



# Aquaculture lease renewal application form

This application form is to be completed when your lease is due to expire and you wish to renew for a further term of 15 years.

To save time and prevent delays in processing your application please refer to the information guide for assistance in completing this form.

## 1. Leaseholder details

Names of leaseholder (or company name if applicable)			
Postal address for all correspondence	Address		
	Town	State	Postcode
Contact details. Mobile 1 will be used for any SMS messages	Mobile 1		
	Mobile 2		
	Telephone		
Email			

## 2. Aquaculture lease details

Aquaculture lease number OL/AL	Estuary			
Aquaculture permit/s that authorise this lease	AP	AP	AP	AP

## 3. Lease tenancy

If a lease is held by two or more people, please elect your tenancy arrangement for this lease.  
If a lease is held by an individual or a company, the tenancy arrangement will be deemed Common.

<input type="checkbox"/> Joint Tenancy	Under Joint Tenancy, upon the death of a lessee, the lease is automatically transferred to any surviving lessee(s).
<input type="checkbox"/> 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

Office use only	INW	
	Signature	Date

## 4. Attachments

The following items must be attached to the renewal application. If any items are not submitted, the application will be returned as incomplete.

- Original lease deeds (or a Statutory Declaration if lease documents have been misplaced)
- Prescribed application fee (refer to the fee schedule)

## 5. Aquaculture Lease Area Condition Statement (ALAC)

The lease must be in a satisfactory condition or a work plan agreed to prior to the submission of this application. The ALAC must be completed and signed by all lease holders and permit holders involved in the renewal of this lease.

The NSW Oyster Industry Sustainable Aquaculture Strategy (OISAS) defines lease marking standards and neat and tidy standards. OISAS is available on the department's website <http://www.dpi.nsw.gov.au/fishing/aquaculture>

**Please tick YES or NO to the following statements. If you answer NO to any of the statements, an approved work plan must be submitted with the application form.**

### OL/AL

1. I am aware of the required lease marking standards as detailed in OISAS and the lease complies with these standards.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. All required marker posts are white and above high water mark, are square to the water surface, are the same height and have between 1.25 metres and 1.5 metres showing above the high water mark.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. All required corner posts have a minimum diameter or diagonal width of 90 mm for reinforced plastic, or 150 mm for timber, or approved special marker.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. All required intermediate marker posts have a minimum diameter or diagonal width of 75 mm for reinforced plastic, or 100 mm for timber, or approved special marker.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. All required lease signs are in place at least one metre above the high water mark and they are legible.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Where floating marks have been approved for the lease they comply with the floating mark standards as detailed in OISAS 2016.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. I am aware of the required neat and tidy standards detailed in OISAS 2016 and the lease complies with these standards.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. All cultivation infrastructure is substantially black, dark grey or green in colour or has an exemption as described in OISAS 2016.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. All of the lease area is clear of derelict or broken cultivation materials including posts, rail, sticks, baskets, trays, shade cloth, rope and any other culture materials.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. The lease has no glass, steel posts, corrugated iron, or continuous lengths of conveyor belting exceeding 10 metres.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. All cultivation is contained wholly within the lease area during all wind and tidal conditions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. The lease is clear of stored cultivation materials or equipment.	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 6. ALAC Declaration

All leaseholders and permit holders who are party to the renewal application must sign the ALAC declaration.

If a company is party to the renewal application, then the signatures of two directors, or one director and a secretary are required. If the company is a sole director company, and the sole director is also the sole secretary, then the sole director must state next to his/her name that he/she is the “sole director and sole secretary”.

I/we declare that the information contained in this ALAC statement is true and accurate.

### Lease/permit holder 1

Name		
Signature		
Date	<input type="checkbox"/> Permit holder	<input type="checkbox"/> Lease holder

### Lease/permit holder 2

Name		
Signature		
Date	<input type="checkbox"/> Permit holder	<input type="checkbox"/> Lease holder

### Lease/permit holder 3

Name		
Signature		
Date	<input type="checkbox"/> Permit holder	<input type="checkbox"/> Lease holder

### Lease/permit holder 4

Name		
Signature		
Date	<input type="checkbox"/> Permit holder	<input type="checkbox"/> Lease holder

### Lease/permit holder 5

Name		
Signature		
Date	<input type="checkbox"/> Permit holder	<input type="checkbox"/> Lease holder

### Lease/permit holder 6

Name		
Signature		
Date	<input type="checkbox"/> Permit holder	<input type="checkbox"/> Lease holder

If there are more than 6 lease/permit holders please attach an additional page listing each holder.

## 7. Leaseholder’s 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 company, and the sole director is also the sole secretary then the sole director must state this next to his/her name.

I/We declare that the information in this form is true and accurate. I/we lodge together with this application, the original lease documents and prescribed application fee.

**Dated this                      day of                      in the year**

Signature/s	Leaseholder 1	Leaseholder 2
	Leaseholder 3	Leaseholder 4
	Leaseholder 5	Leaseholder 6

If there are more than 6 leaseholders please include below.

## 8. Payment Details

To pay the application fee by credit card, simply fill out the credit card authority below. Note that the credit card details will be appropriately discarded following processing of the payment.

Name As it appears on the card															
Type of card	Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>														
Number															
Expiry date (month/year)															

Note: a surcharge applies to the following cards.

Visa	0.4%
Mastercard	0.4%

## 9. Submitting your application

- Mail to: NSW Department of Primary Industries, Locked Bag 1, Nelson Bay NSW 2315
- Email to [aquaculture.administration@dpi.nsw.gov.au](mailto:aquaculture.administration@dpi.nsw.gov.au)
- All telephone enquiries contact 02 4982 1232 and request aquaculture administration.

Personal information collected by way of this Application is subject to the Privacy and Personal Information Act 1998. You must provide the information in order for NSW DPI to assess this Application. NSW DPI may use the information, and disclose it to authorised agencies, for related administration or research purposes. The information may be pooled in a manner not identifying individuals to form industry-based statistics. You may access or correct your information by contacting NSW DPI, Aquaculture Administration Section, Locked Bag 1, NELSON BAY NSW 2315, or Telephone 02 4982 1232.