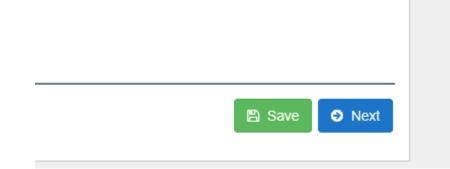


## Online Application for the Variation of an Aquaculture Licence - User guide

Useful tips for completing the application form

• If you wish to stop completing the form and resume at a later stage, you can save the information you have inserted by clicking the "Save" button on the right hand corner at the bottom of the form.



• You can go back to the previous page by clicking "Back" at the bottom of the page. Please note that you can only continue by pressing "Next" if the required fields on that page are filled in.

• Aquaculture Branch assesses applications for the grant or variation of an aquaculture licence in coastal waters in accordance with <u>Administrative Guideline No. 1</u>. Please refer to this guideline for further information on the licensing process.

• Should you have any enquiries in relation to the application process please email <u>aquaculture@dpird.wa.gov.au</u>.

## Step by step Instructions for Lodging the Application Form

- 1. If you do not hold a personal account already, please register by sending an email to <a href="mailto:aquaculture@dpird.wa.gov.au">aquaculture@dpird.wa.gov.au</a> with the following information:
  - Name;
  - Company name;
  - Email address; and
  - Contact phone number.
- Once you have set up a password and obtained a personal account you can apply for the variation of an aquaculture licence online by logging in at the following link: <a href="https://aqua.fish.wa.gov.au/#/login">https://aqua.fish.wa.gov.au/#/login</a>

3. Go to Form Vault and click on the start button under "Apply for Variation of an Aquaculture Licence".

		Application For Variation of an	Application For Grant of an Aquaculture Licence	Q Search
		Aquaculture Licence		Organisation
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			• Start	
		<ul> <li>Start</li> </ul>		
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- 4. The next page outlines general information on the application. Please read and click "Next" at the bottom right hand corner of the page to move to Part A of the application.
- 5. Please provide the type and number of the licence to be varied (e.g. IDCAxxxx) and click "Next" to proceed.
- 6. Part B of the application requires the applicant to provide more detail on the proposed area. Depending on if the proposed site is located on freehold land or non-freehold land, the corresponding additional information sheet will appear. Open the document and attach the relevant documents and forms by clicking on the "add files" button.
- 7. The next question refers to the Notation of a Security Interest on the Register. If you select "yes", you will be prompted with further questions. Please select the corresponding answers and provide the relevant documents if required by using the "add files" button at the end and click "Next" to continue.

General Information	Application For Variation of an Aquaculture Licence
Part A - Licence Details	
Part B - Additional Information ()	Part B - Additional Information
Part C - Applicant's Declaration	Proposed Variation
Part D - Execution of Application	* Is the licensed site on freehold land?
Submission	○ Yes ● No
	Prease provide the information specified in the following checklist by using the "add files" button.
	Additional Information Street
<b>—</b>	* Notation of a Security Interest on the Register
	* Has a Notation of a Security Interest on the Register been recorded against the licence?
	● Yes ○ No
	▼ Consent under section 142 (6)
	Information on 'Application for the Removal of a Notation of a Security Interest on the Register'.
1	* is an 'Application for the Removal of a Notation of a Security interest on the Register included with this application form?
	○ Yes 💽 No
	* Do you have the consent of security interest holder(s) to this application for variation proceeding within the 21 day period of notice specified in subsection 142(5) of the Act?
	○ Yes ○ No
	* Does the authorisation holder specified in Part A consent to this application for variation proceeding within the 21 day period of notice specified in subsection 142(5) of the Act?
	○ Yes ○ No
	* You must attach completed document/forms here
	+ Add lies. 🔋 Ramove All
	Maximum allowed size per file is 2.0 GB.

General Information Part A - Licence Details Part B - Additional Information	Application For Variation of an Aquaculture Licence Part B - Additional Information
Part C - Applicant's Declaration	Proposed Variation
Part D - Execution of Application Submission	* Is the licensed site on freehold land? O Yes   No
	Please provide the information specified in the following checklist by using the 'add files' button.     Additional Information Sheet
	Notation of a Security Interest on the Register
	* Has a Notation of a Security Interest on the Register been recorded against the licence? O Yes  No
	You must attach completed document/forms here     Add files.     Add files.
	Doc2.docx Uploaded
	O Back

- 8. Part C is a summary of the information you have inserted. Please take the time to review. If you have encountered a mistake you can click the back button at the bottom left hand side of the page to move back to the answer that you would like to amend. If everything is correct please tick the declaration box and go on "Next" to continue.
- 9. Part D is the execution of the application. The correct licence fee should appear at the start of the page. Please fill in the applicant's name and specify if the applicant is one person or a corporation. In the case of a corporation, please complete the signature document (highlighted in blue) and attach a scanned photo ID as described on the form.

Part A - Leence Details         Part B - Additional information         Tat B - Applicant's Declarator         Submission             * Intra Applicant's Declarator             * Submission             * Tat Fee Payable             * Submission             * Intra Applicant's Declarator             * Submission             * Intra Applicant Name:             * Is the applicant more than one person or a corporation?             * Is the applicant more than one person, or a corporation is applying, complete the Signature document.                      * Tore Department requires the identity of signatories to be verified. Please attach a copy of photo identification (i.e. driver's licence, passport, proof of age card) of al signatories. </th <th>General Information</th> <th>Application For Variation of an Aquaculture Licence</th>	General Information	Application For Variation of an Aquaculture Licence
Part B - Additional Information Part C - Additional Informati	Part A - Licence Details	
Part D. Execution of Applications of Comparison of a Corporation of a Corporation?   Submission     * Is the applicant more than one person or a corporation?   Yes   No   If more than one person, or corporation is applying, complete the Signature document.   * Yes   No   The Department requires the identity of signatories to be verified. Please attach a copy of photo identification (i.e. driver's licence, passport, proof of age card) of all signatories.   *You must attach photo ID and Signature document (if applicable) here. * You must attach photo ID and Signature document (if applicable) here. * You must attach photo ID and Signature document (if applicable) here. * Signature Please sign on the line below	Part B - Additional Information	
Part D_ rescution of	Part C - Applicant's Declaration	
Submission         *Is the applicant more than one person or a corporation?         ● Yes       No         If more than one person, or corporation is applying, complete the Signature document.       Image: Comparison of age card) of all signatories.         *You must attach photo ID and Signature document (if applicable) here.       Image: Comparison of the is 20 GB         *Signature       Please sign on the line below	Part D – Execution of O	
<ul> <li>Ves No</li> <li>If more than one person, or corporation is applying, complete the Signature document.</li> <li>The Department requires the identity of signatories to be verified. Please attach a copy of photo identification (i.e. driver's licence, passport, proof of age card) of all signatories.</li> <li>*You must attach photo ID and Signature document (if applicable) here.</li> <li>Add these</li> <li>Maximum allowed size per file is 2.0 GB</li> <li>*Signature</li> </ul>	Submission	* Print Applicant Name
		<ul> <li>Yes on No</li> <li>If more than one person, or corporation is applying, complete the Signature document.</li> <li>The Department requires the identity of signatories to be verified. Please attach a copy of photo identification (i.e. driver's licence, passport, proof of age card) of all signatories.</li> <li>You must attach photo ID and Signature document (if applicable) here.</li> <li>And Times</li> <li>Naximum attowed size per file is 2.0 GB.</li> <li>* Signature</li> <li>Please sign on the line below</li> <li>Image: Signature</li> <li>Image: Signa</li></ul>
* Date		

If the applicant is one person, please sign on the line and attach a scanned photo ID.

The Department requires the identity of sign	atories to be verified. Please attach a copy of photo identification (i.e. driver's licence, passport, proof of age card) of all signatories.	
* You must attach photo ID and Signature d	ocument (if applicable) here.	
+ Add files		
Maximum allowed size per file is 2.0 GB.		
* Signature		
Please sign on the line below		
/ Clear		
* Date		
25/10/2017		
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- 10. Click on the green "confirm" button. You will subsequently receive an email acknowledgement with a receipt number. Please keep this email for your records.
- 11. Automatically, you will be directed to Part E of the application to provide payment details. Complete the required fields and proceed by clicking on the button "Pay Now". A payment receipt will be emailed to you.

Part A - Licence Details	Application For Variation of an Aquaculture Licence
Part B - Additional Information	
Part C - Applicant's Declaration	Part E - Payment
Part D - Execution of Application	Card number
Part E - Payment O	x000000000000 🔒
Submission	Expiry date Security code
	● Back

12. Aquaculture Branch has now received your application. If you are required to provide further information, you will be notified.

You will be able to track the stages of your application online by accessing your account.