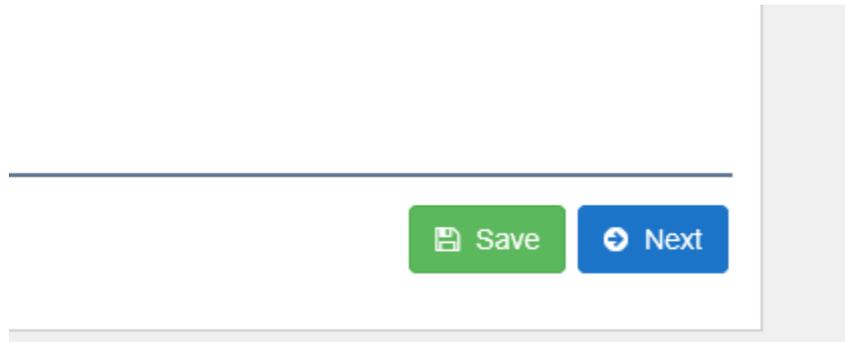


Online Application for the Variation of an Aquaculture Licence - User guide

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.



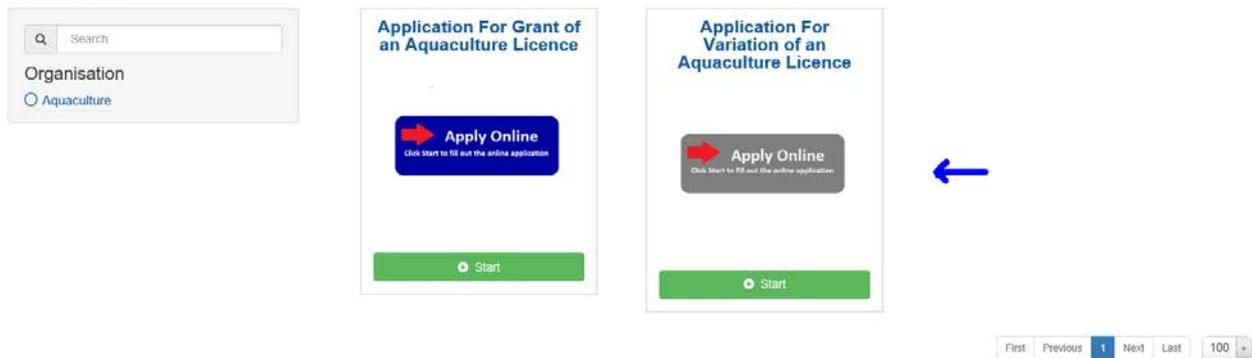
- You can go back to the previous page by clicking “Back” at the bottom of the page. Please note that you can only continue by pressing “Next” if the required fields on that page are filled in.
- Aquaculture Branch assesses applications for the grant or variation of an aquaculture licence in coastal waters in accordance with [Administrative Guideline No. 1](#). 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 aquaculture@dpird.wa.gov.au.

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 aquaculture@dpird.wa.gov.au with the following information:
 - Name;
 - Company name;
 - Email address; and
 - Contact phone number.
2. 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:
<https://aqua.fish.wa.gov.au/#/login>

- Go to Form Vault and click on the start button under “Apply for Variation of an Aquaculture Licence”.

Form Vault



- 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.
- Please provide the type and number of the licence to be varied (e.g. IDCAxxxx) and click “Next” to proceed.
- 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.
- 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.

Application For Variation of an Aquaculture Licence

Part B - Additional Information

Proposed Variation

* Is the licensed site on freehold land?
 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?
 Yes No

* You must attach completed document/forms here

+ Add files Remove All

Maximum allowed size per file is 2.0 GB

Doc2.docx Uploaded

[Back](#) [Save](#) [Next](#)

- 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.
- 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.

Application For Variation of an Aquaculture Licence

Part D - Execution of Application

Total Fee Payable
\$999.00

* Print Applicant Name

* 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.

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

[Back](#) [Confirm](#)

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

 25/10/2017

[Back](#) [Confirm](#)

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

Part B - Additional Information

Part C - Applicant's Declaration

Part D - Execution of Application

Part E - Payment

Submission

Application For Variation of an Aquaculture Licence

Part E - Payment

Card number

Expiry date Security code
  

Name on card

[Back](#) [Pay Now](#)

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.