Online Application for the Grant 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.
- When providing phone number details on Part A, please maintain the following format: (08) xxxx xxxx or 04xx xxx xxx.
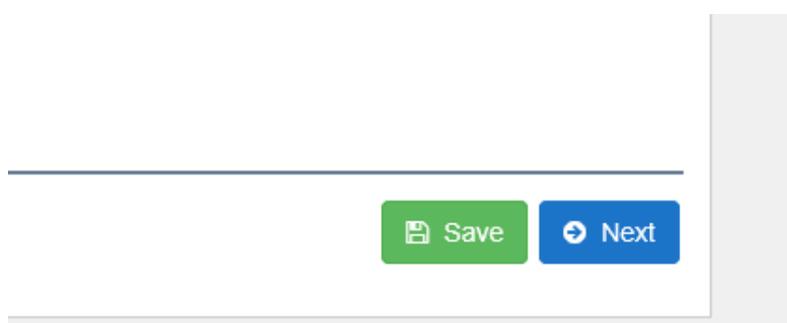
- You can go back to the previous page by clicking "Back" at the bottom of the page. Please note that you can only continue by pressing "Next" if the required fields on that page are filled in.
- Aquaculture Branch assesses licence applications for aquaculture in coastal waters in accordance with Administrative 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. To apply for a new aquaculture licence online, please register **here** (hyperlink).
2. After you have registered and set up a password, please go to the following page to start completing the form https://aqua.fish.wa.gov.au/#/login
Go to Form Vault and click on the start button.

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. Complete the personal details on the applicant. Please note that you will not be able to proceed unless all required fields (marked with and asterisk) have been completed. Part B of the application requires the applicant to provide more detail on the proposed area. Depending on if the proposed site is located in an Aquaculture Development Zone, freehold land or non-freehold land, the corresponding additional information sheet appears. Open the document and attach the relevant documents and forms by clicking on the "add files" button and click next to continue.

5. 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 boxes and click on "Next" to continue.

6. 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.

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

7. 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. 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.

9. 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.