended to be your primary source of income, or will you have another source of income.?

- b) What are the foreseeable risks to the commercial and financial viability of your business? What is your strategy for dealing with these risks?

Section 9 – Biosecurity risk management

- a) Prepare a Biosecurity Risk Management Plan indicating how you will minimise biosecurity risk to your farming business.

The Biosecurity Risk Management Plan must address the following issues:

- i. Biosecurity risks and mitigations associated with spat sources and all inter-estuarine stock movements associated with your farming strategy
- ii. Biosecurity risks associated with on-farm, inter-farm and inter-estuary movement of people, vehicles, and farming equipment
- iii. On-farm disease surveillance and reporting procedures
- iv. Disease and pest identification
- v. Staff training in relation to record keeping, disease identification, disease, and pest reporting procedures
- vi. An Emergency Disease Action Plan which clearly describes how you will respond should a disease or pest incursion occur on your farm.

For more information and templates relating to biosecurity risk management plans, refer to [DPIRD aquatic biosecurity planning](#). **The biosecurity risk management plan must be submitted with this commercial development plan as a separate document.**

Section 10 – Financial forecast

Provide a cash flow analysis of your business for each of the next **five years**. If there are additional expenses not shown below, add them in the spaces provided.

Expenses

Outgoing farm expenditure (\$)	Year 1	Year 2	Year 3	Year 4	Year 5
NSW DPIRD annual permit contribution fee					
NSW DPIRD lease security arrangement (bond)					
NSW DPIRD annual aquaculture lease rental					
NSW DPIRD annual research levy					
NSW Shellfish Program fees and charges					
Crown Lands land base fees and charges					
Insurance costs (e.g. vehicle, workers compensation, public and product liability)					
Legal and accounting costs					
Purchase of spat					
New infrastructure costs (e.g. baskets, posts, etc.)					
Infrastructure maintenance and development costs					
New plant and equipment costs					
Outboard fuel and maintenance					
Punt and vehicle registration					
Freight and purification costs					
Labour costs					
Other costs (specify)					
TOTAL EXPENDITURE					

Income

If there are additional income streams not shown below, add them in the spaces provided.

Information on NSW aquaculture industry sales from past years is available in the [annual production](#) reports.

Farm income Species & Grade	Dozens	Farm gate \$ per dozen	Year 1 \$	Year 2 \$	Year 3 \$	Year 4 \$	Year 5 \$
Other							
TOTAL INCOME							

Privacy collection notice for lease and permit forms

Your information is being collected by the Fisheries division within the 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 Fisheries division 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*.

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