

CLASS C, D, E, F AQUACULTURE PERMIT APPLICATION FORM



NSW DEPARTMENT OF
PRIMARY INDUSTRIES

Contents:

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This form is to be completed by persons wishing to apply for any of the following classes of aquaculture permit:

Class “C” – extensive aquaculture (no nutrient input permitted)

Class “D” – intensive aquaculture (pond based)

Class “E” – extensive multi-site aquaculture (no nutrient input permitted)

Class “F” – a fish-out business

- *A separate application form must be completed for Class H Aquaculture Permits (Fish Hatchery)*
- *A separate application form must be completed for class D Aquaculture Permits where the applicant proposes to use intensive recirculation / indoor raceway cultivation.*
- *Refer to the Glossary for a description of each class of permit, and other terms.*

The permit may be endorsed for the cultivation of various species including fish (e.g. silver perch, golden perch, mulloway etc) and crustaceans (e.g. yabbies, marine prawns etc). A Person must not undertake aquaculture without a current aquaculture permit.

For assistance in completing this application, contact Department of Primary Industries (Division of Agriculture and Fisheries), Aquaculture Administration Section, Port Stephens Fisheries Centre, on (02) 4982 1232. Additional application forms, and further information about aquaculture in NSW is available from the DPI internet website: www.dpi.nsw.gov.au

EXPLANATORY NOTES FOR CLASS C, D, E, F AQUACULTURE PERMIT APPLICATION

- The permit will authorise land-based aquaculture over freehold, leasehold or State land (with relevant Government approvals).
- To enable your application to be properly assessed, please provide as much detail as possible. Failure to provide adequate information will result in a delay in processing your application, or may result in the application being rejected.
- Should you change your address, or if there is a change in company directors, notification must be made to NSW DPI within 28 days.
- Aquaculture Permits are not transferable. Any change to the legal entity (name) the permit is held under, will require lodgment of a new aquaculture permit application. For example, if an aquaculture business is sold, the new owner of the business must apply for a new Aquaculture Permit.
- Prior to entering the NSW Aquaculture Industry, prospective permit holders should become familiar with Part 6 of the *Fisheries Management Act 1994*, and the *Fisheries Management (Aquaculture) Regulation 2002*.
- In this form, we ask for information to determine if an Environmental Impact Assessment (EIA) will be necessary. This information will also help us to assess your proposal properly and completely. You will be notified if more detailed environmental assessment is required.
- Permit applications will be rejected if the information you supply proves to be incorrect.

FEES AND FINANCIAL GUIDELINES

In addition to the cost of the permit application, there are additional fees and charges that will be incurred annually. A current fee schedule is available from Aquaculture Administration Section or the DPI website, listing all current aquaculture fees and charges which are liable to increase from time to time in accordance with the Consumer Price Index (CPI). Proponents should make themselves aware of all permit charges, so that these can be factored into any financial analysis or forecasts of the business.

Annual Permit Contribution Fee

As a condition of the aquaculture permit, permit holders are required to pay an annual contribution, to cover the costs of administration of the aquaculture industry by NSW DPI. This fee can be obtained from the Aquaculture Fee Schedule. This fee increases annually in line with the CPI.

Research Contributions

A research contribution is levied per hectare for the total water surface production area of the farm. A minimum rate applies. Research contributions are deposited into a trust account administered by the Minister for Primary Industries. Industry may be asked to make recommendations to the Minister regarding expenditure of funds from the Research Trust Account. Previously, contributions have been made to the Fisheries Research Development

Corporation (FRDC) for research grants to assist the aquaculture industry. The rate can be obtained from the Aquaculture Fee Schedule.

Other costs - Seafood Safety Scheme

In the future, land based fish farmers in NSW may be required to comply with requirements of the NSW Food Authority. For further information contact (02) 9741 4777.

Other costs – Working Capital etc

In addition to fees and charges outlined above, the day-to-day running of an aquaculture business can be expensive. Sufficient working capital should be available to ensure the operation of the farm in an efficient and productive manner. NSW DPI recommends that persons intending to enter the aquaculture industry consult an accountant or business management firm to provide advice on the financial aspects of the operation.

AQUACULTURE ASSOCIATIONS

Permit holders may consider membership of an Aquaculture Association. A number of Aquaculture Associations are listed on the NSW DPI internet website: www.dpi.nsw.gov.au For enquiries contact DPI (Division of Agriculture and Fisheries) Aquaculture Administration Section on (02) 4982 1232.

ADDITIONAL INFORMATION REQUIRED FOR PERMIT APPLICATIONS

Ensure all of the following matters are addressed prior to lodging your application:

Applicant's Checklist	Insert "√"
1) A completed Application Form, which includes any other attachments requested in the application.	<input type="checkbox"/>
2) A completed Commercial Farm Development Plan.	<input type="checkbox"/>
3) Prescribed application fee - refer to current fee schedule, or contact NSW DPI for information on current application fee. Cheques are to be made payable to "NSW Department of Primary Industries".	<input type="checkbox"/>
4) Photographs of the site to be developed.	<input type="checkbox"/>
5) A copy of the Development Application (DA) submitted to the local Council, OR , if not applicable, a letter from Council stating that development consent is not required.	<input type="checkbox"/>
6) Attach parish and topographical maps showing: <ul style="list-style-type: none"> • Location of farm in relation to adjoining waterways • Land ownership categories (if several, as stated in Question 1) • Any structure which may affect submerged (freshwater or saltwater) public water land (e.g. pump intakes, pipelines in natural waterways, structures located in part below Mean High Water Mark) • Existing vegetation type and cover. Wetland areas must be specified. • Flood contours for 1 in 100 year flood, if available. If not, obtain information on vulnerability of site to flooding. 	<input type="checkbox"/>
7) A plan view (sketch/diagram) of the project showing all proposed structures, including buildings, ponds, raceways, and tanks. Show: <ul style="list-style-type: none"> • dimensions (length, width, area, depth and volume). • areas to be excavated • water supplies (include pumps) • reticulation design for the farm (include length and dimensions of supply and effluent canals) • effluent release points (i.e. irrigation and/or exit points for water on the site) 	<input type="checkbox"/>
8) Cross-sectional view (sketch) of ponds showing: <ul style="list-style-type: none"> • dike dimensions • pond bottom slopes • water entry points to ponds • water exit points from ponds 	<input type="checkbox"/>

LOGGING YOUR APPLICATION AND MAKING ENQUIRIES



Your completed Aquaculture Permit application should be lodged with the local Council as an “integrated development”. If a development application from Council is not required, the application should be lodged with NSW DPI at the following address:

**NSW Department of Primary Industries
Aquaculture Administration Section
Port Stephens Fisheries Centre
Locked Bag 1
NELSON BAY NSW 2315**

Enquiries: Monday to Friday 8:30 am – 4:30 pm



Telephone (02) 4982 1232

Facsimile: (02) 4981 9074



NSW DEPARTMENT OF
PRIMARY INDUSTRIES

Fisheries Management Act 1994

Fisheries Management (Aquaculture) Regulation 2002

Part 1 – Application for a Class C, D, E, F Aquaculture Permit

Important ✍ Applicants must complete all sections of this form. If there is not enough space in the application form, please attach extra information. Please read “Explanatory Notes” and Permit Application Guidelines prior to completing the application.

PART A **APPLICANT'S DETAILS**

INDIVIDUAL APPLICANT - If the permit is to be held by an individual, provide the following details

Surname:	Given Name(s):
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Residential Address

Postal Address (If different from residential address)

(All accounts and correspondence in connection with the fish farm / permit will be forwarded to this address, unless otherwise requested).

Telephone

Home: ()	Work: ()
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Mobile:	Facsimile: ()
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CORPORATION DETAILS

If the applicant for an aquaculture permit is a corporation, the application must be accompanied by a copy of:

- 1) Certificate of Incorporation - from Australian Securities and Investments Commission (ASIC), and;
- 2) A listing of all current directors.

For further information call ASIC on (02) 9911 2500, or 1300 300 630 (ASIC Infoline), or Email: infoline@asic.gov.au

If the permit is to be held by a corporation, provide the following details:

Name of Corporation

Registered Office Address

Postal address (If different from Registered Office address)

(All accounts and correspondence in connection with the fish farm / permit will be forwarded to this address, unless otherwise requested).

Australian Company Number (A.C.N.)

Date of Incorporation

Place of Incorporation

Telephone

Facsimile

Please provide details of the Corporation's Directors:

Director 1:

Surname

Given Name(s)

Director 2:

Surname

Given Name(s)

Director 3:

Surname

Given Name(s)

Director 4:

Surname

Given Name(s)

Signature(s) of Director(s), company seal and date:

- 1)
- 2)
- 3)
- 4)

Please stamp your company seal here:

Dated: ___/___/___

PARTNERSHIP DETAILS - If the permit is to be held by a partnership, provide the following details for all partners:

Partner 1

Full Name

Residential Address

Telephone – Home

Work

Mobile

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Partner 2

Full Name

Residential Address

Telephone – Home

Work

Mobile

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Partner 3

Full Name

Residential Address

Telephone – Home

Work

Mobile

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Postal address of partnership

(All accounts and correspondence in connection with the fish farm / permit will be forwarded to this address, unless otherwise requested).

Please indicate which Partner is to be the **Principal Contact** with respect to the

Aquaculture Permit: _____

PERSONS DISQUALIFIED FROM HOLDING AN AQUACULTURE PERMIT

Has any individual applicant, director, manager, partner or corporation nominated in this application been disqualified under s.161 of the *Fisheries Management Act 1994*, from holding an Aquaculture Permit?

NO YES

If yes, please provide details:

Note: NSW DPI reserves the right to reject any application made by a disqualified person. Any person previously disqualified from holding an aquaculture permit who wishes to re-enter the aquaculture industry must ensure that their details are first removed from the disqualified person's register. This is usually achieved by paying any outstanding debt owed to the State with respect to previous aquaculture business. For enquiries, contact DPI (Division of Agriculture and Fisheries) Aquaculture Administration Section on (02) 4982 1232.

Please indicate below which class(es) of aquaculture permit you are applying for:

Class C Class D Class E Class F

The farm site(s) is located on:

Freehold - *Please provide proof of ownership, or formal option to purchase*

Leasehold - *Attach a copy of lease approval(s) by lessor(s) for activity and state whether over:*

State (Crown) land

Private land

Have you considered whether any other approvals may be required for the site, for example, laying water intake pipes through State land?

Yes No Not Applicable

Please describe the land and locality according to title or lease (where relevant)

Local Government Area _____

Locality _____

Street _____

Lot/Portion No. _____

Deposited Plan No. _____

Council Zoning _____

Project Profile Analysis (Site suitability)

For the long-term sustainability of an aquaculture enterprise, an environmentally sound, low risk site needs to be identified. This is the first step in establishing a sustainable aquaculture facility. Site selection should take into account climate, topography, soil type, water availability, and permissibility within existing land use zoning.

If your site falls within the North Coast of NSW (Tweed River catchment to the Manning River catchment), you will need to assess your site and development against the project profile analysis of the North Coast Sustainable Aquaculture Strategy. This analysis should be completed as a separate document, and attached to this application.

Is your site suitable for aquaculture?

If it does not meet most of the requirements in the following checklist, your site is probably not suitable. Please indicate with a tick if your proposed site meets the criteria:

Well-drained, above flood-prone areas (1:100 year flood)	<input type="checkbox"/>
Does not occupy a natural permanent or ephemeral stream bed or natural water course	<input type="checkbox"/>
Is not in an area prone to pollution	<input type="checkbox"/>
Has sufficient water supply, and water of acceptable quality	<input type="checkbox"/>
Has adequate potential for disposal of effluent water	<input type="checkbox"/>
Has potential for effluent to be disposed of adequately	<input type="checkbox"/>
Has no major problems in getting produce to market	<input type="checkbox"/>
Has permanent vehicle access	<input type="checkbox"/>
Has access for construction and maintenance equipment	<input type="checkbox"/>
Construction materials are available locally	<input type="checkbox"/>
Has electricity available	<input type="checkbox"/>
Has local technical aid (electrical, engineering, pump service, disease treatment)	<input type="checkbox"/>
The site has potential for future expansion if necessary	<input type="checkbox"/>

Please attach several photographs to adequately illustrate the whole area(s) to be developed.

What facilities do you intend to construct?

- Grow-out Processing (eg. cooking)
- Quarantine Cold storage
- Post harvest purging Other, eg fish-out (specify) _____

Have you had technical advice on site selection, pond design, culture techniques, business planning, etc? Yes No

If yes, please provide names, addresses, phone numbers of the consultant(s):

Fish species to be farmed? Please provide common AND scientific name.

Common Name

Scientific Name

_____	_____
_____	_____
_____	_____
_____	_____

Are you currently a member of an aquaculture association?

- Yes No

If not, will you be joining an aquaculture association? Yes No

Which one?

Describe your experience in aquaculture production (courses taken, practical experience, etc.) Attach additional information if necessary.

THE FARM - GENERAL DETAILS

Please attach several photographs to illustrate the whole area(s) to be developed.

Are the grow-out facilities:

Constructed ponds

Farm dams

Other (specify) _____

What is the vertical height from the lowest point of project to the nearest "waterway"?

What is the distance from nearest natural permanent or ephemeral waterway to project?

How much soil will be excavated for the ponds (m³) and will it be removed from the site?

What is the depth to the local watertable? _____

What is the soil type, and is it acid-sulphate ? _____

Please provide brief details of the following facilities:

- Grow-out ponds (including dike slope and sump design for harvest)

- Drainage/overflow mechanisms

- Erosion prevention mechanisms

- Aeration facilities (emergency and/or supplementary)

- Pumping facilities (number, KW, output)

- Feeding equipment

- Harvesting equipment

- Purging facilities

- Cooking, cleaning, icing, live shipment or other post harvest equipment.

WATER SOURCES AND SYSTEMS

What is the major water source for the project?

- Rain-fed/catchment
- Pumping from surface water supply (river, estuary)
- Pumping from aquifer (bore)
- Other (please specify) _____

Describe methods for managing the major water supplies. Please include size of pump lines and water storage capacity (other than culture facilities).

Does each pond or tank have an independent water supply and drainage system?

- Yes No Please give details.

Where major water supply is freshwater, estimate total annual freshwater consumption from all sources (other than private catchment dams).

Describe size and location of effluent holding pond and storm water overflow control.

Can ponds or other grow-out facilities be gravity drained completely to dry bottom?

Yes No

Please explain method and estimated time to drain.

Estimate combined volumes of ponds and tanks for grow-out operations.

- maximum rate of water supply to each _____
- expected daily exchange rates (as % of culture volume) _____

Facility	Volume (ML)	Maximum supply rate (L/s)	Daily exchange rate (%)
Reservoir			
Effluent pond			
Grow-out ponds			
Other (specify)			

If culture water is to be recirculated, describe methods of:

- recirculation

- **biological and mechanical filtration**

- **expected exchange rates**

CONTAINMENT OF STOCK, DISEASE, POLLUTION AND PREVENTION OF PREDATORS

Describe all pollution sources that could affect the farm (e.g. agricultural pesticides, industrial effluent).

If agricultural pesticides have been used in the area, provide details of chemicals used and levels in soil and in water supply to the site.

Describe predators (e.g. cormorants, water rats, wild fish) likely to occur in the area.

How do you propose to manage predators?

How will farm effluent be treated prior to discharge to "public water land" or irrigated?

How will you prevent farmed fish escaping? Give details of screens (material, aperture, size), barriers and methods to prevent escape during heavy rain for all of the facilities.

Describe procedures (including quarantine, treatment or disposal of effluent, after any disease outbreak) you will use to control disease and pollution.

Provide a list of chemicals and drugs you intend to use on the farm. At what stages of production will these be used and at what concentrations?

ENVIRONMENTAL EFFECTS

Will the project involve:

- Discharge of effluent to public water land
- Discharge of effluent for use in irrigation
- Has an EIS or an REF been prepared for the DA?

Will the project involve alteration, clearing, or other harmful effects to:

- Wetlands (e.g. mangroves, salt marshes, freshwater swamps)
- Seagrass beds
- Creeks or rivers (including intermittent streams) eg damming, alteration of flow

- Trees, shrubs, bush along watercourses
- Major native faunal habitats
- Terrestrial vegetation
- Nearby residences or developments e.g. through noise

If you answered “yes” to any of these effects, please give details:

Are there rare or endangered plants on the site?

Yes

No

Are there rare or endangered animals on the site?

Yes

No

What steps have been taken to establish this? (enquire at local Department of Environment and Conservation office)

If present, what is being done to conserve them?

Are there traditional Aboriginal sites on the land?

Yes

No

What steps have been taken to establish this? (enquire at local Department of Environment and Conservation office)

If present, what is being done to conserve them?

DEVELOPMENT APPLICATION & OTHER GOVERNMENT REQUIREMENTS

Does the local Council require a DA for the proposed development?

Yes

No

Has the proposal been discussed with these agencies:

DEC (Department of Environment and Conservation NSW)

DIPNR (Department of Infrastructure, Planning and Natural Resources)

Others (specify) _____

I/We lodge herewith the prescribed fee and certify that this is an accurate statement of my farming intentions.

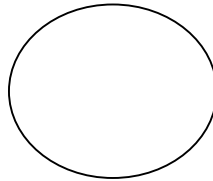
Dated this.....day of200.....

_____	_____
_____	_____
_____	_____
_____	_____

(Signature of all applicants)

(Witness)

Company Seal (if applicable)



Any application made by a company must be made under the common seal of that company and must be signed in accordance with the Memorandum and Articles of Association.

Glossary of terms used in this form

broodstock	parent fish used to produce offspring.
class C permit	authorising extensive aquaculture to be undertaken otherwise than on public water land.
class D permit	authorising intensive aquaculture to be undertaken otherwise than on public water land.
class E permit	authorising extensive freshwater aquaculture to be undertaken at 2 or more privately owned locations otherwise than on public water land.
class F permit	authorising a person to operate a fish pond, tank or other structure with a view to charging members of the public for the right to fish in the pond, tank or structure.
class H permit	authorising a fish hatchery to be operated.
DA	Development Application.
EIS	Environmental Impact Statement.
extensive	aquaculture undertaken without providing supplementary food for the fish or marine vegetation that are being cultivated.
facilities	buildings, structures, machinery, plant, tools, and equipment.
fish	all aquatic animals except marine mammals and reptiles or amphibians.
food	includes any form of nutrient.
grow-out	facilities for growing fish to market size.
hatchery	facilities for maintenance and maturation of broodstock, spawning (natural or artificial) and larval rearing.
intensive	aquaculture undertaken by providing supplementary food for the fish or marine vegetation that are being cultivated (whether or not naturally occurring food is consumed or available for consumption by the fish or marine vegetation).
L, ML, L/s	litres, megalitres, litres per second.
nursery	facilities for growing to small juvenile size eg from fry to fingerlings of weight 0.5g to 10.0g.
public water	land submerged by water (whether permanently or intermittently), being:

State land; or
Land vested in a public authority; or
land vested in trustees for public recreation or for any other public purpose; or
land acquired by the Minister under Division 1 of Part 8, but does not include land which is the subject of an aquaculture lease or land of which a person has exclusive possession under a lease under any other Act.

project the proposed fish farm, the development, the enterprise.

REF Review of Environmental Factors.

waterways Natural ie (a) sea or arm of the sea; or
(b) a bay, inlet, lagoon, lake or body of water, whether inland or not and whether tidal or non-tidal; or
(c) a river stream or watercourse, whether tidal or non-tidal.



NSW DEPARTMENT OF
PRIMARY INDUSTRIES

COMMERCIAL FARM DEVELOPMENT PLAN

These guidelines are applicable for hatchery, fish-out, grow-out and lease based operations.

Please answer all questions and attach extra pages, if necessary

OVERVIEW OF BUSINESS

FULL NAME or REGISTERED COMPANY NAME _____

BUSINESS ADDRESS _____

BRIEF DESCRIPTION OF AQUACULTURE FACILITY _____

AQUACULTURE PERMIT APPLIED FOR _____

1 PRODUCT DEFINITION

- Indicate which species you intend to farm, and to what level you will concentrate on each species.
- Estimate annual production for each species to be farmed. Base conservative estimates on the full farm area applied for, and not on future expansion:
 - Grow-out volume (oysters in dozens, other bivalves and finfish/crustaceans in kilograms)
 - Other (specify: e.g. fish-out in kilograms, fingerling or post-larval production in hatcheries, spat production in bivalve hatcheries)

2 OPERATING PLAN

- Where will you obtain seed stock, and is consistent production dependent on seed stock being accessible at all times of the year?
- What stocking rate do you anticipate (kg/ha for finfish and crustaceans, bags/ha for oysters)?
- Give details of husbandry practices you will use, including pond or tank preparation, stocking, pond or tank management and feeding, or, stick, tray or basket culture techniques?
- Provide details of the intended production strategy (e.g. use of a nursery phase, grading etc) and other factors as they relate to the production cycle.
- What feeds and feeding procedures will be used (intensive culture only)?
- What is the expected maximum daily feeding rate per unit area (intensive culture only)?
- How will the product be harvested e.g. seining, drain harvest, traps?

3 QUALITY ASSURANCE PROGRAM

- If produce is for human consumption, describe applicable handling procedures (e.g. harvesting, purging, slaughtering, cooking, processing, live transport or cold storage facilities, depuration for bivalves etc).
- Have you considered all applicable Quality Assurance or Food Safety Program provisions as required by NSW Food Authority, including access to a registered depuration plant where shellfish such as oysters are concerned, and the provisions of any local shellfish quality assurance programs that may apply?

4 FARM DEVELOPMENT PLAN

- Discuss site development potential and future expansion plans (if any) including timetable, facilities for area and anticipated production during the next five years.
- When is work on the business anticipated to commence?
- What is the expected initial capital investment in this business?
- What is the expected total capital investment in this business?

5 ORGANISATION AND PERSONNEL

- How many people will be directly employed in this operation? (excluding workers developing site but including yourself and other family members working on the farm):
 - At commencement of work on the business?
 - Over the next 12 months?
 - Ongoing?
- How many extra people other than normal employees will be employed developing the site only e.g. pond construction?
- Do you have adequate husbandry knowledge for the culture of your chosen species, or can you employ someone who does?

6 MARKET ANALYSIS

- What are the current average prices for the product you wish to culture, and what prices do you expect to receive for your product?
- What and where are your target markets, and what product form/s does your target market require?
- What are the distances between your farm and your markets, and is there available to you the necessary infrastructure to transport across these distances?

7 MARKETING AND SALES STRATEGY

- Discuss your product distribution timing (when can prices be maximized, when can market surplus be avoided). Include an operating schedule and production-timing schedule.
- Are there any opportunities for value adding of the product you wish to produce, and will you undertake any value adding for your product?
- What are your marketing strategies to assist you to develop new markets for your product?
- Can you compete against existing markets for your chosen product, including competition against wild caught product, or imported product from interstate or overseas?

8 RISK MANAGEMENT

- Discuss contingency strategies you will employ in your farming practices, and strategies for the management of business risks.

- How will you stage your development over a number of years to spread the risk?

9 FINANCIAL FORECAST

- Provide a cash flow analysis on your production estimates for a minimum of 3 crops, and indicate what assumptions this analysis has been based upon.
- What is the anticipated return on investment at full production capacity?
- Have you analysed your business on one of the computerised economic models available for aquaculture industries (for more information contact NSW DPI on 02 4982 1232).

For further information on the completion of the commercial farm development plan contact 02 4982 1232.

Other information can be obtained from the NSW DPI website at www.dpi.nsw.gov.au.