

## F3004 – Application to Add / Remove a Supervisor of a Fishing Licence

Complete this form to add or remove a supervisor to/from any of the following fishing licences: vessel (FLV), abalone dive (FLAD), commercial dive (FLCD), King Island kelp (FLKIK), undaria (FLU), minor shellfish (FLMS) or a fish processing licence (FPL).

### What You Need To Do

1) Both the licence holder and supervisor must sign this form ensuring all details are fully completed and dated.

#### PART A - Licence Holder Details

#### PART B - Add Supervisor Details

#### PART C - Remove Supervisor Details

#### PART D - Checklist

#### PART E - Method of Payment





2) By signing this form all parties declare that the information they have provided in making this application, giving this document or making this statement is true and correct and that they have not omitted any information or omitted any matter knowing that without that matter the information provided is false or misleading.

Note: it is an offence under the *Living Marine Resources Management Act 1995* to make a statement knowing it to be false or misleading; or omit any matter from a statement knowing that without that matter the statement is false or misleading.

3) A checklist of required items is provided. Incomplete applications will result in a delay in the consideration of the application.

4) A fee applies to add a supervisor to a licence. Refer to the schedule of fees listed on the DPIPWVE website [www.fishing.tas.gov.au/forms](http://www.fishing.tas.gov.au/forms) or contact DPIPWVE Commercial Fisheries Licensing. Fees are reviewed annually with changes taking effect each 1<sup>st</sup> of July.

5) Submit all pages of the application form (including Method of Payment) along with supporting documents to DPIPWVE:

 **Fax** 03 6173 0252  
 **Email** [fisheries.licensing@dPIPWE.tas.gov.au](mailto:fisheries.licensing@dPIPWE.tas.gov.au)  
 **Post** GPO Box 44, Hobart, TAS, 7001  
 **Person** Level 1, 134 Macquarie Street, Hobart, Tasmania

Further information:

 **Phone** 03 6165 3000  
 **Website** [www.fishing.tas.gov.au](http://www.fishing.tas.gov.au)

### PART A - Licence Holder Details

I/We the undersigned licence holder apply to:  
(please tick option(s) required)

**Add a Supervisor** and/or  **Remove a Supervisor**

**Is this a Purge Supervisor?**  **Yes**  **No**  
(minor shellfish licences only)

**Name of Licence Holder** (as it appears on fishing certificate)


**Phone Number**

You must identify the licence or package this application relates to by listing one fishing licence type and entitlement number. If your package includes a FLV, please supply vessel details.

**Type of Licence**

(e.g. rock lobster, fish processing)

**Licence Entitlement Number**

**Vessel name**

**Distinguishing Mark**



(if no vessel listed write "None" for vessel name)

**Signature of Licence Holder/NNP**

**Date**



**Printed Name of Licence Holder/NNP**

Office Use Only

**DATE STAMP**

Receipt Details  
Receipt No:  
Amount:  
Date:  
Signed:

Minister's Delegate Approval  
Signed:  
Position No:  
Transaction No:  
Date:

## F3004 – Application to Add or Remove a Supervisor of a Fishing Licence

### PART B - Add Supervisor Details

Fish Processing Place/s and Plant Number/s (FPL only)


Name of Supervisor

Date of Birth

Residential Address (new clients only)


Postal Address (new clients only and if different from residential)


Phone Number

Email Address (new clients only)

**Email Consent** (tick to consent)

 I consent to receive all fishing documents  
to the above email address

Signature of Supervisor

Date

### PART C - Remove Supervisor Details

Fish Place/s and Plant Number/s (FPL only)


Name of Supervisor

Phone Number

Email Address

Signature of Supervisor

Date

### PART D - Checklist

#### ADD Supervisor

	Client Use	Office Use
Proof of ID ..... (presented at counter or a certified copy)	<input type="checkbox"/>	<input type="checkbox"/>
IMAS logger (FLAD only) .....	<input type="checkbox"/>	<input type="checkbox"/>
Conviction checks .....	N/A	<input type="checkbox"/>
Docket books provided .....	N/A	<input type="checkbox"/>
Check VMS Notice to Fit required .....	N/A	<input type="checkbox"/>
Email IMAS (FLAD only) .....	N/A	<input type="checkbox"/>

#### Remove Supervisor

	Client Use	Office Use
Returns up to date .....	<input type="checkbox"/>	<input type="checkbox"/>
De-assign uncaught quota units (FLAD only) .	<input type="checkbox"/>	<input type="checkbox"/>
IMAS logger returned (FLAD only) .....	<input type="checkbox"/>	<input type="checkbox"/>
Docket books returned .....	<input type="checkbox"/>	<input type="checkbox"/>
(FLAD, FLCD, FLKIK, & FLU only)		
Admin action if no supervisor signature .....	N/A	<input type="checkbox"/>
Email IMAS (FLAD only) .....	N/A	<input type="checkbox"/>

## F3004 – Application to Add or Remove a Supervisor of a Fishing Licence

Your personal information will be collected for the purpose of managing Tasmania's living marine resources under the Living Marine Resources Management Act 1995 (the LMRMA) and the Fishing (Licence Ownership and Interest) Registration Act 2001 (FLOIRA), and will be used by the Department for purposes permitted by these Acts. Failure to provide this information may result in your application not being processed or the service you have requested not being provided.

Your personal information will be used for the primary purpose for which it is collected and may be disclosed to certified fishing bodies to enable the provision of industry information to you. Your personal information may also be disclosed to a service provider nominated by DPIPWWE to provide fishery assessments and management advice on fishery issues, this includes the Institute of Marine and Antarctic Studies (IMAS).

The LMRMA requires the Secretary DPIPWWE to keep a register of authorisations and fishing certificates. A person may be allowed to obtain a copy of, or an extract from, an entry in the register. The FLOIRA requires the Registrar to keep a register of ownership and interests in fishing licences. The Registrar is to make the register available for public inspection and a person may be allowed to obtain a copy of, or an extract from, any entry in the register.

By providing the Department with your personal information, you consent to the information being used for the purposes for which it has been collected. You may access your personal information on written request to the Department, and you may be charged a fee for this service.

You may also be required on this form to provide the Department with personal information of third parties. By providing this information and signing this form, you are declaring that the third parties have read this statement and consent to their personal information being provided to the Department on their behalf, and the use and disclosure of that information by the Department accordingly.

### PART E - Method of Payment

#### Receipt/Payee Name

#### Receipt/Payee Postal Address


#### Method of Payment (tick option required)

- Cheque or Money Order (payable to DPIPWWE)
- Cash (only at Hobart Fisheries Office, Level 1, 134 Macquarie Street, Hobart, Tasmania)
- EFTPOS (only at Hobart Fisheries Office, Level 1, 134 Macquarie Street, Hobart, Tasmania)

#### Electronic Bank Transfer to:

Account Name: DPIPWWE Clearing Account

BSB: 037 001

Account Number: 268 083

Attach a copy of the bank transfer receipt, as proof of payment, when lodging the application to the Department, or provide details of bank transfer below:

Amount \$

Date

Reference

**If we cannot identify your payment it may be refunded and consideration of your application delayed.**

#### OFFICE USE ONLY

Item Code: Add Supervisor

FLAD AB - 13177

ALL OTHER LICENCES FL - 15805