



REPLACE LEASE DOCUMENTS FORM

Office use only
Received via: _____
Date: _____

Complete this form if you need a certified copy of your aquaculture lease documents because they have been lost or destroyed, in line with section 61 or 65 of the Fisheries Management (Aquaculture) Regulation 2024.

1. Person lodging this form

If the lease is held by a partnership or a company, one person (lessee or director) can lodge the form on behalf of all lessees.

Name of person lodging form:

2. Lessee details

Lessee details	Give details in space provided
Name of lessee (or company name if applicable)	
Mailing address of lessee	Address Suburb StatePostcode
Physical address of lessee (cannot be a PO Box)	Address Suburb StatePostcode

3. Lease details

Multiple lease documents can be replaced.

Lease number	Lease number	Lease number

4. How were the lease documents lost or destroyed?

Give a brief description of how the lease documents were lost or destroyed.

5. Declaration

The person lodging this form must sign the declaration.

I, the undersigned:

1. Am authorised to make this application on behalf of all lessees.
2. Declare that the documents for the leases listed above have been lost or destroyed.
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.

Name	Signature	Date

6. Payment of fee

When you submit your form, the Department will email you an invoice for the prescribed fee. Payment options will be provided on the invoice. **The invoice will be payable immediately.**

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

7. Submitting your application

- 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](#).