



OFFICE USE ONLY

Received via: _____

Initials and date: _____

Complete this form if you need to update your address or contact information with NSW Department of Primary Industries (NSW DPI).

1. Person requesting the change

The only persons permitted to change the address or contact details for an aquaculture customer are:

- For an individual customer, the individual or any person authorised to act on behalf of that individual (for example, Power of Attorney)
- For a partnership customer, a partner
- For a company customer, a current director of the company

Name of person requesting change

2. Customer whose details need to be updated

Customer number *(Mandatory field)*

Customer name *(Mandatory field)*

3. Details to be updated

Complete only those sections that need to be updated. Other sections can be left blank (if no change is needed).

Mailing address for all correspondence

| | |
|----------|-----------|
| Address: | |
| Suburb: | |
| State: | Postcode: |

Physical address (cannot be a PO Box)

Address:

Suburb:

State:

Postcode:

Preferred contact person

Name: _____

Contact phone: _____

Home Work Mobile

If a mobile is provided, do you authorise for the mobile number to be used for SMS alerts?

Yes

No

Contact email: _____

If you are an e-customer, do you nominate for this email address to be used for all aquaculture correspondence (including formal notices)?

Yes

No – this email address will not be kept on file.

Circle your preferred contact method: Phone Email

Additional contact person

Name: _____

Contact phone: _____

Home Work Mobile

If a mobile is provided, do you authorise for the mobile number to be used for SMS alerts?

Yes

No

Contact email: _____

If you are an e-customer, do you nominate for this email address to be used for all aquaculture correspondence (including formal notices)?

Yes

No – this email address will not be kept on file.

Circle your preferred contact method: Phone Email

Note: if you would like to nominate additional people as contacts, please provide details on a separate page.

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 GIIPA (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.