



CANCEL SUBLET AGREEMENT REQUEST FORM

OFFICE USE ONLY

Received via: _____

Initials and date: _____

Complete this form if you would like to cancel a sublet agreement involving your aquaculture lease or permit. Either the lessee or permit holder can cancel a sublet agreement at any time.

1. Your details

I am the:

☐ Lessee of the lease currently under a sublet agreement.

☐ Permit holder who is subletting a lease (held by someone else) on my permit.

Your name

Your business address

2. Sublet details

Lease number	Currently sublet to aquaculture permit
	AP
	AP
	AP
	AP

3. New permit arrangement for lease/s

Complete this section if you are the lessee cancelling the sublet agreement.

I/we authorise for the Department to move the above lease/s to the authority of the following aquaculture permit/s. Note: if the permit is not held by you, a new sublet agreement may be required.

Permit number	% to be authorised
AP	%
AP	%

4. Declaration

If the request form is being submitted by the lessee, all lessees must sign. If the request form is being submitted by the permit holder, all permit holders must sign.

If the requestor is a company, the form 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. Authorise for the Department to cancel the sublet agreement on the leases listed above.
2. Understand that all lease and permit fees on our aquaculture account relating to these leases remain our responsibility for the current financial year.
3. If the lessee, understand that the Department may give the permit holder a period of time to remove any material from the lease/s that belong to them before cancelling the agreement.
4. If the permit holder, understand that the Department may give the lessee a period of time to make another permit arrangement for the lease/s before cancelling the agreement.

Name	Signature	Date

5. Submitting 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](#).