

# CLASS H HATCHERY AQUACULTURE PERMIT APPLICATION FORM



NSW DEPARTMENT OF  
PRIMARY INDUSTRIES

## Contents:

**Part 1 – Application Form**

**Part 2 – Commercial Farm Development Plan**

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

### Class “H” – Hatchery

- *A separate application form must be completed for Class C, D, E and F Aquaculture Permits*
- *Refer to the Glossary for a description of each class of permit, and other terms.*

The permit may be endorsed for the breeding of juveniles of various species including fish (e.g. Murray cod, golden perch, snapper etc) and invertebrates (eg 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](http://www.dpi.nsw.gov.au)

## EXPLANATORY NOTES FOR CLASS H 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 lodgement 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 thoroughly. You will be notified if more detailed environmental assessment is required.
- Permit applications will be rejected if the information supplied 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 that 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 for the business.

### **Annual Permit Contribution Fee**

As a condition of an 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 the NSW Food Authority on 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**

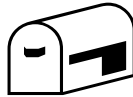
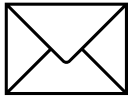
Permit holders may consider membership of an industry representative group such as an aquaculture association. A number of aquaculture associations are listed on the NSW DPI internet website: [www.dpi.nsw.gov.au](http://www.dpi.nsw.gov.au) For enquiries contact DPI (Division of Agriculture and Fisheries) 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:

<b>Applicant's Checklist</b>	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 fees. 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, <b>OR</b> , 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"> <li>• Location of farm in relation to adjoining waterways</li> <li>• Land ownership categories (if several, as stated in Question 1)</li> <li>• 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)</li> <li>• Existing vegetation type and cover. Wetland areas must be specified.</li> <li>• Flood contours for 1 in 100 year flood, if available. If not, obtain information on vulnerability of site to flooding.</li> </ul>	<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"> <li>• approximate pond dimensions (length, width, area, depth and volume)</li> <li>• areas to be excavated for reservoir and effluent storage</li> <li>• water supplies (include pumps)</li> <li>• reticulation design for the ponds</li> <li>• shed/site layout showing position of all broodstock holding, spawning, incubation and hatching facilities, quarantine and nursery facilities.</li> </ul>	<input type="checkbox"/>
8) Cross-sectional view (sketch) of ponds showing: <ul style="list-style-type: none"> <li>• pond bottom slopes</li> <li>• Water entry points to ponds</li> <li>• water exit points from ponds</li> </ul>	<input type="checkbox"/>

## LODGING 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 H (Hatchery) 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) 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](mailto: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

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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:

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**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.

**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?**

- Hatchery                       Nursery Facilities
- Quarantine                       Broodstock Facilities
- 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.**

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## THE FARM - GENERAL DETAILS

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

**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?**

**What is the depth to the local watertable?** \_\_\_\_\_

**How much soil will be excavated for ponds (m<sup>3</sup>) and will it be removed from the site?** \_\_\_\_\_

**What is the soil type and is it acid-sulphate?** \_\_\_\_\_

**Please provide brief details of the following facilities:**

- Hatchery building including building materials and insulation design

- Tank design in the hatchery including number, volume, shape, material and water supply/drainage systems for the following:

**Broodstock** \_\_\_\_\_

**Incubation** \_\_\_\_\_

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**Spawning**

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**Larval rearing**

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**Nurery**

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**Quarantine facilities**

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**Aeration facilities**

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**Water filtration**

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**Laboratory equipment**

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**Natural food production systems**

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## **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).**

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

Yes

No

Please give details.

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**Describe size and location of effluent storage facilities.**

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Can nursery ponds (if applicable) be gravity drained completely to dry bottom?

YES

No

Please explain method and estimated time to drain.

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Estimate combined volumes of ponds, tanks etc for hatchery, nursery, broodstock and other operations; maximum rate of water supply to each, and the expected daily exchange rates (as % of culture volume).

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

If culture water is to be recirculated, describe method: of recirculation, biological and mechanical filtration; and expected exchange rates.

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### CONTAINMENT OF STOCK, DISEASE, POLLUTION AND PREVENTION OF PREDATORS

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

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**Describe predators (eg cormorants, water rats, eels, wild fish) likely to occur in the area.**

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**How do you propose to manage these predators?**

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**Will farm effluent be discharged to natural waterways?**

Yes  No

If yes provide details \_\_\_\_\_

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**How will farm effluent be treated prior to discharge to waterways or land?**

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

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## 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 (attach additional pages if required):*

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### 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 NSW Office)**

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**If present, what is being done to conserve them?**

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**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 NSW Office)**

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**If present, what is being done to conserve them?**

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**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.

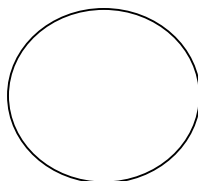
Dated this.....day of.....200.....

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(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

<b>broodstock</b>	parent fish used to produce offspring.
<b>class C permit</b>	authorising extensive aquaculture to be undertaken otherwise than on public water land.
<b>class D permit</b>	authorising intensive aquaculture to be undertaken otherwise than on public water land.
<b>class E permit</b>	authorising extensive freshwater aquaculture to be undertaken at 2 or more privately owned locations otherwise than on public water land.
<b>class F permit</b>	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.
<b>class H permit</b>	authorising a fish hatchery to be operated.
<b>DA</b>	Development Application.
<b>EIS</b>	Environmental Impact Statement.
<b>extensive</b>	aquaculture undertaken without providing supplementary food for the fish or marine vegetation that are being cultivated.
<b>facilities</b>	buildings, structures, machinery, plant, tools, and equipment.
<b>fish</b>	all aquatic animals except marine mammals and reptiles or amphibians.
<b>food</b>	includes any form of nutrient.
<b>grow-out</b>	facilities for growing fish to market size.
<b>hatchery</b>	facilities for maintenance and maturation of broodstock, spawning (natural or artificial) and larval rearing.
<b>intensive</b>	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).
<b>L, ML, L/s</b>	litres, megalitres, litres per second.
<b>nursery</b>	facilities for growing to small juvenile size eg from fry to fingerlings of weight 0.5g to 10.0g.
<b>public water</b>	land submerged by water (whether permanently or intermittently), being:

Crown 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 Department of Primary Industries on 02 4916 3867)?

**For further information on the completion of the commercial farm development plan contact 02 4916 3867.**

**Other information can be obtained from the NSW DPI website at [www.dpi.nsw.gov.au](http://www.dpi.nsw.gov.au).**