



VARY AQUACULTURE LEASE (CLASS 1) REQUEST FORM SPECIAL LEASE MARKINGS

Office use only

Received via: _____

Initials and date: _____

Complete this request form if you want to vary the conditions of your aquaculture lease, to allow you to use special markings on your lease (for example, using raft infrastructure to mark your lease or floating marks). Refer to chapter 7.2 of the [NSW Oyster Industry Sustainable Aquaculture Strategy 2021 - Fourth Edition](#).

To find out more, go to dpi.nsw.gov.au/fishing/aquaculture/forms/lease-based

1. Leaseholder details

Details required	Give details in space provided
Name of leaseholder (or company name if applicable)	
Mailing address for leaseholder	Address Suburb State Postcode
Physical address for leaseholder (cannot be a PO Box)	Address Suburb State Postcode
Preferred contact 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. Lease details

Provide the lease number/s where you would like use special lease markings.

Lease number	Estuary

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3. Proposed type of lease markings

What special lease markings do you want to use on your lease?

Raft infrastructure as a boundary marker

Floating markers

Other (please specify)

4. Location of the special lease markings

Provide detail about the location of the proposed markings. For example, what corners and/or boundaries of the lease do you want to use the special markings? You can either describe what you propose to do in words below, or you may attach a copy of the lease plan with a diagram of the proposed markings.

5. Reason for special lease markings

Why do you want to install special lease markings?

Water depth

Substrate conditions

Other (please specify)

Provide some specific detail in relation to the above reason/s.

6. Your understanding of OISAS

Please read the special marking standards for rafts (chapter 7.3.2) and floating marks (chapter 7.3.4) in the [NSW Oyster Industry Sustainable Aquaculture Strategy 2021 - Fourth Edition](#)

I have read and understand the requirements for special markings in OISAS.

No

Yes

If you have any questions, please ask us here.

7. Work needed to install the special lease markings

Will you need to undertake any dredging or construct any additional infrastructure to be able to install your proposed special lease markings?

No

Yes (please provide details)

Will all works carried out to install the proposed special lease markings be in accordance with any relevant industry or government standard, codes of practice, or guidelines?

No (please provide details)

Yes

8. Lease documents required

You must attach the original lease documents to this request form so they can be endorsed with any new lease conditions.

Original lease documents (or a statutory declaration if the lease documents have been misplaced/destroyed) are attached.

9. Leaseholder declaration

All leaseholders must sign the declaration.

A request 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:

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

Applicant name	Applicant signature	Date

10. Payment of prescribed fee

When you submit your request form, NSW DPI will email you an invoice for the prescribed 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 request form will be returned to you.

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

11. Submitting your request form

- 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.