



Office use only

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

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

Complete this application when you want to surrender all or part of a current aquaculture lease.

To find out more, go to the surrender of aquaculture lease information kit at [dpi.nsw.gov.au/fishing/aquaculture/forms/lease-based](http://dpi.nsw.gov.au/fishing/aquaculture/forms/lease-based)

## 1. Before you submit your application

Have you removed all cultivation materials, lease markings, boundary posts and structures from the lease area that you wish to surrender? **Note:** NSW DPI will inspect the area to confirm it is suitable for return to public water land.

Yes, please proceed with your application.

No, please make sure that all improvements (cultivation materials, lease markings, boundary posts and structures) are removed from the area before you submit your application.

## 2. Leaseholder details

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

### 3. Lease(s) to be surrendered

Lease number	Estuary

### 4. What are you surrendering?

**Whole lease area** Continue to sign at section 5.

**Part of lease area** If surrendering only part of a lease, a new lease plan will be required. You will be advised by NSW DPI when to engage the services of a registered surveyor.

Please provide a draft plan or sketch below (or attach a separate plan) showing the proposed boundaries of the section you want to surrender and the section you want to retain.

### 5. Leaseholder declaration

All leaseholders 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/secretary company, then the sole director must state next to their name that they are the “sole director and sole secretary”.

I/We, the undersigned:

- Surrender to the Minister the whole or part of the aquaculture lease described in the application.

- Declare all cultivation materials, lease markings and structures have been removed from the portion of the lease area being surrendered.
- 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](http://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](mailto: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](mailto:aquaculture.administration@dpi.nsw.gov.au). For more information, please refer to Regional NSW Privacy Statement at [regional.nsw.gov.au/privacy](http://regional.nsw.gov.au/privacy) and Regional NSW Privacy Management Plan at [regional.nsw.gov.au/privacy/privacy-management-plan](http://regional.nsw.gov.au/privacy/privacy-management-plan)