

Office use only

Received via: _____

Date: _____

Complete this form when your aquaculture lease is due to expire, and you wish to renew it.

To find out more, go to the renewal of oyster lease information kit

dpi.nsw.gov.au/fishing/aquaculture/forms/lease-based

1. Leaseholder details

Leaseholder details	Give details in space provided
Name of leaseholder (or company name if applicable)	
Mailing address of leaseholder	Address Suburb State Postcode
Physical address of leaseholder (cannot be a PO Box)	Address Suburb State Postcode
Preferred contact person	
Phone number for preferred contact	<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
Email address for preferred contact	Email: _____

2. Do you want to sign up to be an e-customer?

Skip this question if you are not interested in being an e-customer or you have already signed up.

If you sign up to being an e-customer, NSW DPI will correspond with you via email.

☐ Yes – NSW DPI will email you the relevant form to complete.

3. Lease details

Multiple leases can be renewed if they are all held by the same leaseholder.

Lease number	Lease number

Has the lease/s already expired (i.e., the expiry date has passed)?

☐ No

☐ Yes – you must provide a reason for the late application.

Reason for late application:

4. Lease tenancy

If the leaseholder is an individual or company, the tenancy arrangement will default to Common Tenancy. You do not need to complete this section.

If the leaseholder is a partnership, please tick your preferred option below.

☐ **Joint tenancy**

Under Joint Tenancy, upon the death of a leaseholder, the lease will be transferred to any surviving leaseholder(s).

☐ **Common tenancy**

Under Tenancy in Common, the proportion of the lease held by the deceased lessee is transferred according to their Last Will and Testament and/or at the direction of the Executor of the Estate.

5. Leaseholder declaration

All leaseholders must sign the declaration.

If the leaseholder is a company, the declaration 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 next to their name that they are the “sole director and secretary”.

I/We, the undersigned:

- Authorise the renewal of the above listed aquaculture lease/s.
- Are authorised to make this application.
- Acknowledge that all the information provided in this application is true and correct.
- Understand that giving false or misleading information is a serious offence.

Leaseholder name	Leaseholder signature	Date

6. Payment of application fee

When you submit your application, NSW DPI will email you an invoice for the application 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.

Aquaculture fee schedule dpi.nsw.gov.au/fishing/aquaculture/schedule

7. Submitting your application

- Mail: NSW Department of Primary Industries, Locked Bag 1, Nelson Bay NSW 2315.
- Email: aquaculture.administration@dpi.nsw.gov.au.
- Phone enquiries: Aquaculture Administration on 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) 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.