****

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |
| --- | --- |
| **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  □  □  □ |

|  |  |
| --- | --- |
| **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  □  □ |

|  |  |
| --- | --- |
| **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  □ |

|  |  |
| --- | --- |
| **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  □ |

|  |  |
| --- | --- |
| **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  □  □  □  □  □  □ |

|  |  |
| --- | --- |
| **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  □  □  □ |

|  |  |
| --- | --- |
| **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  □  □ |