



Office Use Only Received via:
Initials & Date:

Complete this request form if you are a leaseholder and want to cancel a sublet agreement for one or more of your leases.

1. Leaseholder request

I/we _____ (name of leaseholder) of _____ (business address)

authorise for NSW DPI to cancel the sublet agreement on the lease(s) listed below.

Lease number	Lease number

2. New permit arrangement for lease(s)

I/we authorise for NSW DPI to move the above listed leases to the authority of the following aquaculture permit(s). Note: if the permit(s) are not held by you, a new sublet agreement may be required.

Permit number	% to be authorised
AP	%
AP	%

3. Leaseholder declaration

All leaseholders must sign the declaration.

If the leaseholder 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 lease 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 permit holder with a 30-day period to remove any stock or cultivation material that belongs to them before cancelling the sublet agreement.

Leaseholder 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) or 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.