

Office use only

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Complete this form when you need to apply to renew your lease under section 48 of the Fisheries Management (Aquaculture) Regulation 2024.

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

## 1. Lessee details

<b>Lessee details</b>	<b>Give details in space provided</b>
<b>Name of lessee</b> (or company name if applicable)	
<b>Mailing address of lessee</b>	Address  Suburb  State Postcode
<b>Physical address of lessee</b> (cannot be a PO Box)	Address  Suburb  State Postcode
<b>Preferred contact person</b>	
<b>Phone number for preferred contact</b>	<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
<b>Email address for preferred contact</b>	

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

Skip this question if you have already signed up.

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

- ☐ Yes – the Department will email you the relevant form to complete.  
☐ No

## 3. Lease details

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

Lease number	Lease number

If one or more lease/s have already expired (the expiry date is in the past), you must provide a reason for the late application.

Reason for late application:

## 4. Lease tenancy

If the lessee is an individual or company, skip this section because the tenancy arrangement will default to common tenancy. If the lessee is a partnership, please tick the preferred option below.

☐ **Joint tenancy**

Under joint tenancy, upon the death of a lessee, the lease will be transferred to any surviving lessee/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. Lessee declaration

**All lessees must sign the declaration.**

If the lessee is a company, the declaration must be signed by two directors, or one director and a secretary. If the company is a sole director company, then the sole director must state this next to their name.

I/We, the undersigned:

1. Authorise the renewal of the above listed aquaculture lease/s.
2. Are authorised to make this application.

3. Acknowledge that all the information provided in this application is true and correct.
4. Understand that giving false or misleading information is a serious offence.

Lessee name	Signature	Date

## 6. Payment of application fee

When you submit your application, the Department 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](https://dpi.nsw.gov.au/fishing/aquaculture/schedule)

## 7. Submitting your application

- Mail: DPIRD Aquaculture Administration, Locked Bag 1, Nelson Bay NSW 2315.
- Email: [aquaculture.administration@dpird.nsw.gov.au](mailto:aquaculture.administration@dpird.nsw.gov.au).
- Phone: Aquaculture Administration on 1300 603 845.

### Privacy collection notice

Your information is being collected by the Fisheries division of NSW Department of Primary Industries and Regional Development (the Department), Taylors Beach Road, Taylors Beach NSW 2315 for the purpose of managing the NSW aquaculture industry in line with the *Fisheries Management Act 1994 (FM Act 1994)*. Information collected on this application form is subject to the *Privacy and Personal Information Protection Act 1998 (PPIP Act 1998)*. You must provide the information for the Department to assess the application and to administer aquaculture leases and permits under the *FM Act 1994*. Information collected will be stored within the FishOnline system, as well as finance and records management systems, to which only authorised personnel have access. The information will be destroyed when no longer required.

The Department may use the information and disclose it to other authorised government or private sector agencies for related administration, regulation, research, and statistical reporting purposes. This may include, but is not limited to, purposes related to biosecurity matters, licensing with other agencies, industry extension and grant applications. Information collected may be disclosed to the Department of Planning, Housing and Infrastructure, who provides the Department with a financial service, or to an external debt collection agency for debt collection purposes when an overdue debt is payable under the *FM Act 1994* or the *Fisheries Management (Aquaculture) Regulation 2024*. Information collected may also be subject to other lawful requests for information such as applications under the *Government Information (Public Access) Act 2009* or subpoenas. The information may be pooled in a manner not identifying stakeholders to form industry-based statistics. Information collected may be publicly available on the NSW register of aquaculture permits in line with section 154 of the *FM Act 1994*.

Any email addresses collected may be used to electronically serve instruments if the customer has agreed to receive documentation electronically. You may access or correct your information by contacting the Department via Aquaculture Administration, Locked Bag 1, Nelson Bay NSW 2315, or via email [aquaculture.administration@dpird.nsw.gov.au](mailto:aquaculture.administration@dpird.nsw.gov.au). For more information, please refer to the Department's [Privacy Statement](#) and [Privacy Management Plan](#).