



Complete this request form when you want to register a mortgage, charge, or other interest over one or more of your aquaculture leases.

1. Leaseholder declaration

I/we _____ (name of leaseholder) of _____ (business address) authorise for NSW DPI to endorse my/our lease documents the particulars of the mortgage or other interest to which my/our aquaculture leases are now subject.

I/we understand that for this request to be completed, the following requirements must be lodged to NSW DPI.

Contract / official documentation as evidence of the mortgage / interest. Note: the documentation must:

- Have all affected aquaculture leases listed
- Be signed by the mortgagee or party with an interest
- Be signed by you as the leaseholder(s).

Prescribed fee for the endorsement of lease documents (refer to fee schedule)

Original lease documents for the aquaculture leases that require endorsement OR

Statutory Declaration for the replacement of lease documents (+ prescribed fee)

Leaseholder name	Leaseholder signature	Date

2. 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

3. Payment of administration fee

When you submit your application, NSW DPI will email you an invoice for the administration 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 application will be returned to you.

Prescribed application fee schedule dpi.nsw.gov.au/fishing/aquaculture/schedule

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.