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**ADDITIONAL INFORMATION SHEET**

**APPLICATION FOR THE VARIATION OF AN AQUACULTURE LICENCE**

This sheet is to be used in conjunction with an Application for the Variation of an Authorisation (the Application).

**Details of Application to which this Additional Information Sheet relates:**

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date of execution of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PART A – General Information** |
| Attach additional information to this sheet under the following headings:1. **Aquaculture licence number**
2. **Species to be added (if applying to add species) and culture methods**

*List the species of fish to be added and provide details of the proposed source of broodstock, culture methods and the feed type and source.*1. **Coordinates (if applying to add an area)**
 | Checklist□□□ |

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| **PART B – Management and Environmental Monitoring Plan** |
| If no Management and Environmental Monitoring Plan (MEMP) is currently required for the licence, and a new species is being applied for, check the [MEMP Guidance Statement](http://www.fish.wa.gov.au/Documents/Aquaculture/memp_guidance_statement.pdf) to determine if a MEMP is now required.\*If so, complete a MEMP using the [MEMP Document Template](http://www.fish.wa.gov.au/Documents/Aquaculture/memp_document_template.doc).If a MEMP is already in place for the licence, provide an updated version that accommodates the variation.\*Note that there are different categories of MEMPs defined within the MEMP Guidance Statement. | Checklist□□ |

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| **PART C – Marking and Lighting** |
| If applying to add an area within WA Coastal Waters, provide a completed marking and lighting form with the application. The associated form is:[Marking and Lighting Assessment Form](http://www.fish.wa.gov.au/Documents/aquaculture_licencing/marking_and_lighting_guidance_statement.pdf) | Checklist□ |

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| **PART D – Translocation** |
| If applying to add species, provide a completed translocation application form with the application, if one is required. The associated form is:[Translocation Application Form](http://www.fish.wa.gov.au/Sustainability-and-Environment/Aquatic-Biosecurity/Translocations-Moving-Live-Fish/Pages/Automated-Translocation-Process.aspx) | Checklist□ |

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| **PART E – Business Plan** |
| If the variation relates to a licence on non-freehold land or waters, provide a business plan that includes as a minimum:1. **Business details**

*Corporate structure, directors, constitution etc., including a general outline of management structure and governance arrangements.*1. **Legal considerations**

*Identify and demonstrate awareness of relevant legislation.*1. **Insurance and risk management**
2. **Management and operations**

*Details of on-site management and operational aspects of the operation, referring to current and proposed future activities.*1. **Marketing**
2. **Financial information**

*Estimate of costs to implement variation, statement of assets and liabilities, cash flow, financial projections (IRR, NPV) etc.* | Checklist□□□□□□ |

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| **PART F – Fit and Proper Person Criterion** |
| Attach additional information on your honesty, knowledge and ability to conduct the activities being applied for. As a minimum, provide:1. **Previous convictions**

*Provide details of any history of criminal conduct and any previous convictions for offences under any legislation (including but not limited to the Act and Regulations).*1. **Statement of capability**

*Provide details of previous aquaculture or other relevant experience, including performance and locations. The capability statement should demonstrate an understanding of requirements for establishing and operating a commercially viable aquaculture business.*1. **Personnel**

*Provide details of the management and staff to be employed on the proposed operation, including their* curricula vitae*. Information should also be provided on any areas of specialist expertise required for farm management and operations.*1. **Linkages**

*Provide information on current or proposed linkages with institutions or other organisations for specialist services, such as biosecurity and fish health.* | Checklist□□□ |

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| **PART G – Better Interests Criterion** |
| Attach additional information on how the variation will be in the better interests of the State and the community. As a minimum, provide details on:1. **Employment and community engagement**

*Provide information on any engagement with, and efforts or undertakings to provide employment opportunities for, local communities.*1. **Economic benefits**

*Provide a brief indication of economic benefit to the State or region, including any flow-on or multiplier effects of the proposed activity on regional businesses and communities.* | Checklist□□ |