Application for a Fish-Farm Licence

Complete when applying for a new licence or transferring an existing licence

Fisheries New Zealand
Tini a Tangaroa

APPLICATION GUIDELINES

Please read the following information before completing this application form.

1. This form applies to land-based aquaculture.
2. Use this form when applying for a new fish-farm licence or when wishing to transfer an existing licence from one licensee to another licensee, under the Freshwater Fish Farming Regulations 1983.
3. All species to be farmed must be specified in the "Notice Specifying Fish Species Which May Be Farmed (2020) (Notice No. MPI 1134)" https://gazette.govt.nz/notice/id/2020-go1484
4. A fish farmer may only acquire or be in possession of any fish, aquatic life, or seaweed from sources prescribed in section 192A of the Fisheries Act 1996 https://www.legislation.govt.nz/act/public/1996/0088/latest/DLM398393.html
5. The fee for processing applications is provided at the end of this form.
6. Applicants will be required to attend an interview with Fisheries New Zealand before a decision is made on an application. Other farm staff may also be required to attend the interview.
7. For full details on what is required to submit a complete fish-farm licence application please refer to the Fisheries New Zealand website and our "*Guide to setting up and operating a land-based aquaculture farm*": https://www.mpi.govt.nz/fishing-aquaculture/aquaculture-fish-and-shellfish-farming/setting-up-land-based-fish-farm/

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

The following information is provided to assist you with your application. Please ensure you follow these instructions before submitting the form.

1. You must submit a completed and signed application form together with all required documentation.
2. Applications will not be processed if the application form is not completed in full and signed, and all the required documentation is not provided.
3. Fisheries New Zealand may request further information on your application.
4. Failure to supply full and legible details may result in delays in processing your application and incur additional costs.
5. Please email your completed application and required documents to fishfarm@mpi.govt.nz with the subject line: "**Application for new fish-farm licence [Business name]** or **Application to transfer a fish-farm licence [Business name]"** (as applicable).
6. Applications can take up to three months to process.
7. The terms 'fish farm', 'fish farmer' and 'fish farming' are defined in section 2 of the Fisheries Act 1996.
8. Client - To be granted a fish-farm licence you / the business must be registered as a client of Fisheries New Zealand or use an existing client registration. To register please see the Aquaculture section on the FishServe website. https://fishserve.co.nz/forms

Section A – Applicant information

Applicant / Business name: *(name to appear on the fish-farm licence)*	
Client number: *(the number provided to you by FishServe)*	
Contact person: *(if different from above)*	
Role of contact person:	
Postal address: *(postal address of the business)*	
Email:	
Mobile:	**Landline:**

This application is:	
	for a new fish-farm licence (go to Section B – Farm details)
	to transfer an existing licence (go to Section F – Water details)

Section B – Farm details

Physical farm address:				
Farm system: (tick all that apply)		**Recirculating Aquaculture System (RAS)**		**Indoors**
		Flow in and out / flow through		**Outdoors**
		Pens / cages		**Raceways**
		Other (please specify)		
Purpose of farm: (tick all that apply)		**Food production (human consumption)**		**Research / education**
		Environmental management		**Fisheries enhancement**
		On site fishing		**Other** (please specify below)

Section C – Species details

Note: Additional species may be listed on a separate page

Common name	Scientific name

Section D – Sources of species to be farmed

Tick one or more:

☐ A licensed or registered fish farmer
☐ a licensed fish receiver
☐ Other *(please specific below)*

Section E – Separation and containment of farmed stock

How are wild fish, aquatic life and seaweed stopped from entering the farm?
(Give details of the measures used to stop wild fish, aquatic life, and seaweed from entering the fish farm)

How are farmed fish, aquatic life and seaweed prevented from escaping the farm?
(Give details of the measures used to stop farmed fish, aquatic life, and seaweed from escaping the fish farm)

Section F – Water details

Give answers below and supported with copies of the resource consents, other permissions, or evidence from the relevant unitary authority (council) that authorises the proposed farming activity and the ability to draw water from and return water to any lake, river, stream or the sea for the fish farming activity.

Water source:
(Give details of from where and how water will be supplied to the fish farm)

Treatment of incoming water
(Give details of how incoming water will be treated, if any)

Water discharge:
(Give details of to where and how water will be discharged from the fish farm)

Treatment of exiting water:
(Give details of how water discharged from the fish farm will be treated, if any)

Section G – Right to occupy the site

Please indicate whether you own or lease the land the proposed fish farm is to be situated on (tick as applicable)

☐ **Own the land** (Provide copies of all the certificates of title for the land the farm is situated on)

☐ **Lease the land** (Provide copies of all the lease agreements for the land the farm is situated on)

Section I - Declaration *(This application will not be processed without the applicant's signature)*

I / we certify:

- ☐ that the information provided in this application is true and accurate to the best of my/our knowledge;
- ☐ that I/we am/are aware that it is an offence under section 230 of the Fisheries Act 1996 to supply false or misleading information;
- ☐ that I/we have read and understood the section relating to the **collection of personal information**.

Applicant's Signature: **Applicant's Name:** **Date:**

Fees and charging policy

The fee for processing fish-farm licence applications is based on the processing time charged at the rate of **NZ$133.88 per hour** (incl. GST) or part hour.

The average time to process an application for a new licence is approximately 18 hours which equates to a fee of NZ$2409.84. The average time to process an application to transfer an existing licence is approximately 6 hours which equates to a fee of NZ$803.28.

It is important to complete the application in full and supply all and only the required documentation. Failure to do so may require additional time to be spent processing your application which will be reflected in the final processing fee.

After your application has been processed, the Ministry for Primary Industries (MPI) will issue an invoice. If you are not already a customer of MPI (that is, you have not previously received an invoice from MPI) you will also be requested to complete an Application for Credit Account. Your fish-farm licence will be granted after the processing fee has been paid.

We aim to process applications within one month of receiving the completed application with all the required documentation. However, it can take up to three months depending on the number of applications ahead of your application.

Collection of personal information

The personal information you provide on this form and with your application is being collected to enable the Minister for Oceans and Fisheries to consider whether to grant you a fish-farm licence under the *Freshwater Fish Farming Regulations 1983*.

The agency collecting and holding your information is the Ministry for Primary Industries, PO Box 2526, Wellington 6140.

The collection of this information is authorised under regulation 6 of the *Freshwater Fish Farming Regulations 1983*. It is mandatory that you supply the information requested on this form.

Your application for a fish-farm licence will not be processed if you do not provide all the information requested on this form. It is an offence under section 230 of the *Fisheries Act 1996* to make any false or misleading statement or omit any material information in this application.

You have the right to access and correct your personal information.

Submitting your application

Please submit the completed application form and all the supporting documents by email to fishfarm@mpi.govt.nz. Include ONLY the documents requested. Original documents are not required.

The email subject line should state: **Application for new fish-farm licence [Business name]** or **Application to transfer a fish-farm licence [Business name]** (as applicable).

The following must be submitted to qualify as a complete application:

- ☐ Completed and signed application form.
- ☐ Evidence that the unitary authority approves the proposed activity and the take and discharge of water for the farm (such as resource consents) for the proposed farm.
- ☐ Evidence of the right to occupy the site (such as certificates of land titles or lease agreements)
- ☐ Evidence that the farm is planned and can operate to the principles of good farming practices
- ☐ Evidence of the qualifications, training, or experience of the applicant or the farm manager
- ☐ A plan or plans of the proposed farm area / boundary and water source and discharge points
- ☐ Evidence of other statutory approvals such as to occupy the foreshore, right of concession, etc.
- ☐ For freshwater species only, evidence that Fish & Game has been given written notice of the proposed farm

Failure to provide all items in the checklist may result in delays and increase the cost of processing your application.