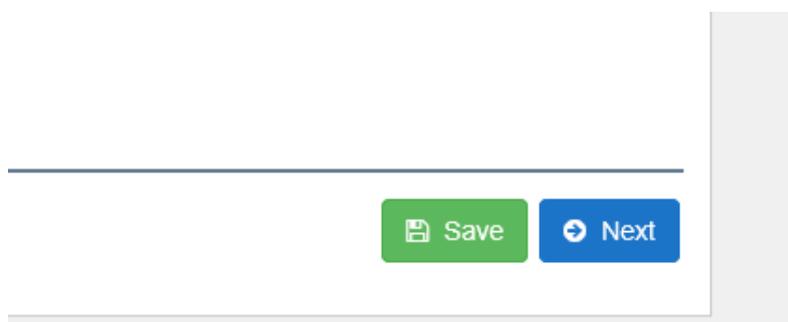


Online Application for the Grant of an Aquaculture Lease - User guide

Useful tips for completing the application form

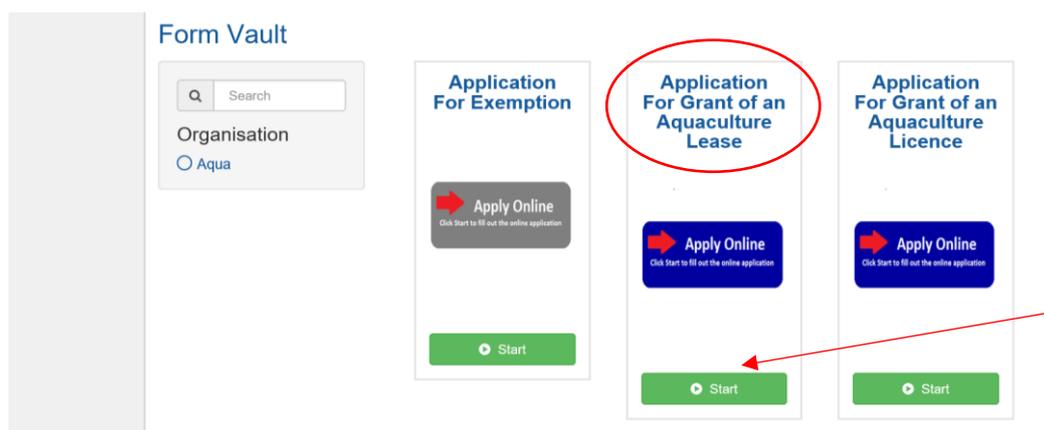
- If you wish to stop completing the form and resume at a later stage, you can save the information you have inserted by clicking the “Save” button on the right hand corner at the bottom of the form.



- 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 lease applications in accordance with [Administrative Guideline No. 1](#). Please refer to this guideline for further information on the process.
- Should you have any enquiries in relation to the application process please email aquaculture@dpird.wa.gov.au.

Step by step Instructions for Lodging the Application Form

1. Once you have requested an online account and set up a password, please login at <https://aqua.fish.wa.gov.au/#/login>.
2. Go to Form Vault (top right-hand side) and click on the start button of the lease application form.



3. 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.
4. **PART A – Applicant.**
Please provide details of the applicant, noting that you will not be able to proceed unless all required fields (marked with an asterisk) have been completed.

N.B. When providing phone number details, please maintain the following format: (08) xxxx xxxx or 04xx xxx xxx.

5. PART B – Additional Information.

Please complete the items within the additional information sheet. Attach the relevant documents and forms by clicking on the “Add files” button. Click “Next” to continue.

The screenshot shows the 'Part B - Additional Information' section of the 'Application For Grant of an Aquaculture Lease' form. On the left is a navigation menu with options: General Information, Part A - Applicant, Part B - Additional Information (selected), Part C - Applicant's Declaration, Part D - Execution of Application for an Aquaculture Lease, and Submission. The main content area includes several questions with radio button options: 'Is the proposed site within an Aquaculture Development Zone (ADZ)?' (Yes/No), 'Does an aquaculture licence already exist over the proposed site?' (Yes/No), and 'Has an application for an aquaculture licence been submitted?' (Yes/No). A blue bar indicates that if the answer is 'No', the applicant must provide details. Below this, another blue bar asks for information from specific documents: 'Additional Information Sheet' and 'Aquaculture Development Plan Template'. A red arrow points to the 'Add files...' button, which is used to upload these documents. The maximum allowed size per file is 2.0 GB. At the bottom, there are 'Back', 'Save', and 'Next' buttons.

6. PART C – Applicant’s Declaration.

This part provides a summary of the information you have provided. Please take the time to review. If you have encountered a mistake, you are able to click the “Back” button at the bottom left-hand-side of the page to move back to the part that you would like to amend. If everything is correct, please tick the declaration boxes and click on “Next” to continue.

7. PART D – Execution of Application.

The correct application 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 (hyperlinked) and attach scanned photo IDs as described on the form.

The screenshot shows the 'Part D - Execution of Application for an Aquaculture Lease' section. The navigation menu on the left is updated, with 'Part D - Execution of Application for an Aquaculture Lease' selected. The main content area shows the 'Total Fee Payable' as '\$1.00'. There is a text input field for the 'Print Applicant Name'. A question asks 'Is the applicant more than one person or a corporation?' with 'Yes' selected. A red arrow points to the 'Signature' document link. Below this, a note states that the Department requires the identity of signatories to be verified and that a copy of photo identification (e.g., driver's licence, passport, proof of age card) must be attached. Another 'Add files...' button is provided for these documents. A 'Date' field is filled with '15/10/2020'. At the bottom, there are 'Back' and 'Confirm' buttons.

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

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.

+ Add files...

Maximum allowed size per file is 2.0 GB.

* Signature

Please sign on the line below



Clear

* Date

15/10/2020

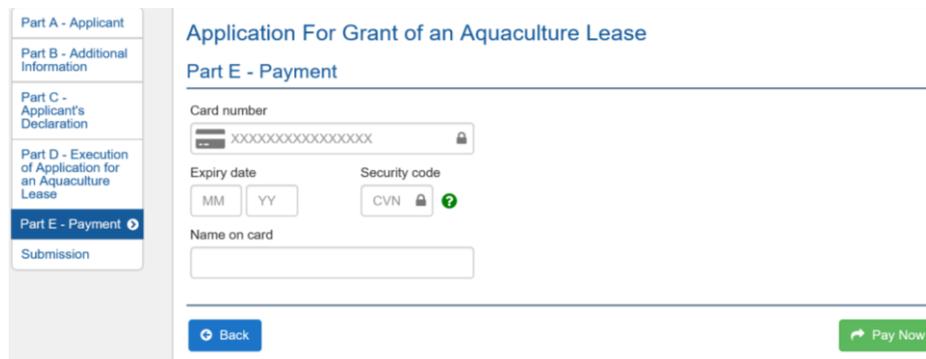
Back

Confirm

Click on the green “Confirm” button. You will subsequently receive an email acknowledgement with a receipt number. Please keep this email for your records.

8. PART E – Payment.

Automatically, you will be directed to provide payment by credit card. Complete the required fields and proceed by clicking on the button “Pay Now”. Confirmation of payment will be emailed to you.



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

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