



OFFICE USE ONLY

Received via:

Initials & Date:

Complete this application when you, as the leaseholder want to surrender all or part of a lease area.

To find out more, go to the Surrender of Oyster Lease Information Kit  
[dpi.nsw.gov.au/fishing/aquaculture/forms/lease-based](http://dpi.nsw.gov.au/fishing/aquaculture/forms/lease-based)

## 1. Before you submit your application

Have you removed all cultivation materials, lease markings, boundary posts and structures from the lease area that you wish to surrender? **Note:** NSW DPI will inspect the area to confirm it is suitable for return to public water land.

Yes, please proceed with your application.

No, please make sure that all improvements (cultivation materials, lease markings, boundary posts and structures) are removed from the area before you submit your application.

## 2. Leaseholder details

Details required	Give details in space provided
<b>Name of leaseholder</b> (or company name if applicable)	
<b>Mailing address for all correspondence</b>	Address Suburb State Postcode
<b>Physical address for business</b> (cannot be a PO Box)	Address Suburb State Postcode
<b>Preferred contact details</b> Specify if mobile can be used for SMS alerts	Contact name Home/work/mobile number SMS alerts <input type="checkbox"/> Yes <input type="checkbox"/> No Email

### 3. Lease(s) to be surrendered

Lease number	Estuary

### 4. Aquaculture permit(s) that authorise lease(s)

Permit number	Permitholder name	% of lease this permit authorises

### 5. What are you surrendering?

**Whole lease area** Continue to sign at Section 6.

**Part of lease area** If surrendering only part of a lease, a new survey will be required. You will be advised when to engage a registered surveyor and submit an approved survey.

Please provide a draft plan/sketch below or attach a separate plan showing the proposed boundaries of the surrendered section and the section to be retained.

## 6. Leaseholder declaration

All leaseholders must sign the declaration.

An application lodged by a company must be signed by two directors, or one director and a secretary. If the company is a sole director/secretary company, then the sole director must state next to their name that they are the “sole director and sole secretary”.

I/We, the undersigned:

- Surrender to the Minister the whole or part of the aquaculture lease described in the application.
- Declare all cultivation materials, lease markings and structures have been removed from the portion of the lease area being surrendered.
- Are authorised to make this application.
- Acknowledge that all the information provided in this application is true and correct.
- Understand that giving false or misleading information is a serious offence.

Leaseholder name	Leaseholder signature	Date

## 7. Attachments

The following item must be attached to the application. If any items are not submitted, the application will be returned as incomplete.

- For part surrender you need to provide a copy of the lease plan or a sketch that shows the part of the lease to be surrendered.

## 8. Payment of application fee

Payment must be received within 14 days of receipt of your application, regardless of which payment method you choose.

If payment is not made within this time, your application will be rejected and returned to you.

Choose your payment method.

Payment method	What you need to do
<input type="checkbox"/> Credit card	Call the Aqua Admin team on 0407 693 244 or (02) 4916 3900 to provide your credit card details.  Note that a surcharge applies: Visa & MasterCard 0.4%, American Express 1.4%.
<input type="checkbox"/> Cheque	Make cheque payable to: Department of Regional NSW – Primary Industries  Mail to: NSW Department of Primary Industries, Locked Bag 1, Nelson Bay NSW 2315
<input type="checkbox"/> Invoice	We will email you an invoice. Once you receive the invoice you can pay by EFT, BPAY or credit card.

Prescribed application fee schedule [dpi.nsw.gov.au/fishing/aquaculture/schedule](http://dpi.nsw.gov.au/fishing/aquaculture/schedule)

## 9. Submitting your application

- Mail: NSW Department of Primary Industries, Locked Bag 1, Nelson Bay NSW 2315
- Email: [aquaculture.administration@dpi.nsw.gov.au](mailto:aquaculture.administration@dpi.nsw.gov.au)
- Telephone enquiries: Aquaculture Administration 0407 693 244 or (02) 4916 3900

### Privacy Collection Notice

Information collected on this application is subject to the *Privacy and Personal Information Protection Act 1998*. You must provide the information for NSW Department of Primary Industries – Fisheries to assess the application and to administer aquaculture leases and permits under the *Fisheries Management Act 1994*. Information collected will be stored securely within the FishOnline system and NSW DPI's records management system, to which only authorised personnel have access.

NSW DPI – Fisheries may use the information and disclose it to authorised agencies by way of a Memorandum of Understanding, for related administration, regulation, research, and statistical reporting purposes. For example, but not limited to, purposes such as biosecurity matters, licensing with other agencies, industry extension and grant applications. The information may be pooled in a manner not identifying individuals to form industry-based statistics. Information collected may be publicly available on the NSW register of aquaculture permits in accordance with section 154 of the *Fisheries Management Act 1994*. Information collected may also be subject to other lawful requests for information such as subpoenas or GIPA (Government Information Public Access) requests. Section 19(2)(h) of the *Privacy and Personal Information Protection Act 1998* allows the disclosure of information when permitted or required by an Act (including an Act of the Commonwealth) of any other law.

Any email addresses collected may be used to electronically serve instruments if the customer has agreed to receive documentation from NSW DPI electronically. Information collected will be destroyed when no longer required. You may access or correct your information by contacting NSW DPI, Aquaculture Administration, Locked Bag 1, Nelson Bay NSW 2315, or via email [aquaculture.administration@dpi.nsw.gov.au](mailto:aquaculture.administration@dpi.nsw.gov.au). For more information, please refer to Regional NSW Privacy Statement at [regional.nsw.gov.au/privacy](http://regional.nsw.gov.au/privacy) and Regional NSW Privacy Management Plan at [regional.nsw.gov.au/privacy/privacy-management-plan](http://regional.nsw.gov.au/privacy/privacy-management-plan)