



Office Use Only Received via:
Initials & Date:

Complete this request form if you are a permit holder and want to cancel a sublet agreement for one or more leases authorised by your permit.

1. Permit holder request

I/we _____ (name of permit holder)

of _____ (business address)

authorise for NSW DPI to cancel the sublet agreement for the leases listed below, which are currently authorised by my aquaculture permit AP_____.

Lease number	Lease number

2. Permit holder declaration

All permit holders must sign the declaration.

If the permit holder is a company, the form 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 this next to their name that they are the “sole director and secretary”.

I/We understand that:

- any permit fees on my/our aquaculture account relating to the above listed leases remain my/our responsibility for the current financial year.
- NSW DPI may provide the leaseholder with a 30 day period to make another permit arrangement for the leases before cancelling the sublet agreement.

Permit holder name	Signature	Date

8. Submitting your request

- Mail: NSW Department of Primary Industries, Locked Bag 1, Nelson Bay NSW 2315
- Email: 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. For more information, please refer to Regional NSW Privacy Statement at regional.nsw.gov.au/privacy and Regional NSW Privacy Management Plan at regional.nsw.gov.au/privacy/privacy-management-plan.