

# VARY AQUACULTURE LEASE (CLASS 1) REQUEST

**Office use only**

Received via: \_\_\_\_\_

Initials and date: \_\_\_\_\_

Complete this form if you want to need approval to mark your lease contrary to the marking requirements outlined in chapter 7 of the [NSW Oyster Industry Sustainable Aquaculture Strategy](#). For example:

- use raft infrastructure as boundary markers (chapter 7.3.2 of OISAS).
- use floating markers to mark a lease (chapter 7.3.3 of OISAS).

If approved, the conditions of your aquaculture lease will be varied. To find out more, go to [dpi.nsw.gov.au/fishing/aquaculture/forms/lease-based](http://dpi.nsw.gov.au/fishing/aquaculture/forms/lease-based)

## 1. Lessee details

<b>Lessee details</b>	<b>Give details in space provided</b>
<b>Name of lessee</b> (or company name if applicable)	
<b>Mailing address of lessee</b>	Address  Suburb  State <span style="float: right;">Postcode</span>
<b>Physical address of lessee</b> (cannot be a PO Box)	Address  Suburb  State <span style="float: right;">Postcode</span>
<b>Preferred contact person</b>	
<b>Phone number for preferred contact</b>	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile Number: _____ If a mobile is provided, do you authorise for the mobile number to be used for SMS alerts? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Email address for preferred contact</b>	

## 2. Lease details

Provide details of the leases relevant to this request.

Lease number	Estuary

## 3. Proposed variation to lease markings

What do you need approval to do?

<input type="checkbox"/> Use raft infrastructure as boundary markers. <input type="checkbox"/> Use floating markers. <input type="checkbox"/> Other (please specify).
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## 4. Location for the proposed lease markings

Where on the lease/s do you propose to vary the lease markings? For example, on what corners or boundaries of the lease do you want to vary the lease markings? Describe your proposal in words below or attach a copy of the lease plan with a sketch of the proposed markings.

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## 5. Reason for the proposed lease markings

Why do you want to vary the lease markings on your lease/s?

<input type="checkbox"/> Water depth <input type="checkbox"/> Substrate conditions <input type="checkbox"/> Other (please specify)
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Provide further detail for these reasons.

## 6. Your understanding of OISAS

Read the marking requirements for rafts (chapter 7.3.2) and floating markers (chapter 7.3.4) in the [NSW Oyster Industry Sustainable Aquaculture Strategy 2021](#)

I have read and understand the requirements for special markings in OISAS.

No

Yes

If you have any questions, ask us here.

## 7. Work needed to vary the lease markings

Will you need to undertake any dredging or construct any additional infrastructure to be able to vary install the proposed lease markings?

No

Yes (provide details)

Will all works carried out to install the proposed lease markings be in line with any relevant industry or government standard, codes of practice, or guidelines?

No (please provide details)

Yes

## 8. Lease documents required

You must attach the original lease documents so they can be endorsed with any approvals.

Original lease documents or a request to replace the lease documents are attached.

## 9. Lessee declaration

All lessees must sign the declaration.

A request lodged by a company 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. Have the authority to make this form.
2. Acknowledge that all the information provided in this form is true and correct.
3. Understand that giving false or misleading information is a serious offence.

Lessee name	Signature	Date

## 10. Payment of prescribed fee

When you submit your request, 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.** If payment is not made within a reasonable timeframe your request form will be returned to you.

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

## 11. Submitting your request form

- Mail: DPIRD Aquaculture Administration, Locked Bag 1, Nelson Bay NSW 2315
- Email: [aquaculture.administration@dpi.nsw.gov.au](mailto:aquaculture.administration@dpi.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@dpiird.nsw.gov.au](mailto:aquaculture.administration@dpiird.nsw.gov.au). For more information, please refer to the Department's [Privacy Statement](#) and [Privacy Management Plan](#).