



VARY LAND-BASED AQUACULTURE PERMIT APPLICATION

OFFICE USE ONLY
Received via:
Initials & Date:

Complete this application if you have a land-based aquaculture permit/s and you want to do one or more of the following:

- add a new authorised species
- add an area/farm (previously approved and DA consent granted by local council)

Note: if your application involves the assessment of a Development Application by local Council, do not complete this form. There is a separate form for this type of permit variation.

Application requirements

This form consists of four parts. Please complete all relevant parts before submitting the application. The [NSW Land Based Sustainable Aquaculture Strategy](#) will provide you with guidance on best practice and the planning and approval process.

- Part A – Application details
- Part B – Add species
- Part C – Add farm/area
- Part D - Commercial Farm Development Plan
- Part E – Applicant checklist

Pre-application discussion

We strongly recommend you discuss your application with NSW DPI before submitting it.

Have you had a pre-application discussion with our team at NSW DPI? YES NO

If you answered yes, please provide details below.

Part A – Application details

1. Permit holder details

Details required	Give details in space provided
Name of permit holder (or company name if applicable)	
Mailing address for permit holder	Address Suburb State Postcode
Physical address of permit holder (cannot be a PO Box)	Address Suburb State Postcode
Preferred contact for permit holder Specify if mobile can be used for SMS alerts	Contact person Home/work/mobile number SMS alerts <input type="checkbox"/> Yes <input type="checkbox"/> No Email

2. Type of permit variation

<input type="checkbox"/> Add species ➤ Complete parts B, D and E
<input type="checkbox"/> Add area/farm ➤ Complete parts C, D and E

3. Permit holder declaration

All permit holders must sign the declaration.

An application lodged by a company must be signed by two directors, or one director and a secretary. If the company is a sole director company, and the sole director is also the sole secretary then the sole director must state this next to his/her name that he/she is the “sole director and sole secretary”.

I/We, the undersigned:

- 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.

Applicant name	Applicant signature	Date

4. Payment of application fee

Payment must be received within 14 days of receipt of your application, regardless of which payment method you choose.

If payment is not made within this time, your application will be rejected and returned to you.

Choose your payment method.

Payment method	What you need to do
<input type="checkbox"/> Credit card	Call the Aqua Admin team on 0407 693 244 or (02) 4916 3900 to provide your credit card details. Note that a surcharge applies: Visa & MasterCard 0.4%, American Express 1.4%.
<input type="checkbox"/> Cheque	Make cheque payable to: Department of Regional NSW – Primary Industries Mail to: NSW Department of Primary Industries, Locked Bag 1, Nelson Bay NSW 2315
<input type="checkbox"/> Invoice	We will email you an invoice. Once you receive the invoice you can pay by EFT, BPAY or credit card.

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

5. Submitting your application

- 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) 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

Part B – Add species

1. Which permit(s) do you want to add the species to?

Aquaculture permit(s) to be varied and the farm(s) that will be used to cultivate the species.

Permit ID	Permit class	Farm(s)	Farm location

2. What species would you like to add?

Proposed Species 1

Details required	Your answer
Common name	
Scientific name	
Translocation	Are you translocating the species from interstate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Intended source	Source: <input type="checkbox"/> Eggs <input type="checkbox"/> Larvae <input type="checkbox"/> Spat <input type="checkbox"/> Fingerlings <input type="checkbox"/> Adults
Intended market	Market: <input type="checkbox"/> Eggs <input type="checkbox"/> Larvae <input type="checkbox"/> Spat <input type="checkbox"/> Fingerlings <input type="checkbox"/> Adults
Feeding	<input type="checkbox"/> Intensive <input type="checkbox"/> Extensive
Culture system	<input type="checkbox"/> Ponds <input type="checkbox"/> Tanks (Not Enclosed) <input type="checkbox"/> Tanks (Fully Enclosed)
Water	<input type="checkbox"/> Marine <input type="checkbox"/> Estuarine <input type="checkbox"/> Fresh (Bore) <input type="checkbox"/> Fresh (Surface)
Effluent	<input type="checkbox"/> Discharge To Waterway <input type="checkbox"/> Reuse For Irrigation <input type="checkbox"/> Reuse For Aquaculture (Closed System)

Proposed Species 2

Details required	Your answer
Common name	
Scientific name	
Translocation	Are you translocating the species from interstate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Intended source	Source: <input type="checkbox"/> Eggs <input type="checkbox"/> Larvae <input type="checkbox"/> Spat <input type="checkbox"/> Fingerlings <input type="checkbox"/> Adults
Intended market	Market: <input type="checkbox"/> Eggs <input type="checkbox"/> Larvae <input type="checkbox"/> Spat <input type="checkbox"/> Fingerlings <input type="checkbox"/> Adults

Details required	Your answer
Feeding	<input type="checkbox"/> Intensive <input type="checkbox"/> Extensive
Culture system	<input type="checkbox"/> Ponds <input type="checkbox"/> Tanks (Not Enclosed) <input type="checkbox"/> Tanks (Fully Enclosed)
Water	<input type="checkbox"/> Marine <input type="checkbox"/> Estuarine <input type="checkbox"/> Fresh (Bore) <input type="checkbox"/> Fresh (Surface)
Effluent	<input type="checkbox"/> Discharge To Waterway <input type="checkbox"/> Reuse For Irrigation <input type="checkbox"/> Reuse For Aquaculture (Closed System)

If more than 2 species, please provide details on separate page.

Note: please check the name of your proposed species on a reputable database/s to confirm the correct common and scientific name. If the species does not appear on databases you will need to provide peer reviewed scientific evidence of the common and scientific names. The following are suggested databases:

ala.org.au

environment.gov.au/science/abrs/online-resources

3. Will your farming operations change if you add the above species?

Please provide details of any proposed change to the farming operation

4. Will you need to import stock from interstate?

- Yes – you will need to apply for a separate S217 import permit. Please contact Aquaculture Management to discuss.

No

Part C – Add area/farm

1. Which permit(s) do you want to add area to?

Aquaculture permit(s) to be varied and the farm(s) that will be added.

Permit ID	Permit class	Farm(s)	Farm location

2. Location of farm site

<p><input type="checkbox"/> Freehold (provide proof of ownership, or formal option to purchase)</p> <p><input type="checkbox"/> Leasehold (attach a copy of lease approval(s) by lessor(s) for activity. Tick which applies:</p> <p><input type="checkbox"/> State (Crown) land</p> <p><input type="checkbox"/> Private land</p>
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3. Local government and land title information

Local government area: _____
Town: _____
Street: _____
Lot/Portion no: _____
Deposited plan: _____
Council zoning: _____

Part D – Commercial Farm Development Plan (CFDP)

You will need to address each point in Sections 4.1 to 4.10 below.

If you have already developed a business plan for your proposal it may fulfil the requirements of this section of the aquaculture permit application. Please contact NSW DPI to discuss this further before submitting your permit application.

1. Product definition

- a) Indicate which species you intend to farm, and to what level you will concentrate on each species.
- b) Estimate annual production for each species to be farmed. Base conservative estimates on the full farm area applied for, and not on future expansion. What is your intended product? (e.g. Fingerlings, live or processed fish for human consumption, other) and quantity (e.g. Number of fingerlings, kilograms of product).

2. Operating plan

- a) Where will you obtain stock (e.g. fingerlings), and is consistent production dependent on stock being accessible at all times of the year?
- b) What stocking rate do you anticipate (e.g. Kgs/ha or kgs/M³)?
- c) Give details of husbandry practices you will use, including pond/tank/raceway preparation, stocking, pond/tank/raceway management and feeding techniques?
- d) Provide details of the intended production strategy (e.g., use of a nursery phase, grading etc.) and other factors as they relate to the production cycle.
- e) What is the expected maximum daily feeding rate per unit area (intensive culture only)?
- f) How will the product be harvested, e.g. seining, drain harvest, traps?

3. Quality assurance program

- a) Have you considered all applicable quality assurance or food safety program provisions as required by NSW Food Authority, including quality assurance programs that may apply?

4. Farm development plan

- a) Discuss site development potential and future expansion plans (if any) including timetable, facilities for area and anticipated production during the next five years.
- b) When is work on the business anticipated to commence
- c) What is the expected initial capital investment in this business
- d) What is the expected total capital investment in this business?

5. Organisation and personnel

- a) How many people will be directly employed in this operation? (excluding workers developing site but including yourself and other family members working on the farm):
 - At the commencement of work on the business?
 - Over the next 12 months?
 - Ongoing?
 - How many extra people other than normal employees will be employed developing the site only (e.g. pond construction)?
- b) Do you have adequate husbandry knowledge for the culture of your chosen species or can you employ someone who does?

6. Market analysis

- a) What are the current average prices for the product you wish to culture, and what prices do you expect to receive for your product?
- b) What and where are your target markets, and what product form/s and volumes does your target market require?
- c) What are the distances between your farm and your markets, and is there available to you the necessary infrastructure to transport across these distances?

7. Marketing and sales strategy

- a) Discuss your product distribution timing (when can prices be maximized, when can market surplus be avoided). Include an operating schedule and production-timing schedule.
- b) Are there any opportunities for value adding of the product you wish to produce, and will you undertake any value adding for your product?
- c) What are your marketing strategies to assist you to develop new markets for your product
- d) Can you compete against markets for your chosen product, including competition against wild caught product or imported product from interstate or overseas

8. Risk management

- a) Discuss contingency strategies you will employ in your farming practices, and strategies for the management of business risks
- b) How will you stage your development over a number of years to spread the risk?

9. Financial forecast

- a) Provide a cash flow analysis on your production estimates for a minimum of 3 crops, and indicate what assumptions this analysis has been based upon
- b) What is the anticipated return on investment at full production capacity?

10. Biosecurity Risk Management Plan

Disease is an inevitable part of aquaculture production. Worldwide, there is increasing risk of significant aquatic animal diseases emerging and spreading.

Your Biosecurity Risk Management Plan should describe the systems you will put in place to protect your farm from diseases. These systems will reduce the risk of damaging diseases entering your farm, can prevent health issues emerging within the farm, and can reduce impacts of disease when it occurs.

As a minimum the Biosecurity Risk Management Plan should address the following issues:

- Location of the farm;
- Layout of the farm including reticulation plan and unique identifiers for each component of the farm;
- Volumes of water contained within each tank, pond or raceway;
- Risk analysis including:
 - Biosecurity risks associated with water source;
 - Biosecurity risks associated with juvenile (fingerling/spat) stock sources and all stock movements associated with your farming strategy;
 - Biosecurity risks associated with on-farm and inter-farm movement of people, stock, vehicles and farming equipment;
- On-farm water quality analysis
- Waste management, in particular in the event of a disease event;
- Disease identification, surveillance and associated reporting procedures;
- Biosecurity risk treatment options for potential diseases and any associated chemical usage;
- Identification of standard operating procedures;
- Staff training in regard to record keeping, disease identification and disease and pest reporting procedures; and
- An Emergency Disease Action Plan which clearly describes how you will respond should a disease or pest incursion occur on your farm.
- Review and audit procedures

This is not an exhaustive list of matters to be included and further information regarding the preparation of a Biosecurity Risk Management Plan is available at:

1. [Aquaculture Farm Biosecurity Plan: generic guidelines and template](#).
2. Information regarding some diseases and pests is available on-line at dpi.nsw.gov.au/biosecurity/aquatic

Note: You may wish to contact your relevant aquaculture sector association as some associations have already developed specific Biosecurity Risk Management Plan for their sector.

Part E – Applicant checklist

This checklist will help you lodge a successful application

Item/s	Tick box
A completed application form, including any other attachments as requested in the application	<input type="checkbox"/>
A completed Commercial Farm Development plan which must include a Biosecurity Plan	<input type="checkbox"/>
The prescribed application fee – refer to current schedule of fees and charges.	<input type="checkbox"/>
Photographs of the site and plan showing where photos were taken and direction	<input type="checkbox"/>
A copy of the Development Application (DA) consent/s from the respective local Council. If not applicable, a letter from Council stating that development consent was not previously required.	<input type="checkbox"/>
<p>Attach maps showing:</p> <ul style="list-style-type: none"> • Location of farm in relation to adjoining waterways • Land ownership categories • Any structure which may affect submerged (freshwater or saltwater) public water land (e.g. pump intakes, pipelines in natural waterways, structures located in part below Mean High Water Mark) • Existing vegetation type and cover. Wetland areas must be specified. • Flood contours for 1 in 100 year flood, if available. If not, obtain information on vulnerability of site to flooding; usually available from local council. 	<input type="checkbox"/>
<p>A plan view (sketch/diagram) of the farm showing all structures, including buildings, ponds, raceways and/or tanks. Show:</p> <ul style="list-style-type: none"> • Dimensions (length, width, area, depth, volume and water surface area) • Areas to be excavated • Water supplies (include pumps) • Reticulation design for the farm (include length and dimensions of supply (coloured blue) and effluent discharge (coloured red)) • Effluent release points (i.e. irrigation and/or exit points for water on the site) 	<input type="checkbox"/>
<p>Cross-sectional view (sketch) of ponds showing:</p> <ul style="list-style-type: none"> • Dike dimensions • Pond bottom slopes • Water entry points to ponds, raceways and/or tanks (coloured blue) • Water exit points from ponds, raceways and/or tanks (coloured red) 	<input type="checkbox"/>

Glossary of terms used in this application form

Term	Definition
Broodstock	Parent fish used to produce offspring
Class C permit	Authorising extensive aquaculture to be undertaken otherwise than on public water land
Class D permit	Authorising intensive aquaculture to be undertaken otherwise than on public water land
Class E permit	Authorising extensive freshwater aquaculture to be undertaken at 2 or more privately owned locations otherwise than on public water land
Class F permit	Authorising a person to operate a fish pond, tank or other structure with a view to charging members of the public for the right to fish in the pond, tank or structure
Class H permit	Authorising a fish hatchery to be operated
DA	Development Application
Extensive	Aquaculture undertaken without providing supplementary food for the fish or marine vegetation that are being cultivated
Facilities	Buildings, structures, machinery, plant, tools and equipment
Fish	All aquatic animals except marine mammals and reptiles or amphibians
Food	Includes any form of nutrient
Grow-out	Facilities for growing fish to market size
Hatchery	Facilities for maintenance and maturation of broodstock, spawning (natural or artificial) and larval rearing
Intensive	Aquaculture undertaken by providing supplementary food for the fish or marine vegetation that are being cultivated (whether or not naturally occurring food is consumed or available for consumption by the fish or marine vegetation)
Nursery	Facilities for growing to small size juvenile size eg from fry to fingerlings of weight 0.5g to 10.0g
Public water	Land submerged by water (whether permanently or intermittently), being
Waterways	Natural waterway, including: a) sea or arm of the sea; or b) a bay, inlet, lagoon, lake or body of water, whether inland or not and whether tidal or non-tidal; or c) a river stream or watercourse, whether tidal or non-tidal.



Guidelines for preparation of risk assessments and translocation protocols

In preparing a risk assessment for the proposed activity, please ensure the following key areas are addressed

1. Context

To establish the degree of risk, it is necessary to define what is at risk. To establish the context of the risk assessment it is necessary to consider the aquaculture or translocation proposal objectives in relation to various stakeholders (including the specific relevant aquaculture industry, other aquaculture industries, fisheries and the broader environment and community).

2. Risk Identification

The objective is to compile a list of all threats and pathways associated with the proposed aquaculture facility or translocation activity. This is achieved by thorough review of scientific literature, expert consultation and stakeholder input. Examples of risks to assess for aquaculture and translocation proposals include parasite, disease and pest risks that may occur at the facility, or surrounding waterways, or may otherwise be associated with broodstock or seedstock translocation); particularly highlighting any differences in status between the source population and destination location.

3. Risk Analysis

Risk analysis considers the impact and consequence that the identified risks may have, as well as the likelihood of their occurrence. This can include consideration of existing factors which will operate to control a risk (e.g. climate, especially water temperature difference between areas of known infections/parasites & location of facility; or between source and destination locations), and then assignment of a significance rating for each risk. The risk rating is a combination of likelihood and consequence of a particular risk occurring.

4. Risk Treatment

Risk treatment determines what steps need to be made to mitigate risks identified as posing too great a risk. Existing plans in place prior to the application of the risk management process (e.g. compliance with the NSW DPI Hatchery Quality Assurance Scheme (HQAS)) are augmented with measures to reduce risks to an acceptable level. Please note that in some instances risk analysis may identify extreme risks that cannot be mitigated to an acceptable level unless the proposed translocation or aquaculture activity is not undertaken, in which case, approval for the proposal will not be granted.

Once a draft risk assessment for the activity has been prepared, assessment of the draft through NSW Department of Primary Industries is required. Please note that, on average, an initial turnaround time of two weeks, but up to three months for complex translocation requests for review and comment of submitted draft risk assessments.

See Appendix 2 for the NSW DPI risk assessment matrix.

Please contact Aquatic Biosecurity Unit on (02) 4916 3900 if you require further assistance.

Strategic Risk Assessment – Version #
 Insert parameters of risk assessment

Specific risk	Likelihood of Occurrence	Consequence Rating	Consequence Rating	Risk Treatment Options	Activities to address risk	Likelihood of Occurrence	Consequence Rating	Residual Consequence Rating
	A. Almost certain B. Likely C. Possible D. Unlikely E. Rare	1. Insignificant 2. Minor 3. Moderate 4. Major 5. Catastrophic	<ul style="list-style-type: none"> Insignificant Minor Moderate Major Catastrophic 	<ul style="list-style-type: none"> Accept Reduce likelihood and/or consequence Avoid 	Currently funded controls (black) Proposed risk treatment (red)	A. Almost certain B. Likely C. Possible D. Unlikely E. Rare	1. Insignificant 2. Minor 3. Moderate 4. Major 5. Catastrophic	<ul style="list-style-type: none"> Insignificant Minor Moderate Major Catastrophic
A.								
B.								
C.								
D.								
E.								
F.								
G.								
H.								
I.								
J.								
K.								
L.								
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S.								
T.								
U.								
V.								
W.								
X.								
Y.								
Z.								

Prepared by		Position		Date completed	
Authorised by		Position		Date authorised	

Rating	Consequence	Animal health & production	Plant health & production	Human health, safety & well being	Economic	Commercial	Environmental	Organisational capability	Political (govt & business sector)	Reputation & image
1	Insignificant	No loss	No loss	No injuries	No economic loss	No financial loss	No environmental impact	Organisational capability intact, negligible impact on objectives	No political/organisational impact	No damage to reputation/image
2	Minor	Limited illness/injuries &/or deaths on single enterprise	Limited damage/loss on single enterprise	Minor injuries; no public health risk; short term well being impact	Few businesses locally affected or single/few properties	Low financial loss; single/few properties affected	Minor,/recoverable short-term isolated/localised environmental impact	Local capability affected, minor impact on objectives, easily remedied	Local political / organisational impact	Recoverable / short term local damage to reputation/image
3	Moderate	Some illness/injuries/deaths on multiple properties across a locality	Some damage/loss on single property/location – multiple dams/tanks/leases	Limited public health risk &/or injuries requiring medical & mental health treatment	Widespread industry impact; multiple industries / properties per district	Medium financial loss; multiple properties per district	Moderate, medium term, medium spread environmental impact	Regional capability affected, some objectives affected	Regional political / organisational impact	Medium term / regional damage to reputation/image
4	Major	Considerable illness/injuries/deaths on multiple properties across a region	Considerable damage/loss on multiple properties across a region	Major public health risk &/or major injuries/well being impact	High economic /trade risk to region &/or state	High financial loss	Serious, long term, widespread environmental impact	State capability affected, important objectives not achieved	State political / organisational impact	Long term/ state damage to agency reputation/image
5	Catastrophic	Significant illness/injuries/deaths on multiple regions	Considerable damage/loss across multiple regions	Significant public health risk &/or human deaths/ long lasting well being issues	Major national economic implications	Major national financial loss	Irreversible environmental impact	National capability affected, most objectives not achieved	National political / organisational impact	Long term / (inter) national damage to reputation / image irreversibly impacted

		C – Consequence Rating				
		1	2	3	4	5
L-Likelihood Rating	A	M	M	H	X	X
	B	L	M	M	H	X
	C	L	L	M	H	H
	D	N	L	M	M	H
	E	N	N	L	M	H

Combined Likelihood and Consequence Risk Rating

Level of Risk Rating	Response
X - Extreme	Urgent attention
H - High	Intervention required
M - Medium	Active management
L - Low	On-going monitoring
N - Negligible	Acceptable risk

L	Likelihood	
A	Almost certain	- may occur several times over short period or continuously
B	Likely	- may occur monthly to several times a year
C	Possible	- might occur once in a period of one to three years
D	Unlikely	- could occur over time (eg every five to ten years)
E	Rare	- may occur only in exceptional circumstances (eg every 10-20 years)

- Sources of Risk**
- Pest and disease
 - Trade and economic
 - Organisation and management
 - Environment and natural events
 - Community and human behavior
 - Commercial and legal
 - Political
 - Sabotage
 - Technology
 - Regulation and standards

- Hierarchy of Control**
1. Elimination
 2. Substitution
 3. Isolation
 4. Engineering
 5. Administration
 6. PPE

- Areas of Impact**
- Animal health & production
 - Plant health & production
 - Human health, safety & well being
 - Economic
 - Commercial
 - Environmental
 - Organisational capability
 - Political
 - Reputation and image

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