



UPDATE CUSTOMER ADDRESS DETAILS FORM

OFFICE USE ONLY

Received via: _____

Initials and date: _____

Complete this form if you need to update your address information with the Department.

1. Customer whose address needs to be updated

Customer number *(Mandatory field)*

Customer name *(Mandatory field)*

2. Addresses to be updated

Complete only those sections that need to be updated. Other sections can be left blank.

Mailing address for all correspondence

Address:		
Suburb:	State:	Postcode:

Physical address (cannot be a PO Box)

Address:		
Suburb:	State:	Postcode:

Billing address for invoices and billing correspondence (formal notices that relate to overdue accounts will not be sent to this address)

Address:		
Suburb:	State:	Postcode:

3. Customer declaration

All individuals associated with the customer must sign the declaration.

If the customer is a company, the declaration 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 sign.

If the customer is a partnership, all partners must sign.

I/we, the undersigned:

- Are authorised to make this request.
- Acknowledge that all the information provided in this form is true and correct.
- Understand that giving false or misleading information is a serious offence.

Name	Signature	Date

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](#).