



Licensing & Quota Management System (LQMS)

Fisher USER GUIDE

2026

Version 3



This user guide has been provided to assist users in onboarding and accessing LQMS.

Please take time to read the instructions.

For further assistance:

If you have any queries or require further assistance in accessing LQMS.

Call

- Commercial Licensing team on **1800 620 896** during business hours
- Duty officers on **0418 519 215** – 7 days a week including after hours

Email

- commercial.licensing@vfa.vic.gov.au

Your local Fisheries Officer or Fisheries Manager will also be able to support you to get on the system.

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Introduction

The VFA has developed a new **Licensing and Quota Management System (LQMS)**. LQMS is an online portal that will allow you to manage all your licensing and quota transactions in one place, including:

- Licence renewals
- Quota transfers and balances
- Operator transfers
- Vessel registrations
- Permit applications
- eQuota Catch Reporting
- Other licensing transactions

This *Onboarding User Guide* has been provided for users to become familiar with LQMS, learning to log in and complete primary functions in LQMS. This guide will continue to develop over time. Please refer to the VFA Website for the most recent version available for your reference.

TOOLS REQUIRED TO ACCESS LQMS

To access LQMS, you will need:

1. A **device with internet access**. i.e. mobile phone / laptop / iPad.
2. Your Personal File Number (PFN) (if applicable)
 - If you already have a PFN used for Fisherweb/eCatch, you will use this to create an account in LQMS. If you do not have a PFN, you may sign up
3. Access to your **email address & mobile phone number** that will be associated with your LQMS login.

Once you have the above ready, please go to:



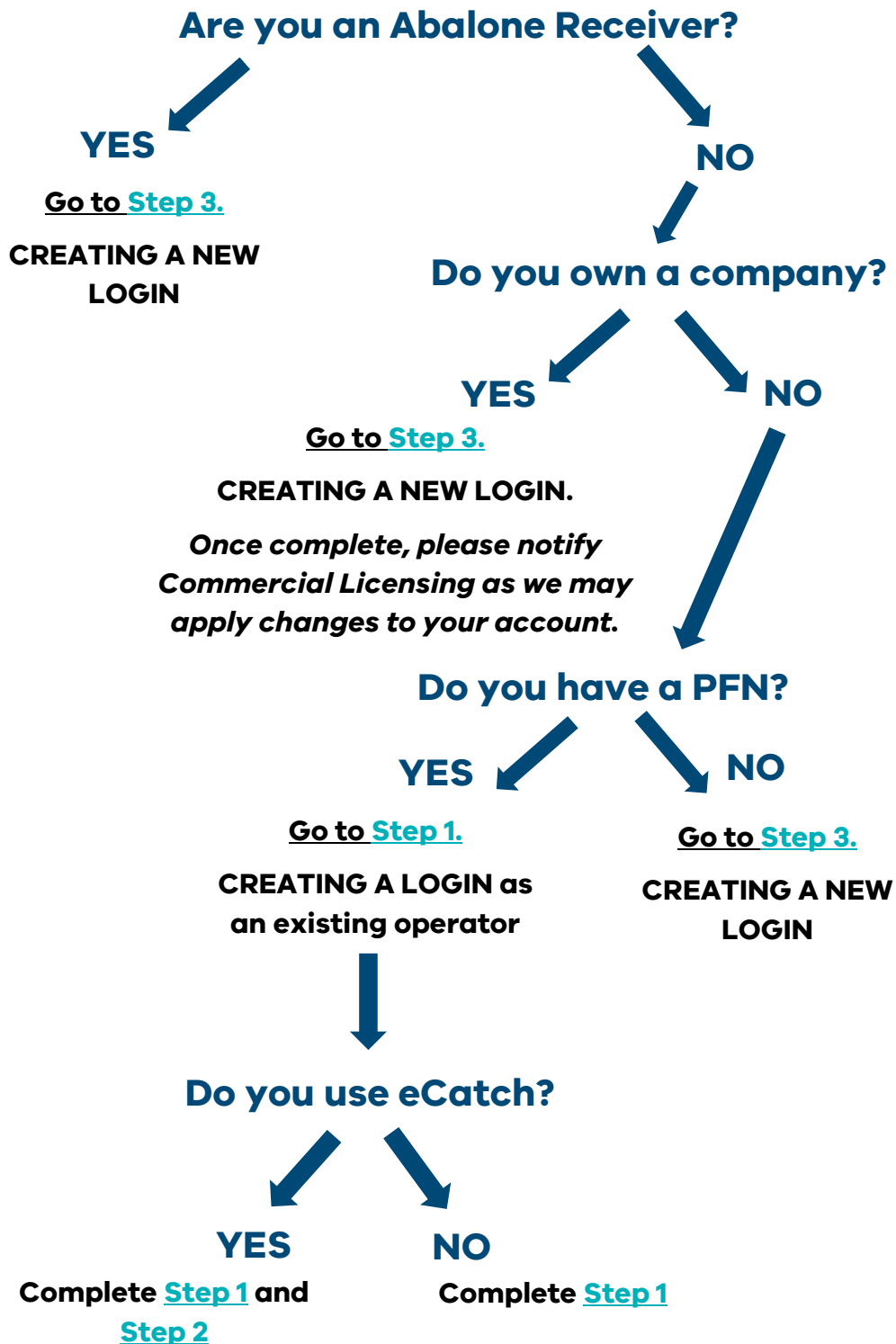
Link to LQMS:

licensing.vfa.vic.gov.au

Upon opening the above link, you will be directed to log in to LQMS.

Please continue through the guide to see relevant steps for **LOGGING IN**

How to begin **LOGGING IN** to **LQMS**

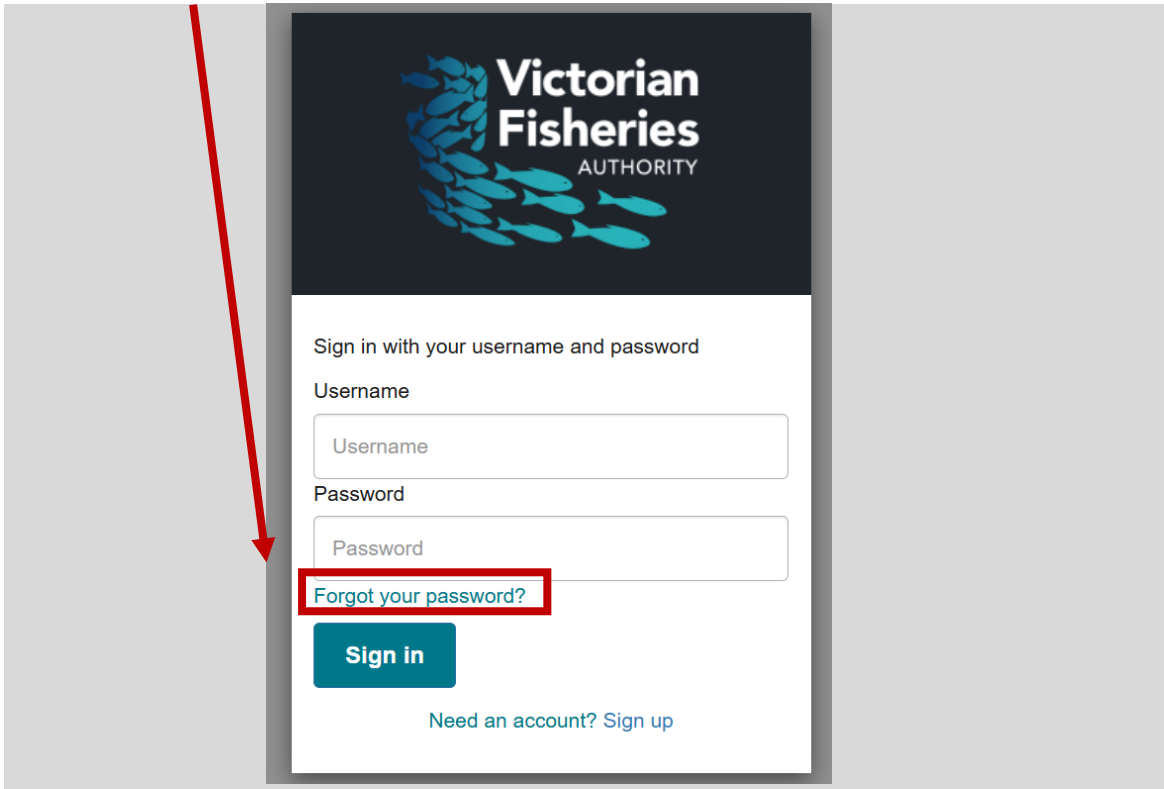


STEP 1. CREATING A LOGIN as an existing operator

After directing to licensing.vfa.vic.gov.au you will be promoted to create a LQMS login.

If you were already a user of FisherWeb / eCatch / eQuota. **You will use your PFN** to log in to LQMS.

Click on **'Forgot your password'**



Victorian Fisheries AUTHORITY

Sign in with your username and password

Username

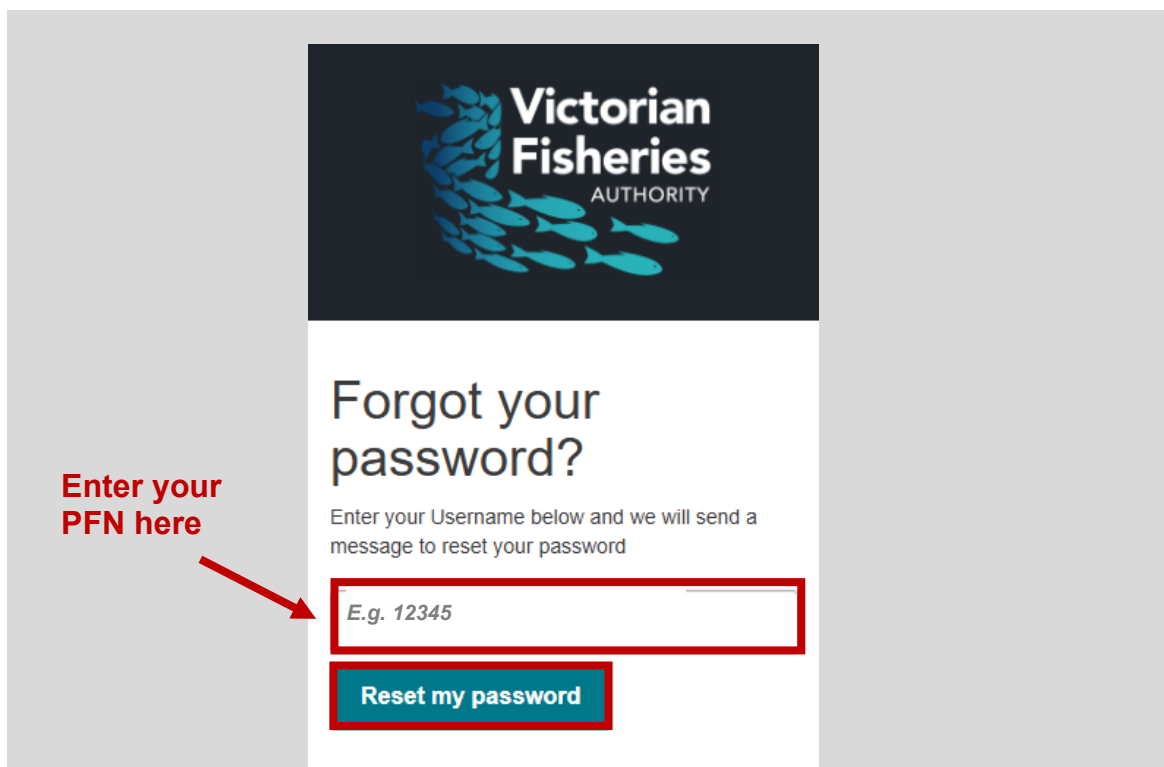
Password

Forgot your password?

Sign in

[Need an account? Sign up](#)

Enter your PFN and hit **'Reset my password'**.



Victorian Fisheries AUTHORITY

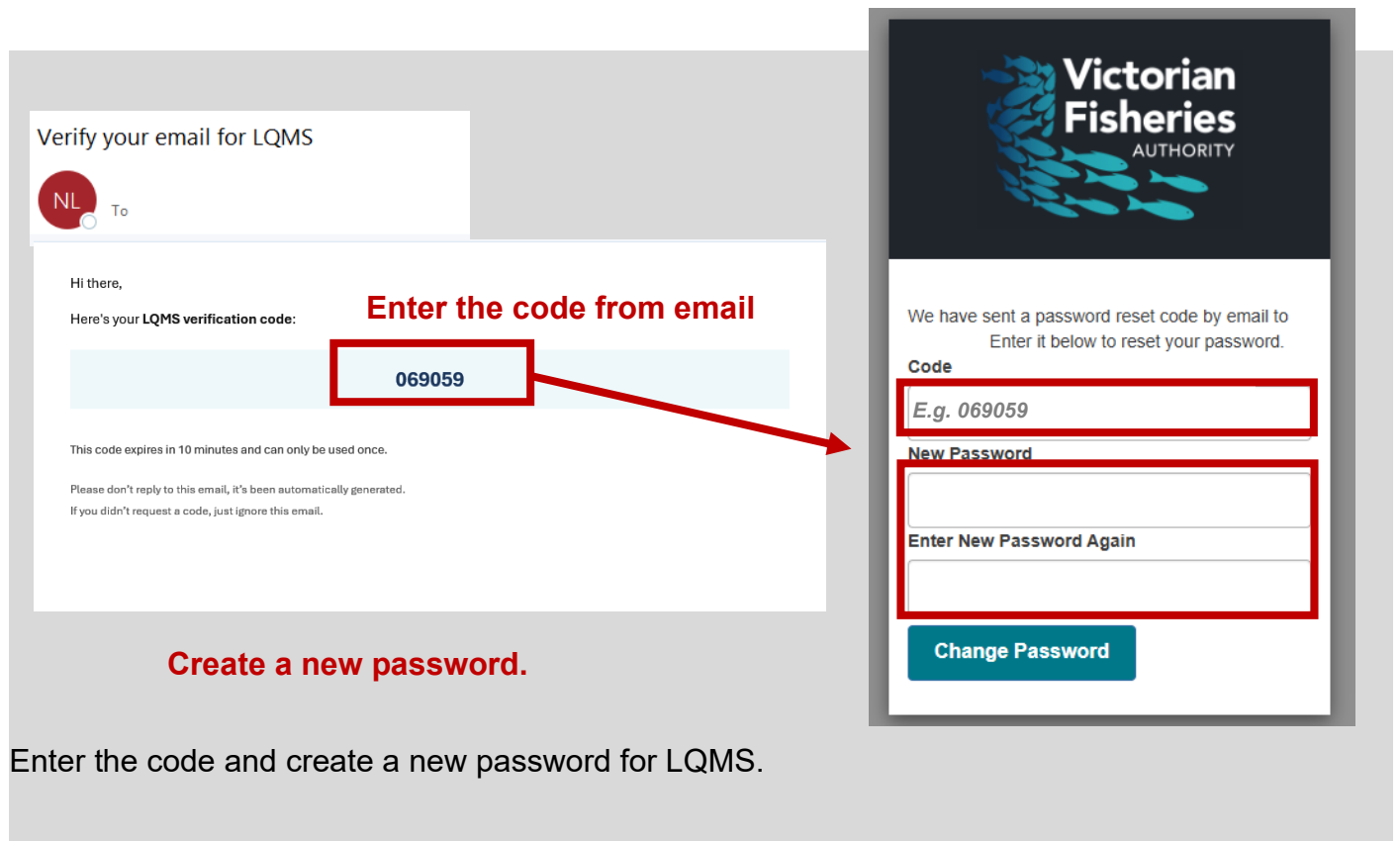
Forgot your password?

Enter your Username below and we will send a message to reset your password

Reset my password

Please note: A code to reset your password may be sent to your email associated with your Fisherweb/eCatch/eQuota login. If this step does not appear, please proceed to the next page.

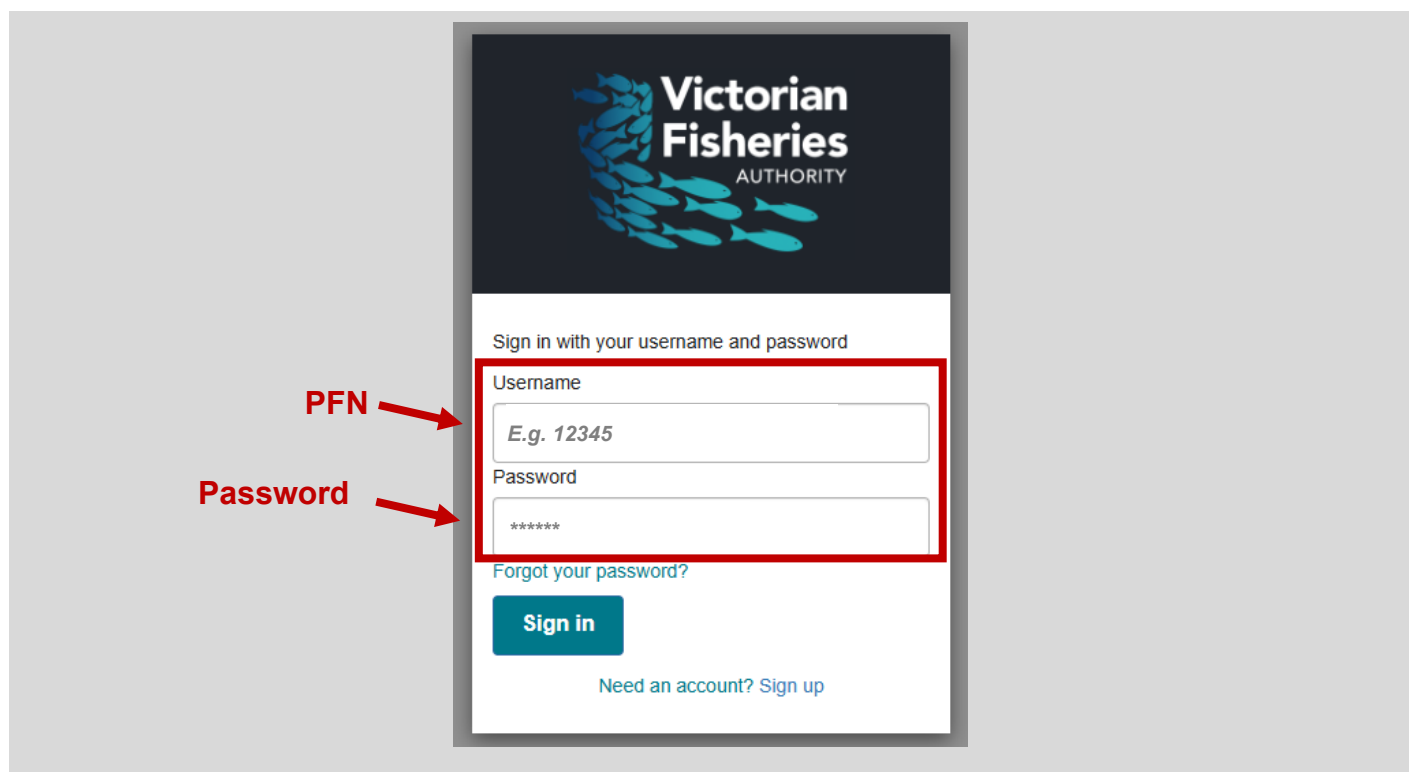
(If you cannot locate the email, search Junk Mail/Spam for noreply_LQMS@vfa.vic.gov.au)



The image shows two parts of a user interface. On the left is an email verification page titled "Verify your email for LQMS". It features a red "NL" logo and a "To" field. The main content says "Hi there, Here's your LQMS verification code:" followed by a text box containing the code "069059". A red box highlights the code, and a red arrow points from it to the right. Below the code box, it says "This code expires in 10 minutes and can only be used once." and "Please don't reply to this email, it's been automatically generated. If you didn't request a code, just ignore this email." Below the email content is the text "Create a new password." in red. On the right is a password reset form for the Victorian Fisheries Authority. It has the authority's logo at the top. The text says "We have sent a password reset code by email to Enter it below to reset your password." Below this is a "Code" field with the example "E.g. 069059" and a "New Password" field. Below the new password field is another field labeled "Enter New Password Again". At the bottom is a blue "Change Password" button.

Enter the code and create a new password for LQMS.

Now you can log in with your **PFN** and your **password** you just created.



The image shows the login page for the Victorian Fisheries Authority. At the top is the authority's logo. Below it is the text "Sign in with your username and password". There are two input fields: "Username" with the example "E.g. 12345" and "Password" with "*****". A red box highlights both fields. A red arrow labeled "PFN" points to the Username field, and another red arrow labeled "Password" points to the Password field. Below the fields is a link "Forgot your password?". At the bottom is a blue "Sign in" button and a link "Need an account? Sign up".

A code has now been sent to the mobile number associated with Fisherweb/eCatch.

Enter code and click sign in.

Enter the verification code sent to your mobile number

Victorian Fisheries AUTHORITY

Enter the code that was sent by sms to
+*****0000

E.g. 10000

Sign in

Now that you have verified your email address and phone number.

Enter your username and password.

Press 'Sign in'. You will then be directed to the LQMS Home Page.

Victorian Fisheries AUTHORITY

Sign in with your username and password

Username
E.g. 12345

Password

[Forgot your password?](#)

Sign in

[Need an account? Sign up](#)

PFN

Password

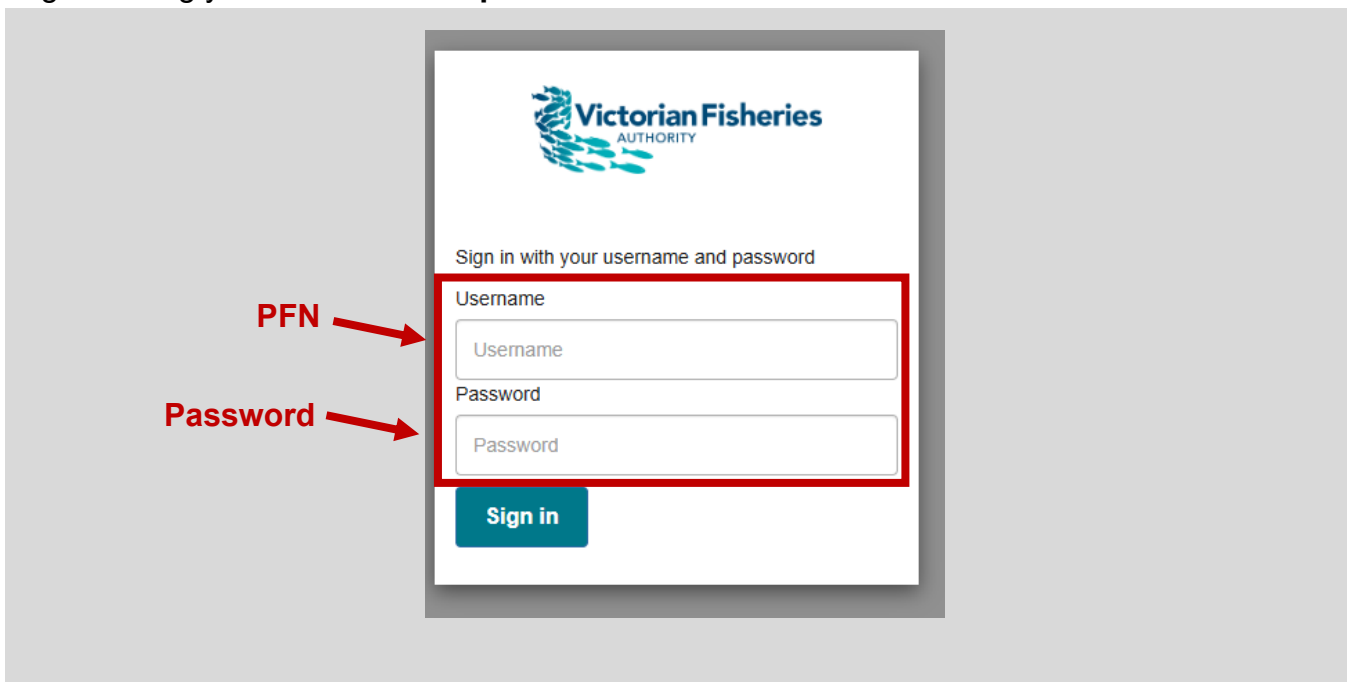
STEP 2. LOGGING INTO eCatch

Once you have created your account in LQMS, you are now ready to log into eCatch. After directing to ecatch.vfa.vic.gov.au/fisher/#/login (operator) OR ecatch.vfa.vic.gov.au/portal/#/login (processor) you can login with your new **username (PFN)** and **password**.

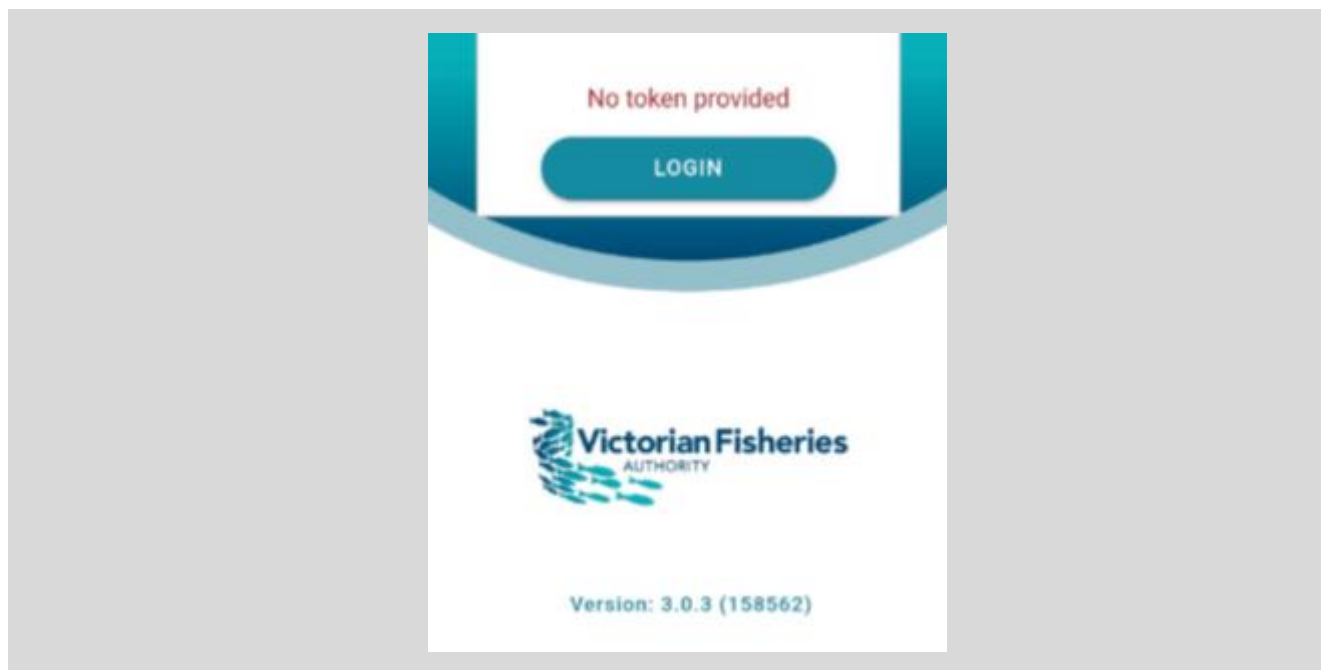


If your version is different **delete the app from your home screen and paste the eCatch links from above into your browser.**

Sign in using your **PFN** and new **password**.



Note: If you see the following error ***'No token provided'*** you will need to ***delete the app from your home screen and paste the eCatch links into your browser.***

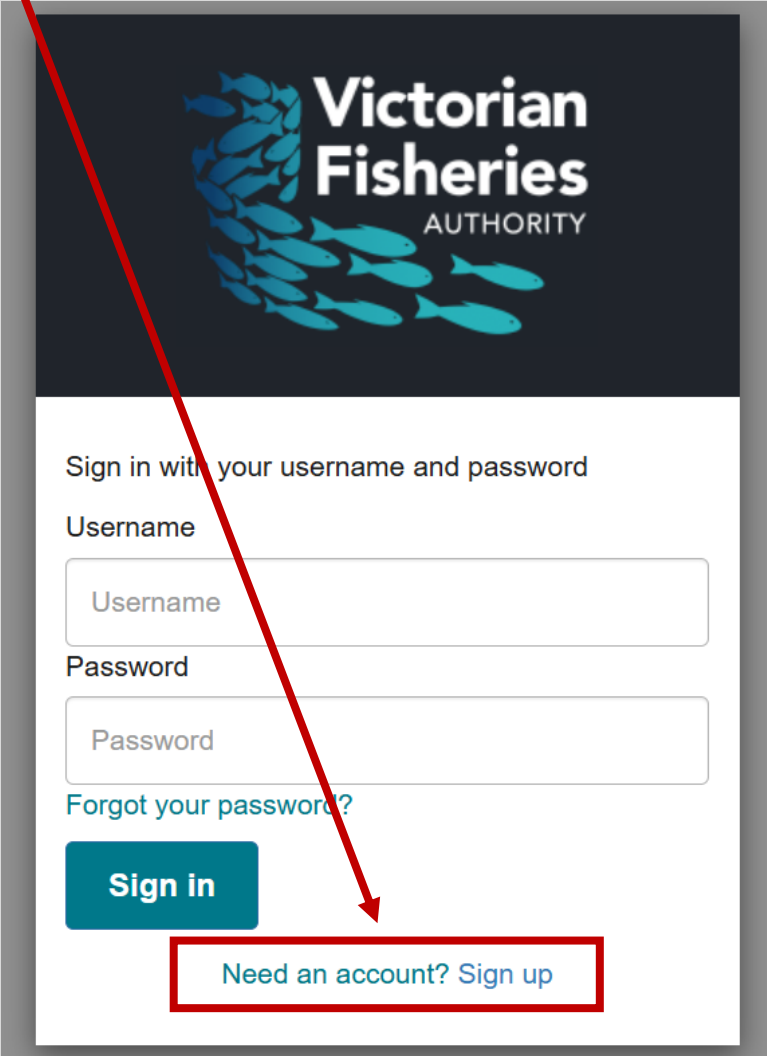


If the above issue persists, please call the Commercial Licensing team on 1800 620 896 during business hours or the Duty officer on 0418 519 215 after hours.

STEP 3. CREATING A NEW LOGIN

If you did not previously have a Fisherweb/eCatch account, please Sign up for an account in LQMS. Once logged in, you will then need to 'Complete your profile'.

Click on **'Need an account? Sign up'**



Victorian Fisheries AUTHORITY

Sign in with your username and password

Username

Password

[Forgot your password?](#)

Sign in

[Need an account? Sign up](#)

Input your details into the provided fields.

- Ensure all requirements are met, such as password requirements.
- Your phone number will need to include the correct format. Eg. +614XXXXXXXX.

Once all fields are completed, click **'Sign Up'**.

The next step will include sending you a text to verify your account.

The image shows a sign-up form for the Victorian Fisheries Authority. The form is titled "Sign up with a new account" and includes the following fields and annotations:

- Username:** John.Smith. Annotation: "Your chosen username" with a sub-note "* Username must be unique".
- Phone number:** +61400000000. Annotation: "Your mobile number" with a sub-note "* Must start with +61".
- Given name:** John. Annotation: "Your first name".
- Family name:** Smith. Annotation: "Your surname".
- Email:** John.Smith@gmail.com. Annotation: "Your email".
- Password:** [Redacted]. Annotation: "Create a password" with a sub-note "* Must satisfy requirements".

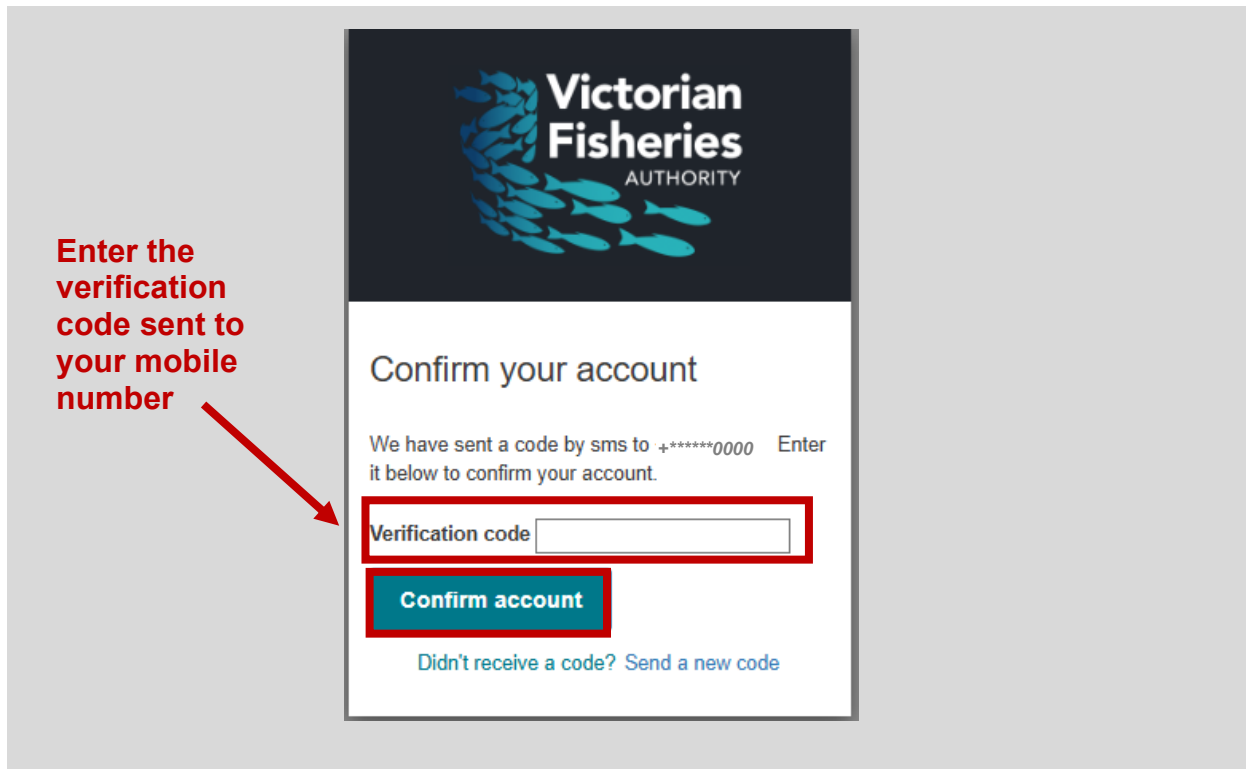
Below the password field, there are six green checkmarks indicating password requirements:

- ✓ Password must contain a lower case letter
- ✓ Password must contain an upper case letter
- ✓ Password must contain a number
- ✓ Password must contain at least 13 characters
- ✓ Password must contain a special character or a space
- ✓ Password must not contain a leading or trailing space

The "Sign up" button is highlighted with a red box. Below it, there is a link: "Already have an account? Sign in".

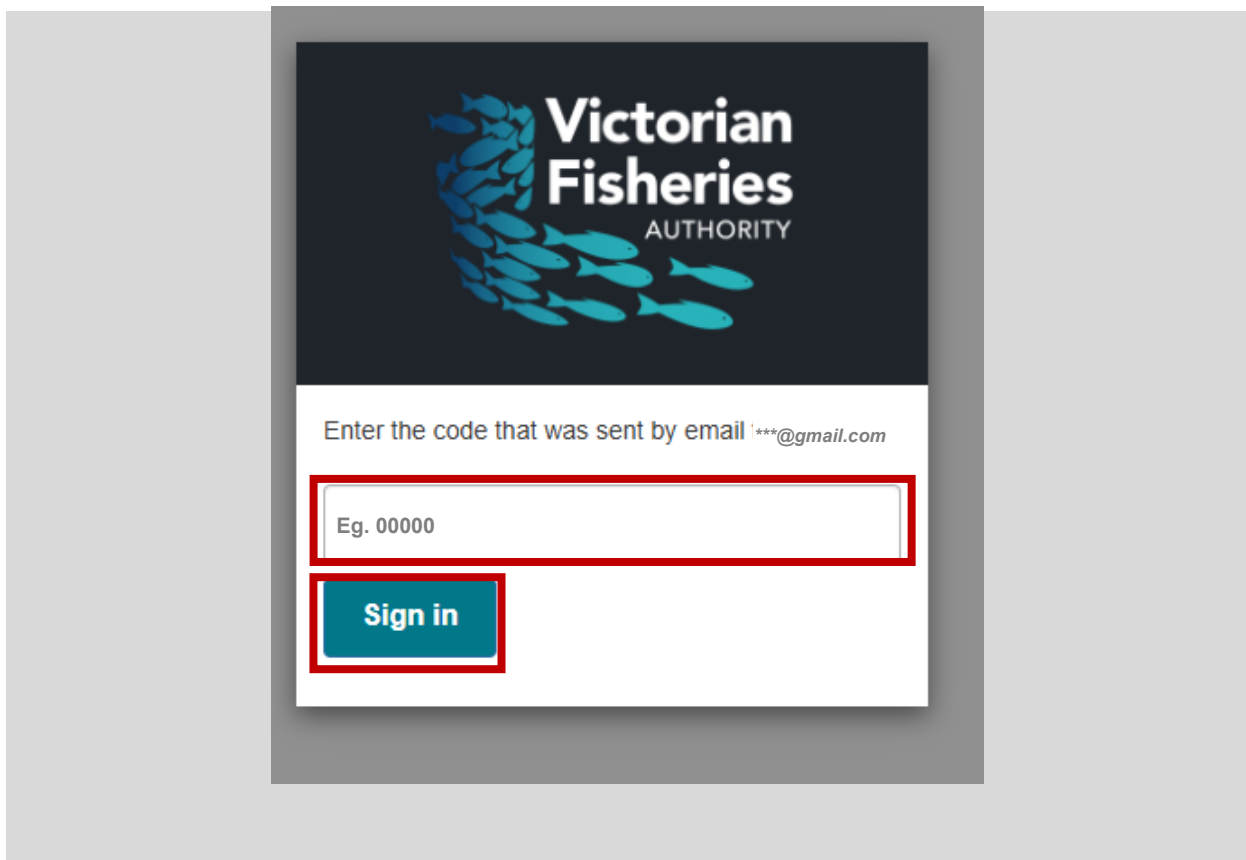
A verification code will be sent to your mobile number.

Enter the verification code and click **'Confirm account'**



Please note: A verification may **also** be sent to your email. Enter the verification code sent to your email.

If this step does not appear, please proceed to the next page.



After successfully logging in to LQMS, you will be directed to the below Dashboard which is the Home Screen of LQMS.

Before accessing features in LQMS, please **Complete your Profile**.

You can complete your profile by clicking on the [highlighted](#) prompt here.

The screenshot shows the LQMS (Licensing & Quota Management System) dashboard. At the top, there is a header with the Victorian Fisheries logo and the text 'LQMS Licensing & Quota Management System'. Below the header is a navigation menu with links for 'Licensing', 'Permits', 'Stocking exemptions', 'Group recreational fishing licences', and 'Fit and Proper'. A red box highlights a notification in the top left corner that says 'Complete your profile' and provides instructions to visit the profile page. Below the notification is the main dashboard area with the title 'Dashboard' and a section for 'Viewing Entitlements For:' with a dropdown menu showing 'First Name Last Name'. There are three main sections: 'Your commercial licences' (No commercial licences available), 'Your permits' (No permits available), and 'Your boats' (No boats available).

Review and update your **Profile** information (if email address changed this will be the username, if not using the PFN)

From here you will be redirected to your profile to fill in your details.

A **PFN** will be generated as indicated below.

You can keep note of this as a reference of your account to be quoted in any communications with the VFA.

Please visit the [profile page](#) to fill out the rest of your details. Some forms require all fields in your profile to be filled out

Profile

First name *

Last name *

PFN

Email *

Mobile *

Birth date *

Residential Address *

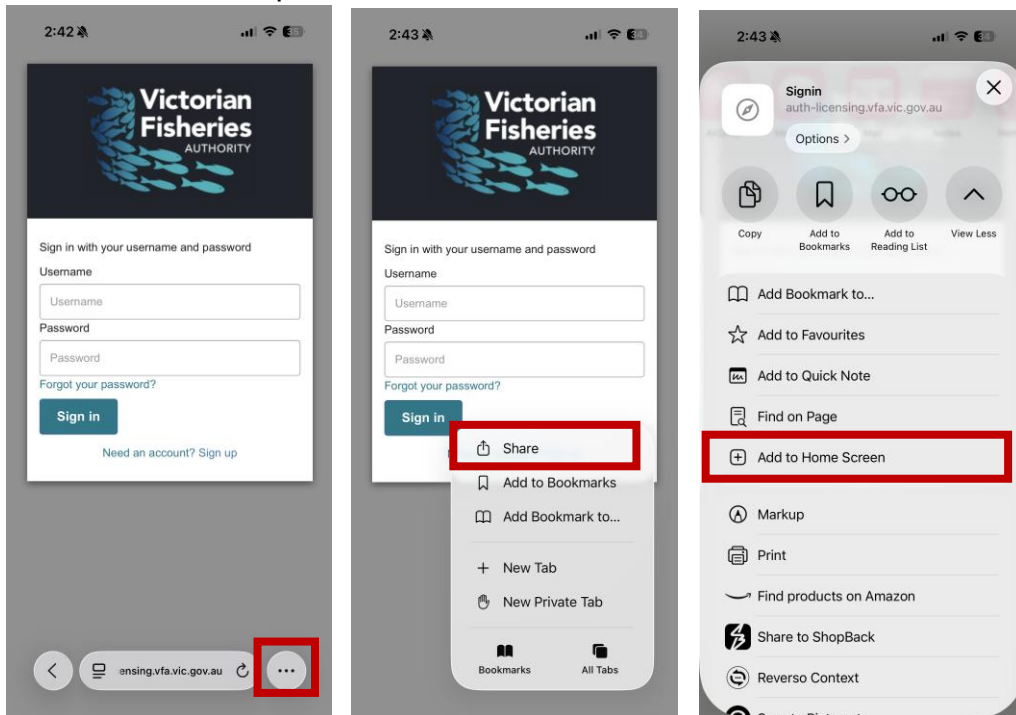
Postal address *

Once complete, press 'Save changes'

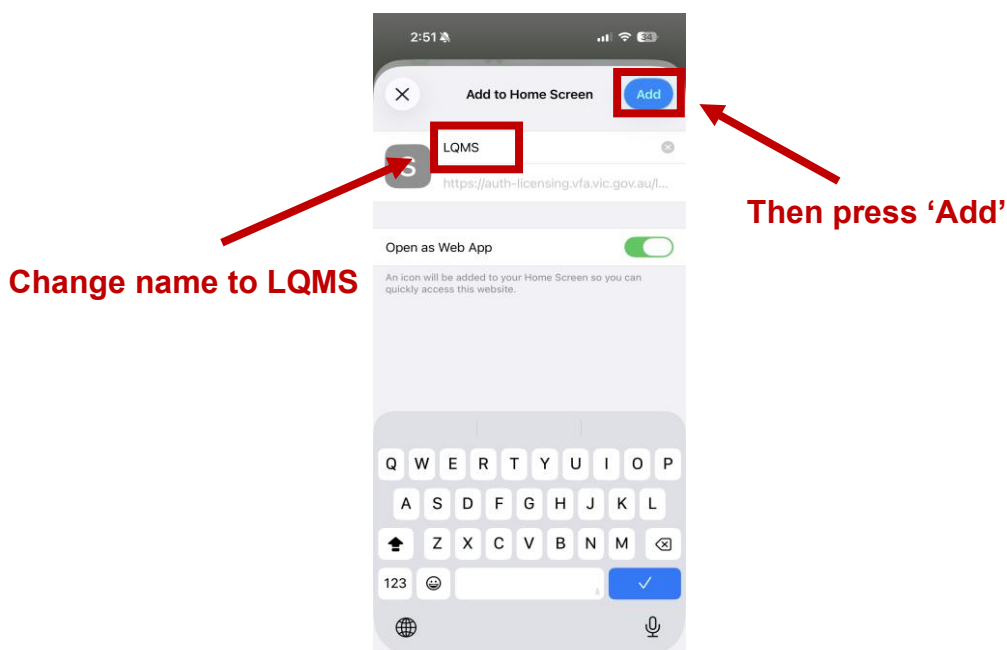
STEP 4. SAVING LQMS TO YOUR MOBILE HOME SCREEN

APPLE iPhone / iPad

1. Open **Safari**.
2. Go to licensing.vfa.vic.gov.au
3. Tap the three '...' Icon at the bottom of your screen to find a **Share** icon (the square with an arrow pointing up at the bottom of the screen).
4. Scroll down and tap **Add to Home Screen**.




5. Edit the name to LQMS, then tap **Add**.
6. The website icon will now appear on your Home Screen like an app.



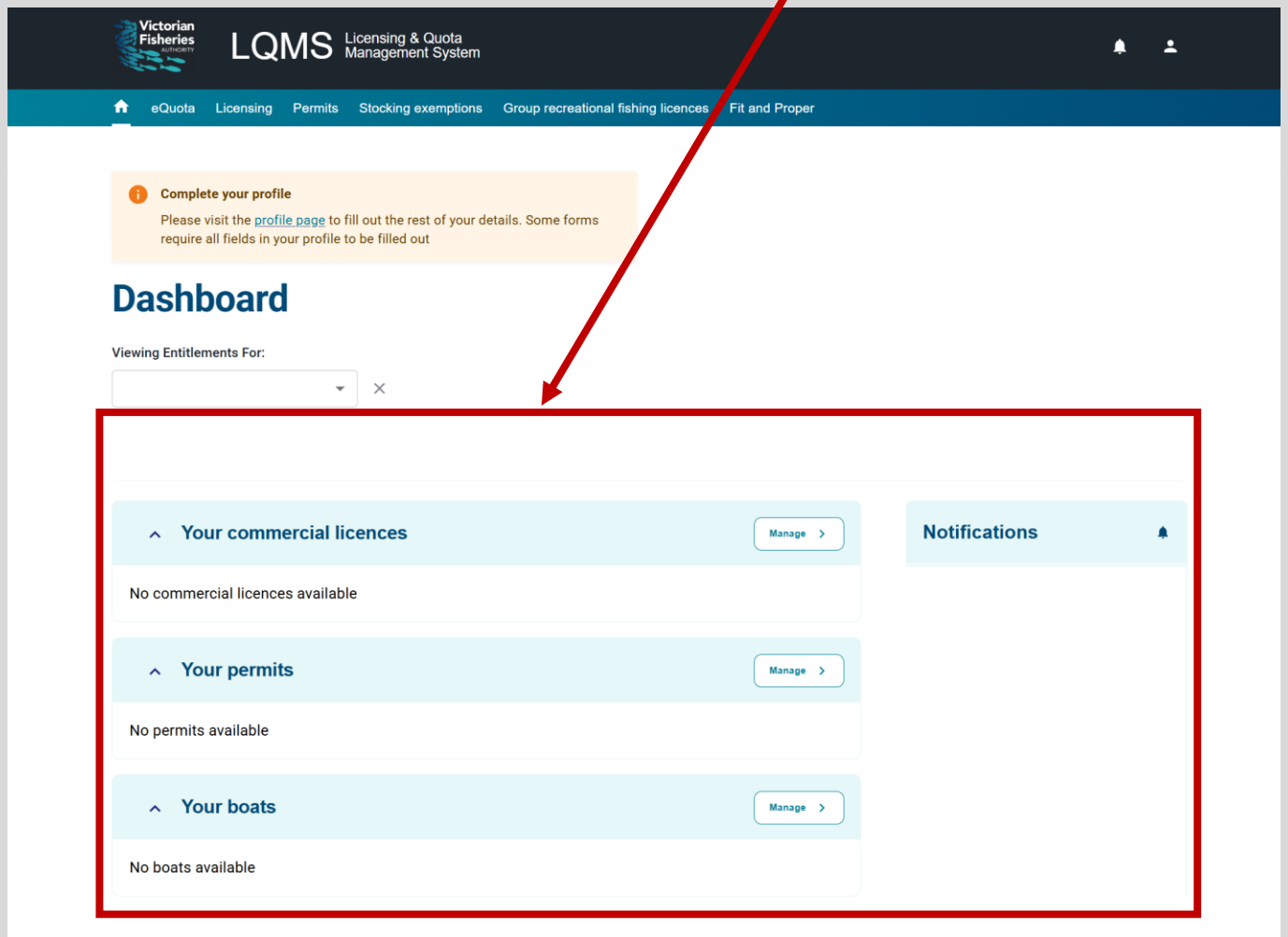
ANDROID Phone / Tablet

1. Open **Chrome** (or your preferred browser).
2. Go to licensing.vfa.vic.gov.au
3. Tap the **three dots** menu (top right corner).
4. Tap **Add to Home screen** or **Add to Home screen shortcut**.
5. Confirm or edit the name, then tap **Add**.
6. The shortcut will appear on your Home Screen.

STEP 5. EXPLORING THE DASHBOARD

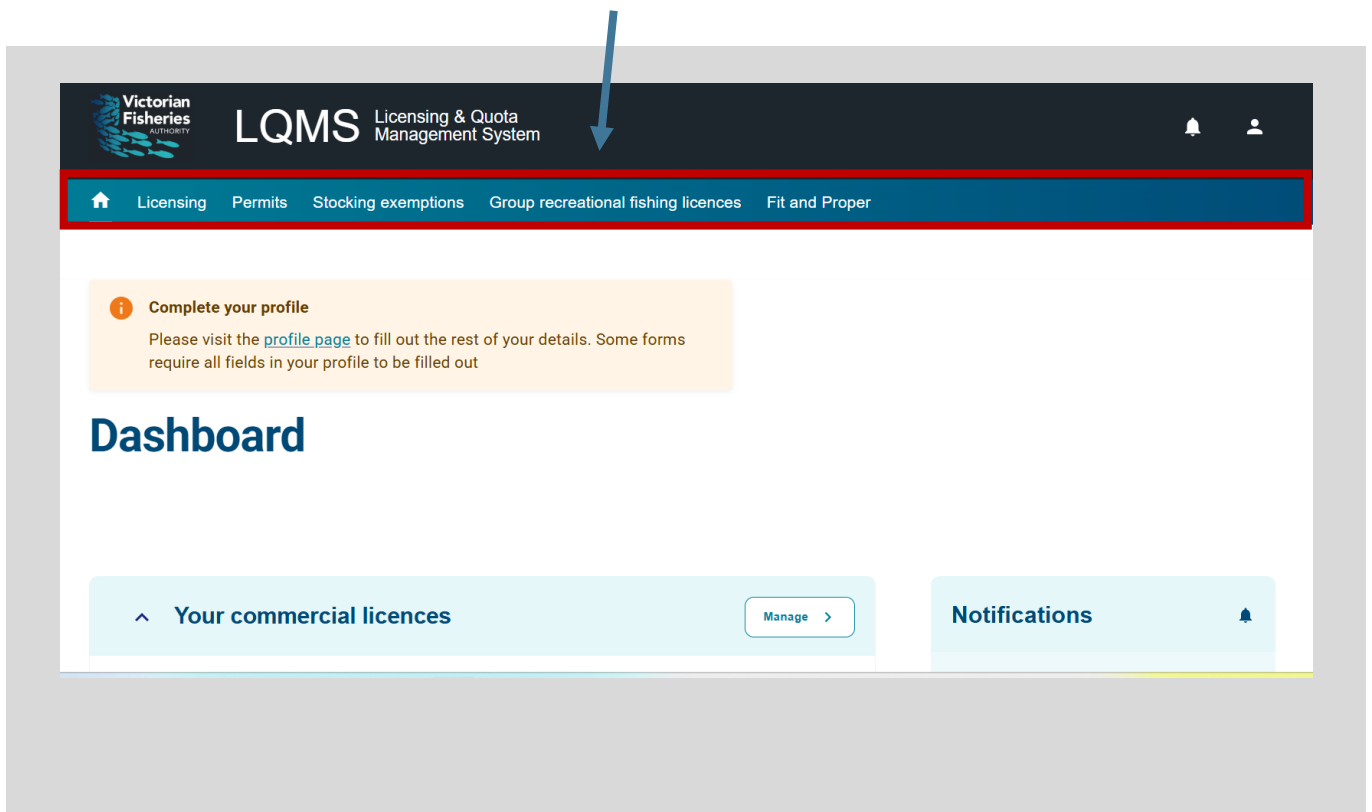
The Dashboard is the home page of LQMS, accessible by clicking the  home icon or the LQMS logo at the top left of the screen.

Within the home page, you can view and manage your commercial licences, permits and boats, as well as any notifications.



The screenshot displays the LQMS (Licensing & Quota Management System) dashboard. At the top, the header includes the Victorian Fisheries Authority logo, the LQMS title, and navigation links for eQuota, Licensing, Permits, Stocking exemptions, Group recreational fishing licences, and Fit and Proper. A notification banner prompts the user to complete their profile. Below this, the 'Dashboard' title is followed by a dropdown menu for 'Viewing Entitlements For:'. A red box highlights the main content area, which contains three sections: 'Your commercial licences' (with a 'Manage >' button and 'No commercial licences available'), 'Your permits' (with a 'Manage >' button and 'No permits available'), and 'Your boats' (with a 'Manage >' button and 'No boats available'). A 'Notifications' section is also visible on the right side of the highlighted area.

The navigation bar at the top of the Dashboard allows for quick shortcuts for licences, permits, stocking exemptions, group recreational fishing licences and fit and proper.

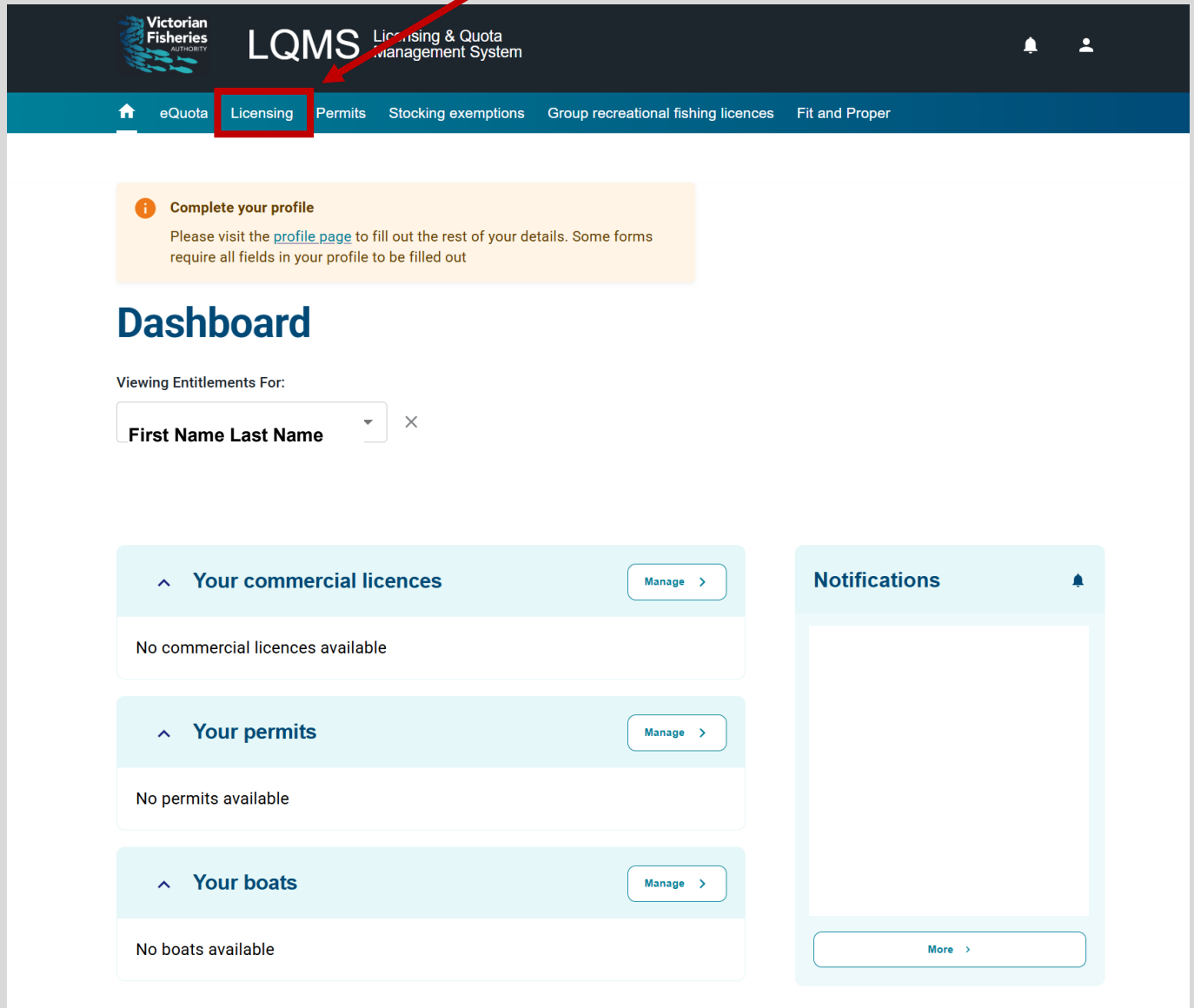


ADDING A DELEGATE

You can add a delegate to your Licence to make actions on your behalf.

The below steps cover how to nominate a delegate.

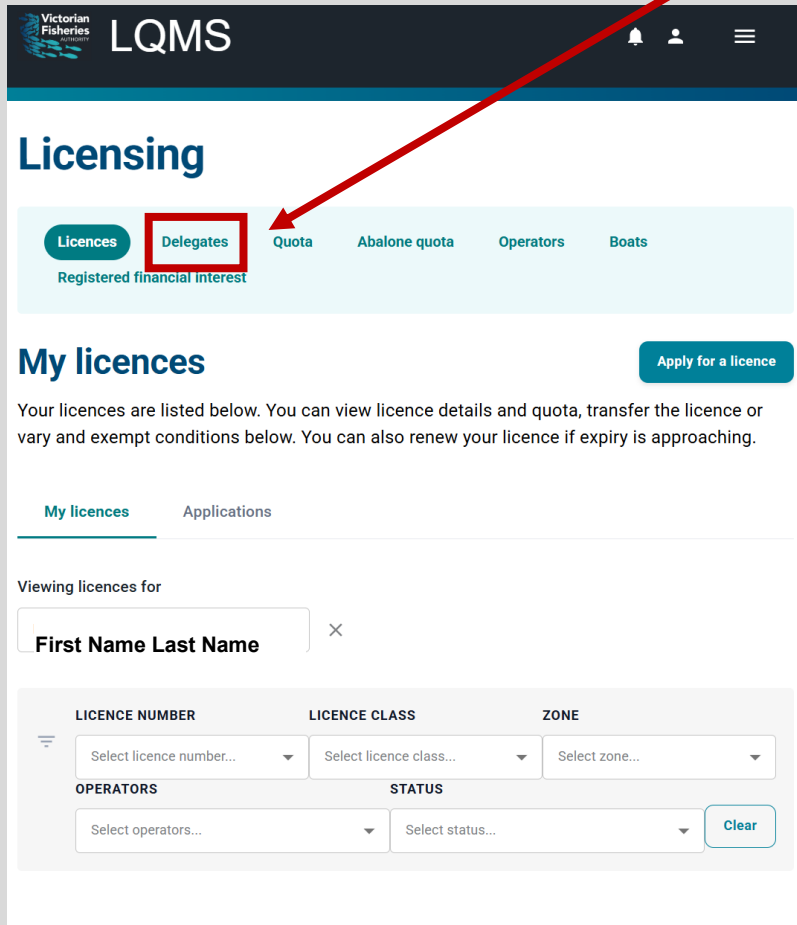
From the Dashboard / Home Screen, navigate to **Licensing** (in the top bar).



The screenshot shows the LQMS (Licensing & Quota Management System) dashboard. At the top, the Victorian Fisheries Authority logo is on the left, and the LQMS title is in the center. A dark blue navigation bar contains several menu items: Home, eQuota, Licensing, Permits, Stocking exemptions, Group recreational fishing licences, and Fit and Proper. The 'Licensing' menu item is highlighted with a red box, and a red arrow points from this box to the 'Licensing' text in the text above. Below the navigation bar, there is a notification box with an information icon and the text 'Complete your profile'. Below this is the 'Dashboard' heading and a dropdown menu for 'Viewing Entitlements For:' with the text 'First Name Last Name' and a close button. The main content area is divided into three sections: 'Your commercial licences', 'Your permits', and 'Your boats', each with a 'Manage' button and the text 'No [category] available'. On the right side, there is a 'Notifications' section with a bell icon and a 'More' button at the bottom.

Once on the Licensing page, navigate to Delegates by clicking

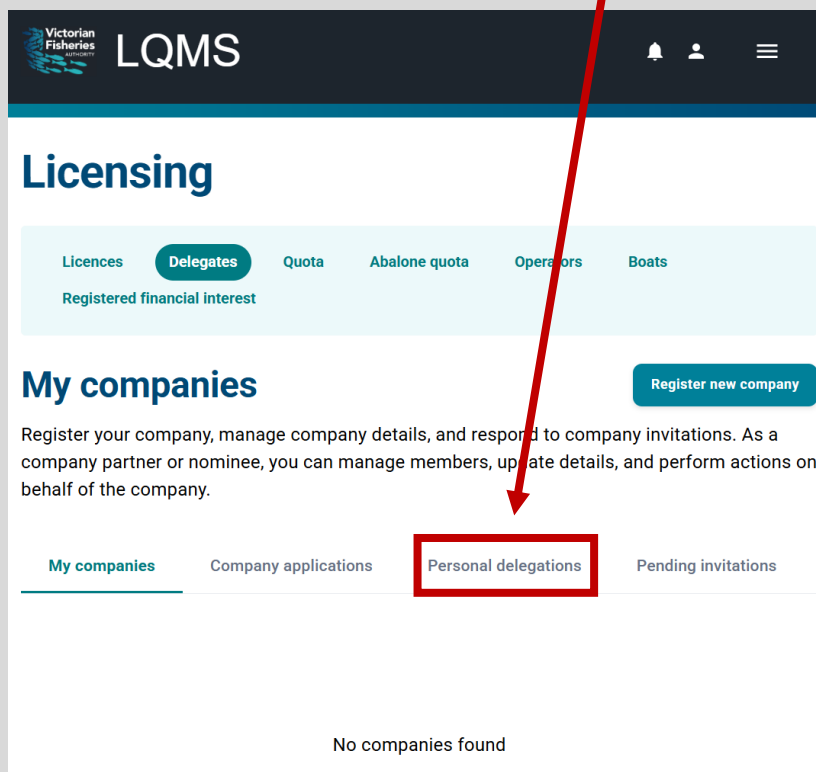
Delegates



The screenshot shows the LQMS Licensing page. At the top, there is a navigation bar with the LQMS logo and a menu icon. Below the navigation bar, the page title "Licensing" is displayed. A horizontal menu contains several options: "Licences", "Delegates", "Quota", "Abalone quota", "Operators", and "Boats". The "Delegates" button is highlighted with a red box, and a red arrow points to it from the text above. Below the menu, there is a section titled "My licences" with a sub-header "Registered financial interest" and an "Apply for a licence" button. The main content area includes a search filter for "Viewing licences for" with a text input field containing "First Name Last Name" and a "Clear" button. Below the search filter, there are several dropdown menus for "LICENCE NUMBER", "LICENCE CLASS", "ZONE", "OPERATORS", and "STATUS".

Now click on the Personal delegations button.

Personal delegations



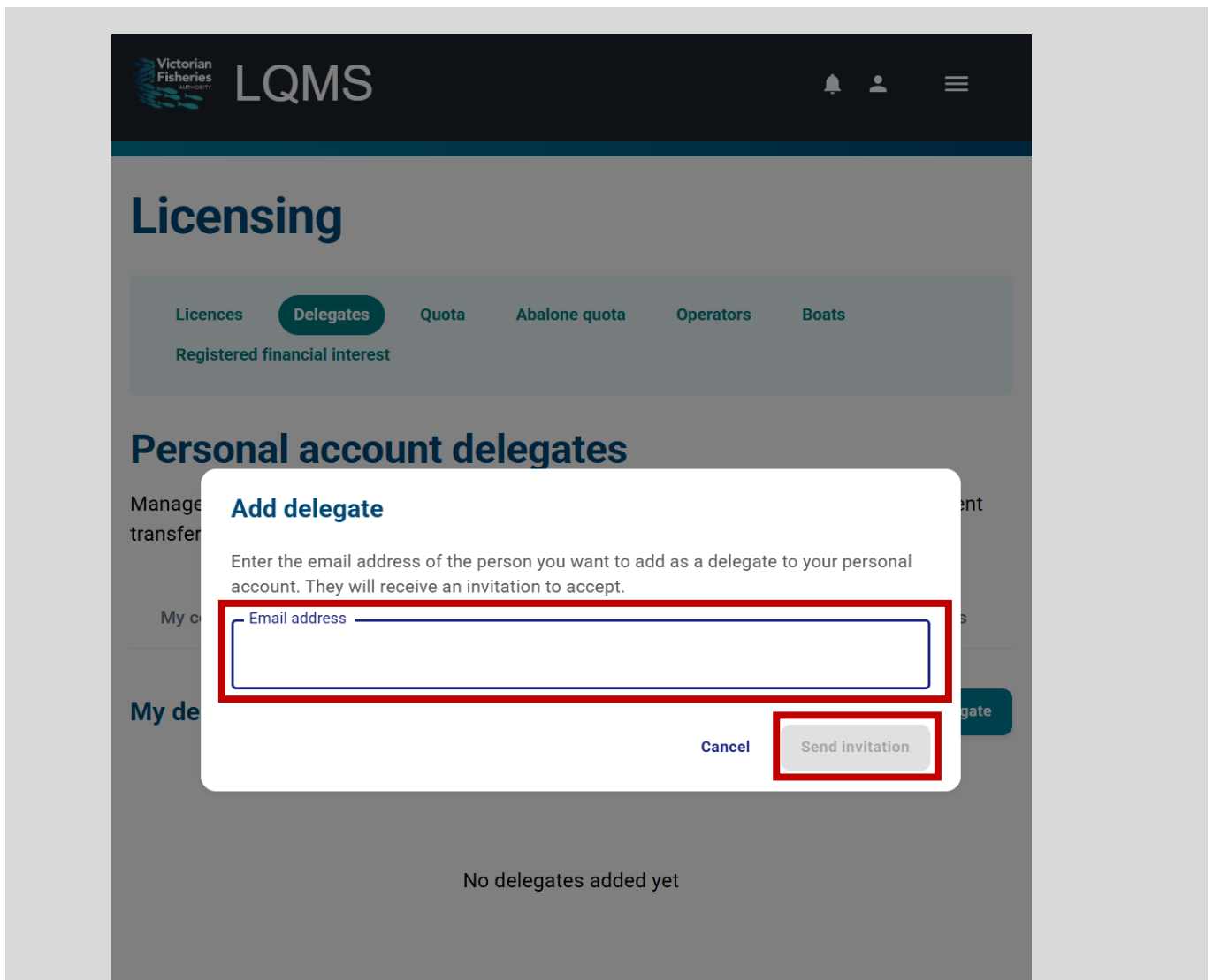
The screenshot shows the LQMS Licensing page. At the top, there is a navigation bar with the LQMS logo and a menu icon. Below the navigation bar, the page title "Licensing" is displayed. A horizontal menu contains several options: "Licences", "Delegates", "Quota", "Abalone quota", "Operators", and "Boats". The "Delegates" button is highlighted with a red box, and a red arrow points to it from the text above. Below the menu, there is a section titled "My companies" with a sub-header "Registered financial interest" and a "Register new company" button. The main content area includes a search filter for "Viewing licences for" with a text input field containing "First Name Last Name" and a "Clear" button. Below the search filter, there are several dropdown menus for "LICENCE NUMBER", "LICENCE CLASS", "ZONE", "OPERATORS", and "STATUS".

Click on Add delegate.

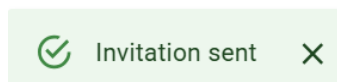
Add delegate

The screenshot displays the LQMS (Licensing and Quota Management System) interface. At the top, the header includes the Victorian Fisheries Authority logo and the text 'LQMS'. Below the header, the main navigation bar features tabs for 'Licences', 'Delegates', 'Quota', 'Abalone Quota', 'Operators', and 'Boats'. The 'Delegates' tab is currently selected. Underneath, there is a sub-section for 'Registered financial interest'. The main content area is titled 'Personal account delegates' and includes a brief description: 'Manage delegates on your personal account. Delegates can act on temporary and permanent transfers on your behalf.' Below this, there are four sub-tabs: 'My companies', 'Company applications', 'Personal delegations', and 'Pending invitations'. The 'Personal delegations' tab is active. In the 'My delegates' section, there is a large empty space with the text 'No delegates added yet'. A red box highlights an 'Add delegate' button in this section. A red arrow points from a similar 'Add delegate' button located above the screenshot to this highlighted button.

Enter the email address of the person you want to add as a delegate to your personal account.
Input the email address and hit Send invitation.



You will receive a pop-up at the bottom of the screen stating “Invitation sent”



You can now notify your chosen delegate that they will receive an invitation from **noreply_LQMS@vfa.vic.gov.au**. They must action the email to accept your invitation.

Note: If they have not yet signed up for LQMS, they will need to register an account following the steps outlined earlier in this guide.

This is to advise you have been invited to a company.

Details

Company:

Role: Delegate

You can view the updated access details by logging in the LQMS portal.

[Log in to LQMS Portal](#)

If you require any assistance or have any questions, please contact us by email commercial.licensing@vfa.vic.gov.au or call us on [1800 620 896](tel:1800620896).

Kind regards,

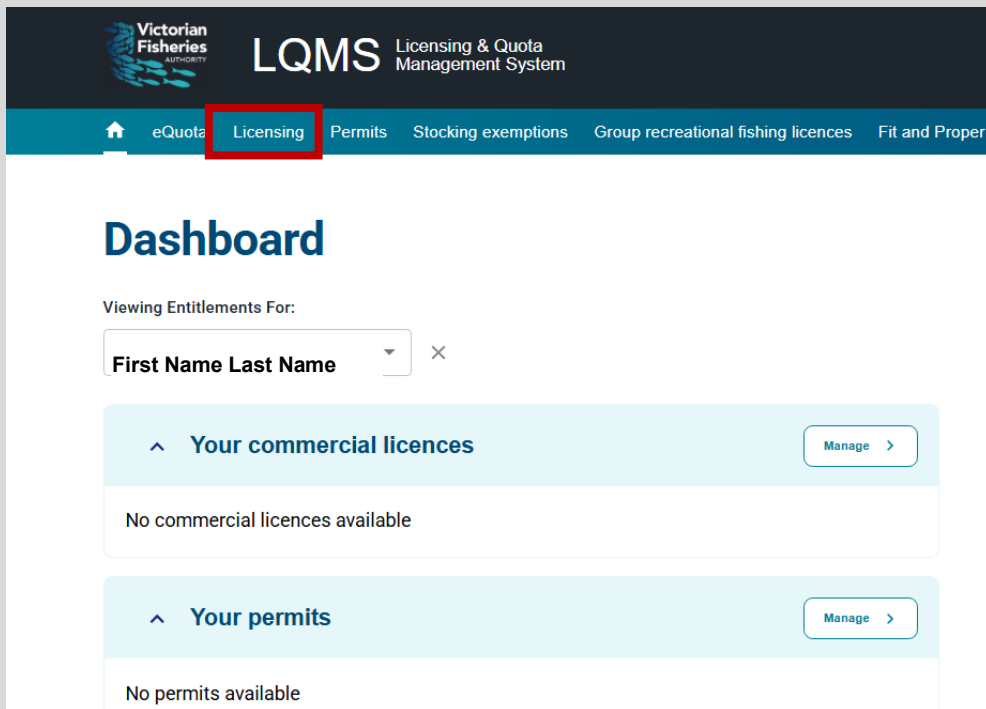
Victorian Fisheries Authority



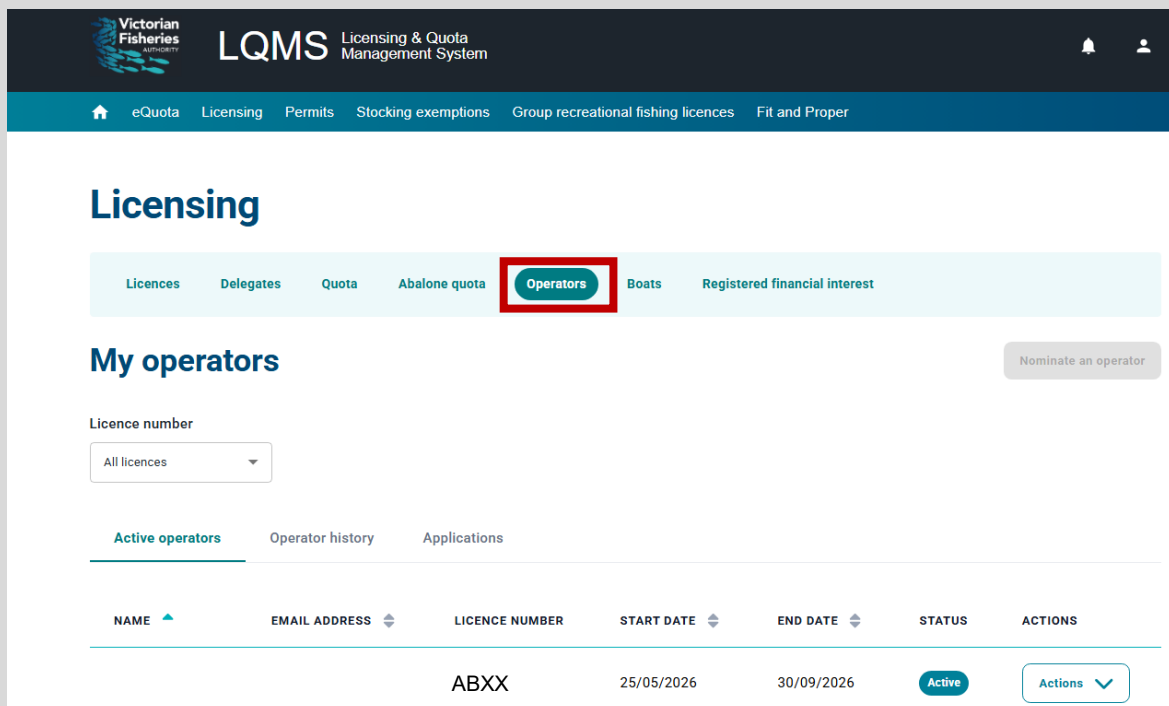
HOW TO ADD OR TRANSFER AN OPERATOR

From the Dashboard, navigate to the Licensing page.

Note: Your operator must have an account in LQMS. Please have their PFN and Name available before submitting the form.



Once in the Licensing page, navigate to the Operators tab.



Ensure the correct licence is selected.

The screenshot shows the 'My operators' section of the LQMS interface. At the top, there are navigation tabs: Licences, Delegates, Quota, Abalone quota, Operators (selected), Boats, and Registered financial interest. Below the tabs, there is a 'Nominate an operator' button. A 'Licence number' dropdown menu is highlighted with a red box and shows 'All licences'. Below this, there are three tabs: Active operators, Operator history, and Applications. The 'Active operators' tab is selected, showing a table with columns: NAME, EMAIL ADDRESS, LICENCE NUMBER, START DATE, END DATE, STATUS, and ACTIONS. The table contains one row with the following data: NAME (blank), EMAIL ADDRESS (blank), LICENCE NUMBER (ABXX), START DATE (25/05/2026), END DATE (30/09/2026), STATUS (Active), and ACTIONS (Actions dropdown).

If you wish to **change an operator**, go to the 'Actions' drop-down button and hit 'Change'. If you wish to **nominate an operator**, click on the 'Nominate an operator' button.

This screenshot is similar to the previous one but includes annotations. A red arrow points from the text 'To nominate an operator' to the 'Nominate an operator' button. Another red arrow points from the text 'To change an operator' to the 'Actions' dropdown menu in the table. The 'Change' option in the dropdown menu is highlighted with a red box.

Fill out the details in the form as required. Then press 'Submit changes'.

Change operator ✕

Existing operator:


i No previously nominated operators found for this licence. Please enter the new operator's details below.

New operator PFN *


New operator name *

PFN and last name must match a user in LQMS

Start date *

End date *

You can check the status of your application by clicking on the 'Applications' tab.

The screenshot shows the 'Licensing' interface. At the top, there is a navigation bar with tabs: 'Licences', 'Delegates', 'Quota', 'Abalone quota', 'Operators' (highlighted in dark teal), 'Boats', and 'Registered financial interest'. Below this is the 'My operators' section, which includes a 'Licence number' dropdown menu set to 'All licences' and a 'Nominate an operator' button. There are three tabs: 'Active operators', 'Operator history', and 'Applications' (highlighted with a red border). Below the tabs is a sub-navigation bar with 'Received' (highlighted in dark teal) and 'Sent'. The main content is a table with columns: 'LICENCE', 'TYPE', 'PERSON', 'STATUS', 'DATE SUBMITTED', and 'ACTIONS'. The table contains two rows of data, both with 'Accepted' status and '25/05/2026' date. Each row has an 'Actions' button with a dropdown arrow.

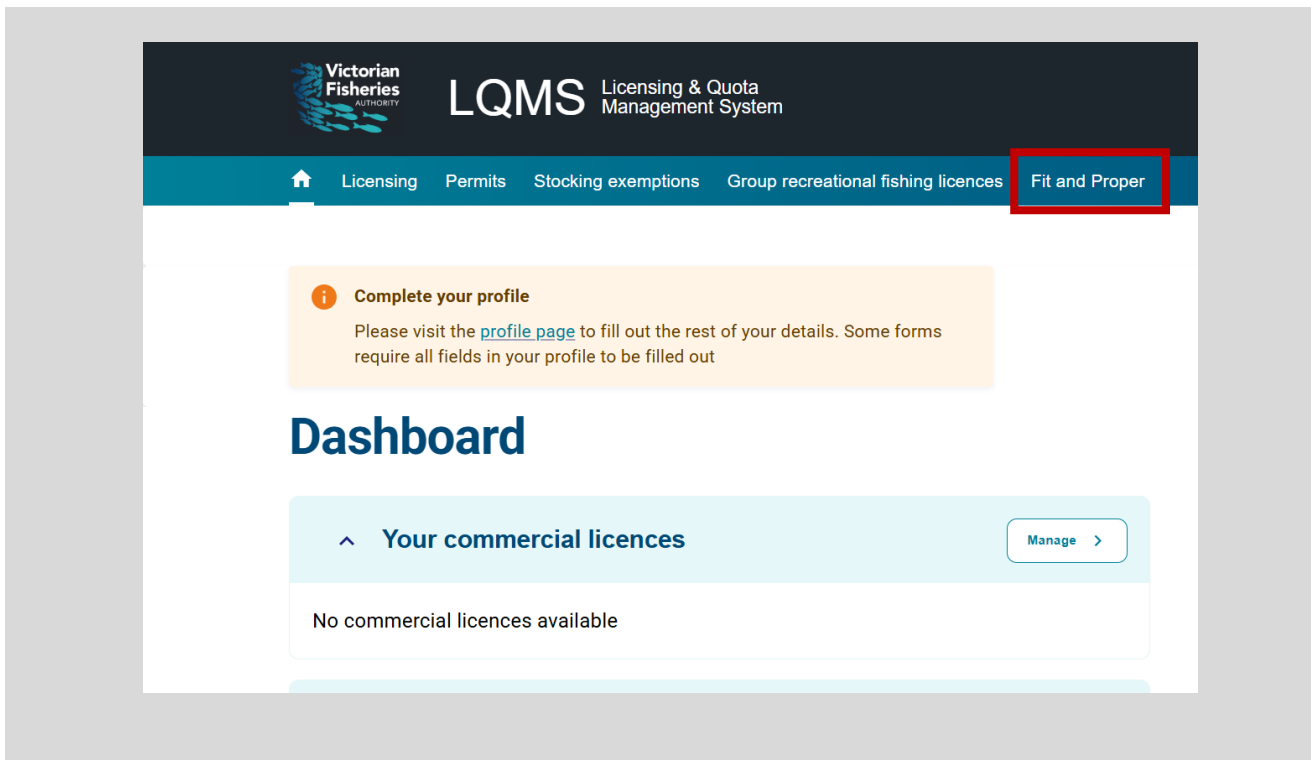
LICENCE	TYPE	PERSON	STATUS	DATE SUBMITTED	ACTIONS
ABXX	Nominate	First Name Last Name	Accepted	25/05/2026	Actions
ABXX	Nominate	First Name Last Name	Accepted	25/05/2026	Actions

APPLYING FOR A *FIT AND PROPER*

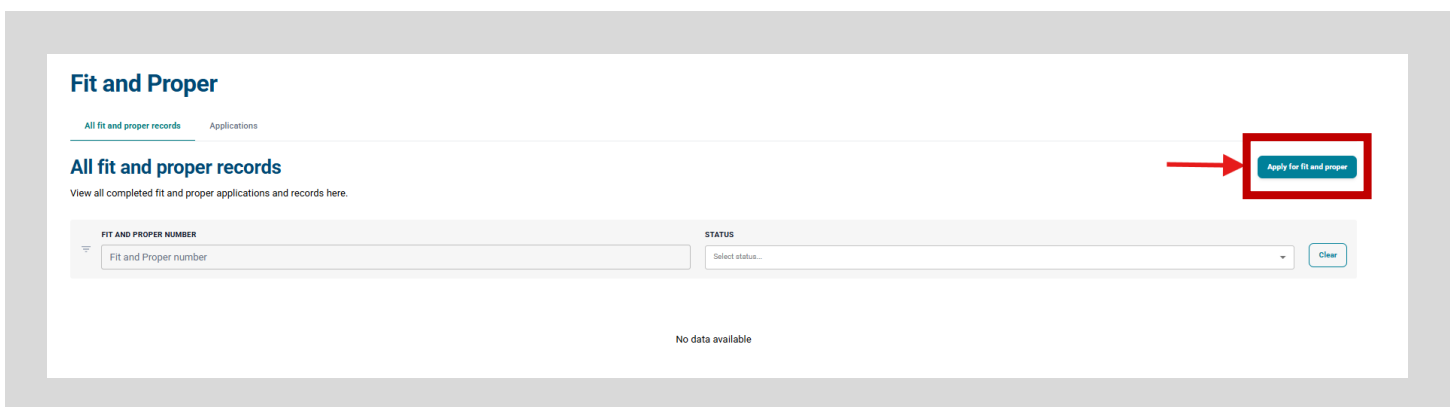
Please note: This step applies to those who have not previously operated on a licence.

If you have already been deemed *Fit & Proper* by the VFA, you will not need to re-apply for a *Fit & Proper* in LQMS.

Before being able to operate on your licence, you will also be required to complete a Fit & Proper knowledge test. From the home page, you can access this by clicking on 'Fit & Proper' on the Dashboard



The next page will display all the records available for any new and prior Fit & Proper applications, including their current status. To commence a new Fit & Proper application, you will need to click on button indicated by the red arrow below:



The next page should display as below. You will need to progress through the steps and complete all required information.

Fit and proper application: New Application

Step 1 of 3: Personal Details

Personal details

<input type="text" value="Alias first name"/> <small>Optional - If you have ever been known by another name</small>	<input type="text" value="Alias last name"/> <small>Optional</small>
Are you an Australian resident? *	
<input type="radio"/> Yes <input type="radio"/> No	
<input type="text" value="Applying as *"/>	
Have you previously held, or been named as an authorised operator within, a fishery licence or permit (including aquaculture), or been involved in the fishing/aquaculture industry? *	
<input type="radio"/> Yes <input type="radio"/> No	
Do you have any relevant qualifications (e.g. marine certificates, TAFE qualifications, university degrees), or have you completed any relevant technical training? *	
<input type="radio"/> Yes <input type="radio"/> No	
<input type="button" value="Next"/>	<input type="button" value="Cancel"/>

Depending on if you are applying as an individual, a director of a company or an operator, you will need to select one of the below 3 options and complete the applicable steps.

Fit and proper application: New Application

Step 1 of 3: Personal Details

Personal details

<input type="text" value="Alias first name"/> <small>Optional - If you have ever been known by another name</small>	<input type="text" value="Alias last name"/> <small>Optional</small>
Are you an Australian resident? *	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
<input type="text" value="Applying as *"/>	
<input type="radio"/> An individual applying for a licence	
<input type="radio"/> A director of a company or co-operative applying for a licence	
<input type="radio"/> An operator	
Do you have any relevant qualifications (e.g. marine certificates, TAFE qualifications, university degrees), or have you completed any relevant technical training? *	
<input type="radio"/> Yes <input type="radio"/> No	
<input type="button" value="Next"/>	<input type="button" value="Cancel"/>

If you choose 'yes' to any of the two questions below, a text box for further information will be populated to allow you to provide specific information to assist in your application.

Have you previously held, or been named as an authorised operator within, a fishery licence or permit (including aquaculture), or been involved in the fishing/aquaculture industry? *

Yes No

Please specify the details of your previous fishing or industry experience *

Do you have any relevant qualifications (e.g. marine certificates, TAFE qualifications, university degrees), or have you completed any relevant technical training? *

Yes No

Please specify the details of qualifications and training *

Next

Cancel

After clicking 'next', a further set of questions will populate, including a supporting document upload for your National Police Check, which you can either drag the file over, or click on to upload directly from your device.

Fit and proper application: New Application

Step 2 of 3: Compliance History

Fishing compliance/offence history

Do you currently own, possess, or have access to fishing equipment or infrastructure relevant to fishing (for example, fishing vessels, sonar or satellite technology, nets, processing facilities)? *

Yes No

Have you, or a company or co-operative of which you were a director, other than in Victoria, been refused a fishery licence, permit, registration or other authority or had a fishery licence, permit, registration or other authority suspended or cancelled? *

Yes No


Have you, or a company or co-operative of which you were a director, in Victoria or elsewhere, pleaded guilty to, been found guilty of, or had a charge proven against you for an offence under any law in Victoria or elsewhere within the last 10 years? *
You are not required to provide details of minor traffic offences (such as parking or speeding offences) or spent convictions (as determined under the Spent Convictions Act 2021).

Yes No

Have you, or a company or co-operative of which you were a director, in Victoria or elsewhere, been charged with an offence (other than a minor traffic offence such as parking or speeding offences) under any law that has not yet been determined by a Court? No details are required if the charge was laid by the Victorian Fisheries Authority. *

Yes No

Upload National Police Check *

 Supporting Documents

Maximum file size: 20MB per file. Maximum 1 files.

Next

Previous

Cancel

By clicking 'yes' to any of the below questions, additional text boxes will appear for you to provide details. As indicated by the arrows below, you can delete information in case of any errors made, as well as add new rows to further supply information.

Fishing compliance/offence history

Do you currently own, possess, or have access to fishing equipment or infrastructure relevant to fishing (for example, fishing vessels, sonar or satellite technology, nets, processing facilities)? *

Yes No

Please specify the details *

Have you, or a company or co-operative of which you were a director, other than in Victoria, been refused a fishery licence, permit, registration or other authority or had a fishery licence, permit, registration or other authority suspended or cancelled? *

Yes No

Please specify the details

Year	Agency	Action taken	Details	
<input type="text" value="Year"/>	<input type="text" value="Agency"/>	<input type="text" value="Action taken"/>	<input type="text" value="Details"/>	

[+ Add Row](#)

Have you, or a company or co-operative of which you were a director, in Victoria or elsewhere, pleaded guilty to, been found guilty of, or had a charge proven against you for an offence under any law in Victoria or elsewhere within the last 10 years? *

You are not required to provide details of minor traffic offences (such as parking or speeding offences) or spent convictions (as determined under the Spent Convictions Act 2021).

Yes No

Please specify the details

Year	Court	Details	Penalty/result	
<input type="text" value="Year"/>	<input type="text" value="Court"/>	<input type="text" value="Details"/>	<input type="text" value="Penalty/result"/>	

[+ Add Row](#)

Have you, or a company or co-operative of which you were a director, in Victoria or elsewhere, been charged with an offence (other than a minor traffic offence such as parking or speeding offences) under any law that has not yet been determined by a Court? No details are required if the charge was laid by the Victorian Fisheries Authority. *

Yes No

Please specify the details

Year of alleged offence	Details	
<input type="text" value="Year"/>	<input type="text" value="Details"/>	

If you have uploaded the incorrect document, you can remove this by clicking on the red X and reattaching the correct document.

Upload National Police Check *

Supporting Documents

Maximum file size: 20MB per file. Maximum 1 files.

New files:

National Police Check.docx	
<small>37.91 KB</small>	

[Next](#) [Previous](#) [Cancel](#)

After clicking 'next', there will be a page to complete your declaration and agree with the statement. Once the box has been ticked, you will be able to submit your Fit & Proper application.

Fit and proper application: New Application

Step 3 of 3: Declaration

Declaration

I affirm that I have a thorough knowledge of the provisions of the Fisheries Act 1995 (Vic) and the Fisheries Regulations 2019 (Vic) that are relevant to the particular fishery or fisheries in which I am seeking to operate.

I certify that the information contained in this Supporting Information Form is complete and correct. I agree to notify the Victorian Fisheries Authority in writing as soon as I become aware of a change in my circumstances in relation to the information provided in this form.

I consent to the Victorian Fisheries Authority seeking copies of information or records held by any other federal or state fisheries, quarantine, environmental, or business licensing or registration agency for the purposes of verifying the information provided in this Supporting Information Form and determining the application.

I acknowledge that a copy of this Supporting Information Form will be retained by the Victorian Fisheries Authority, and that this Form (along with any related documentation) may be reviewed by the VFA in the future for the purposes of:

- assessing my compliance with licence conditions, and/or the requirements of the Fisheries Act 1995 (Vic) and Fisheries Regulations 2019 (Vic); and
- considering whether to issue or transfer licences/abalone units or issue permits under the Fisheries Act 1995 (Vic) to me or to a company or cooperative of which I am a director.

I understand and agree with the statement above

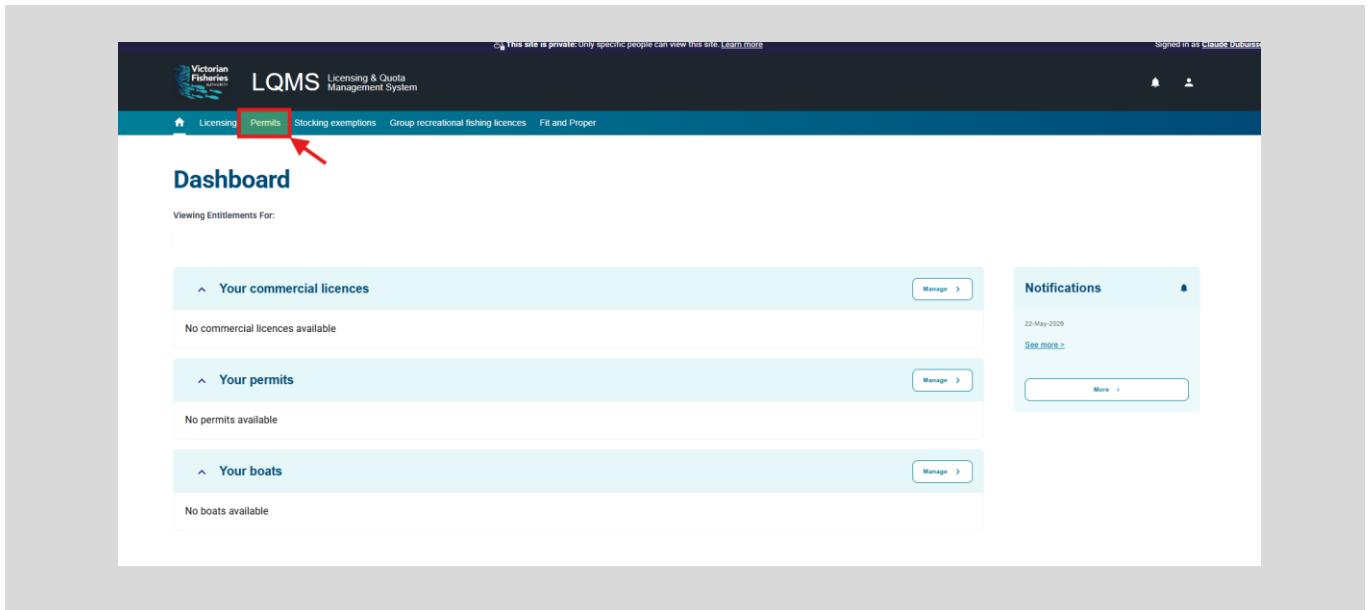
Submit

Previous

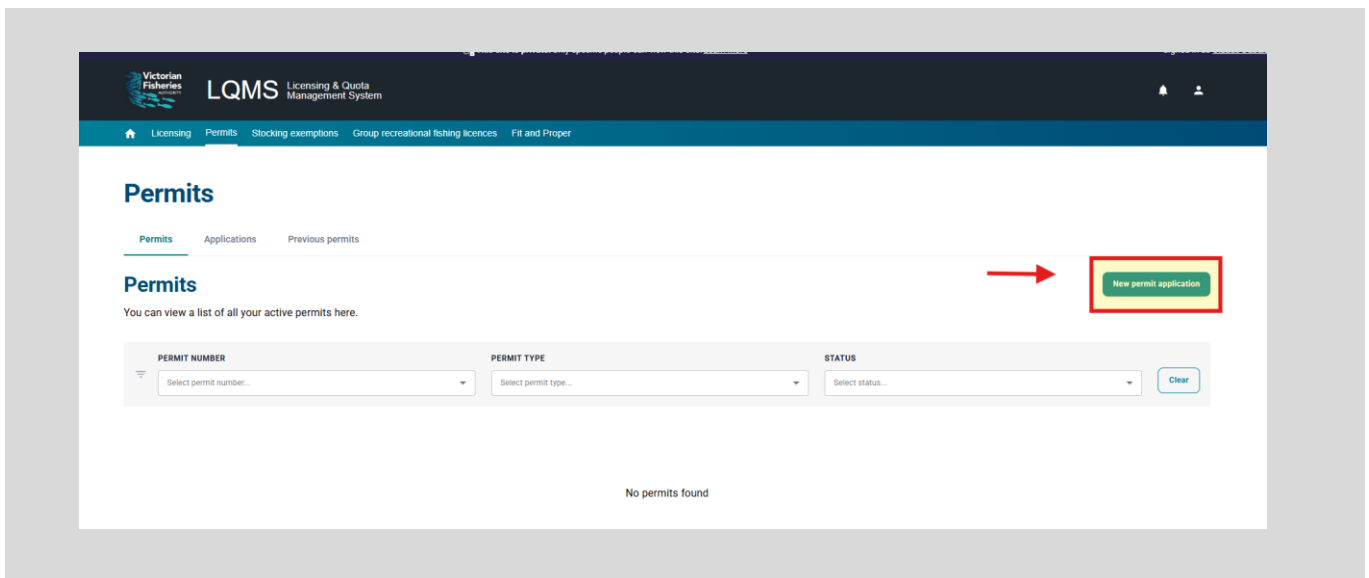
Cancel

APPLYING FOR A PERMIT

To begin a new permit application, click on the Permits tab at the top of the page once logged in.



This next page will display all current existing permits you have. Click on New permit application to commence the process.



← Save & exit

Permit application

You can apply for a permit if you intend to conduct activities outside of the Fisheries legislation.

1 Permit application details
 2 Declaration
 3 Application fees

Please note: If you require a translocation these will add additional steps to the application process.

Permit type * [?]

Are you applying as an individual or organisation? *

Individual
 Organisation

Applicant information [?]

Purpose of the permit * [?]

This next page will automatically populate your personal details to begin the application process. You will be required to choose one of three permit types: General, Noxious Aquatic Species and Protected Aquatic Biota. Choose the one applicable to your permit.

Permit application

You can apply for a permit if you intend to conduct activities outside of the Fisheries legislation.

1 Permit application details
 2 Declaration
 3 Application fees

Please note: If you require a translocation these will add additional steps to the application process.

Permit type * [?]

- General
- Noxious Aquatic Species
- Protected Aquatic Biota

Individual
 Organisation

Applicant information [?]

Purpose of the permit * [?]

0/2000 characters

Intended species to catch * [?]

Search species

If you are applying on behalf of an organisation, click on the organisation and a text box will appear for you to include the organisation name.

Permit type * [?](#)

General

Are you applying as an individual or organisation? *

Individual Organisation

Organisation name *

Applicant information [?](#)

You will then be required to work through the details of what you are applying for. Provide as much detail as possible to assist with the assessment of your application.

Purpose of the permit * [?](#)

0/2000 characters

Intended species to catch * [?](#)

Search species

Common Name	Scientific Name	Number To Be Collected	Action
-------------	-----------------	------------------------	--------

Who will be collecting the species? * [?](#)

Provide details of who will be collecting the species

0/500 characters

Collection location * [?](#)

Provide details of where the species will be collected

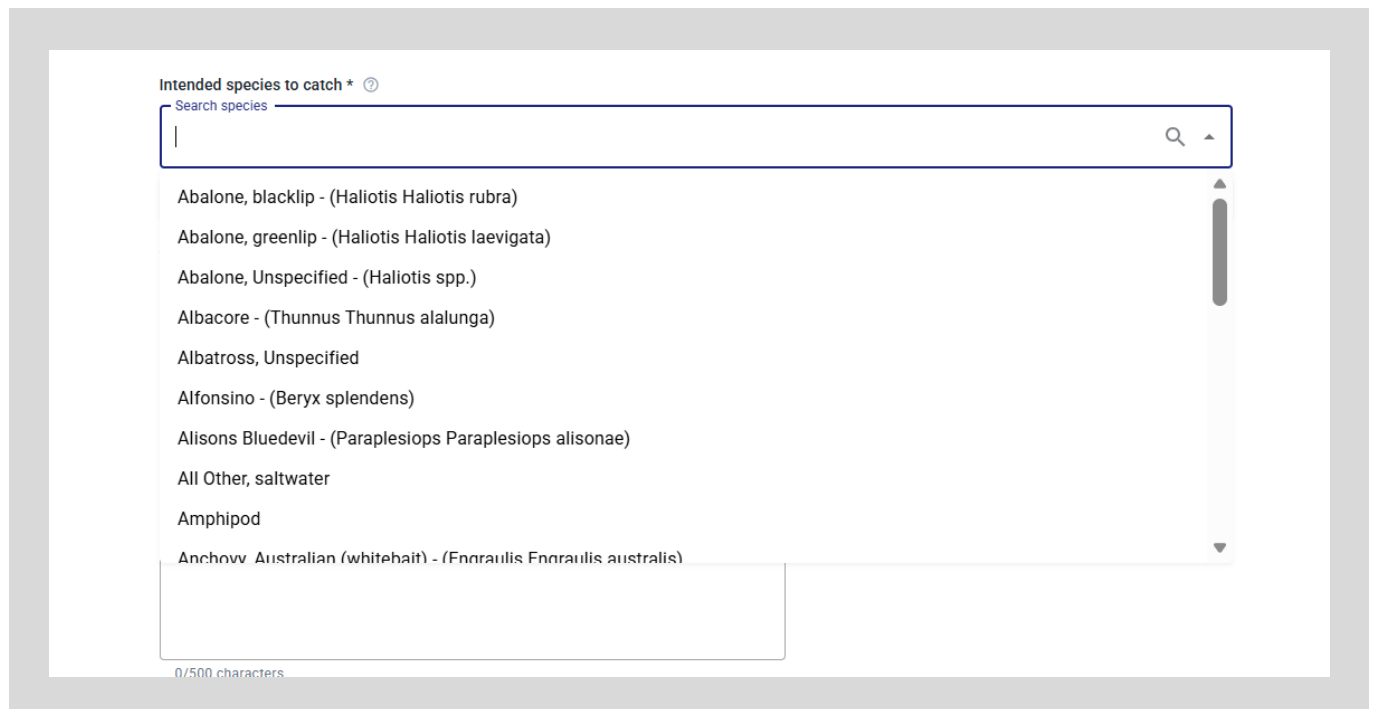
0/500 characters

Upload a map

If possible, include the names of all persons that will be collecting the species. They will then be included as authorised people on the permit.

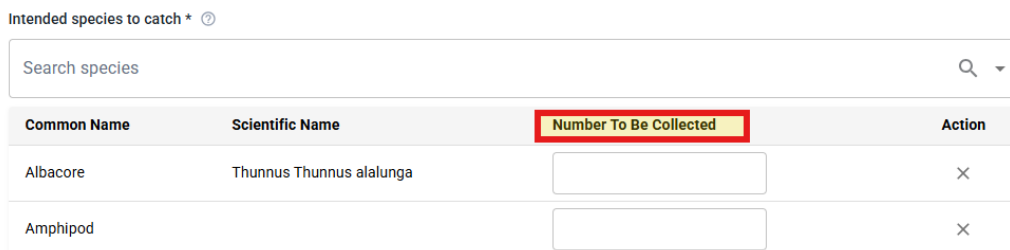
When choosing the species to be collected, you can begin typing the name of the species or scroll through the list. You can then add all the species one by one.

If you cant find the species you are wanting to access,



The screenshot shows a search interface titled "Intended species to catch *". It features a search bar with the placeholder text "Search species" and a magnifying glass icon. Below the search bar is a scrollable list of species names, including "Abalone, blacklip - (Haliotis Haliotis rubra)", "Abalone, greenlip - (Haliotis Haliotis laevigata)", "Abalone, Unspecified - (Haliotis spp.)", "Albacore - (Thunnus Thunnus alalunga)", "Albatross, Unspecified", "Alfonsino - (Beryx splendens)", "Alisons Bluedevil - (Paraplesiops Paraplesiops alisonae)", "All Other, saltwater", "Amphipod", and "Anchovy Australian (whitebait) - (Engraulis Engraulis australis)". A character count "0/500 characters" is visible at the bottom left of the search area.

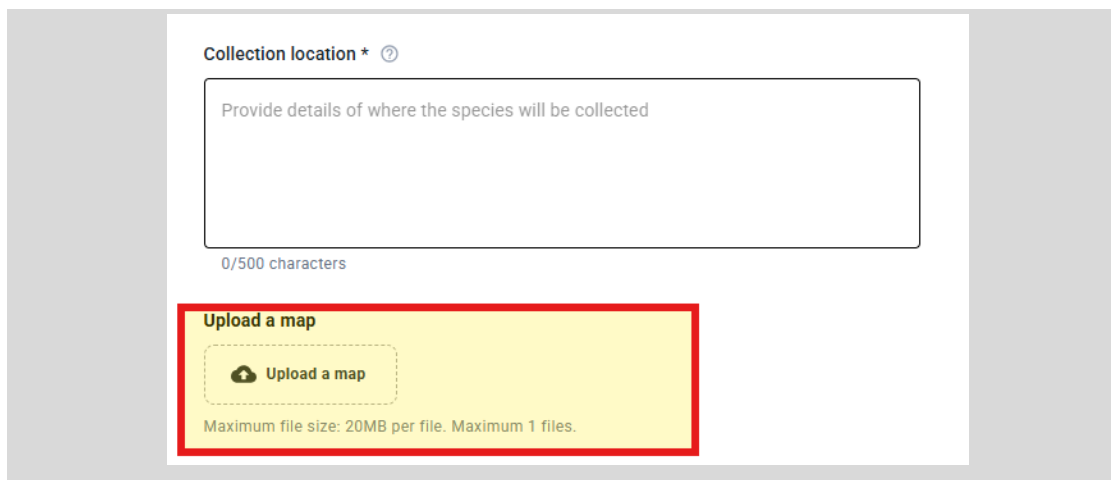
You will also be required to include the quantity to be collected for each species. To remove any species added, click on the **X**.



The screenshot shows a table titled "Intended species to catch *". The table has four columns: "Common Name", "Scientific Name", "Number To Be Collected", and "Action". The "Number To Be Collected" column is highlighted with a red border. Two rows are visible: "Albacore" with scientific name "Thunnus Thunnus alalunga" and "Amphipod". Each row has an input field for the quantity and an "X" icon for removal.

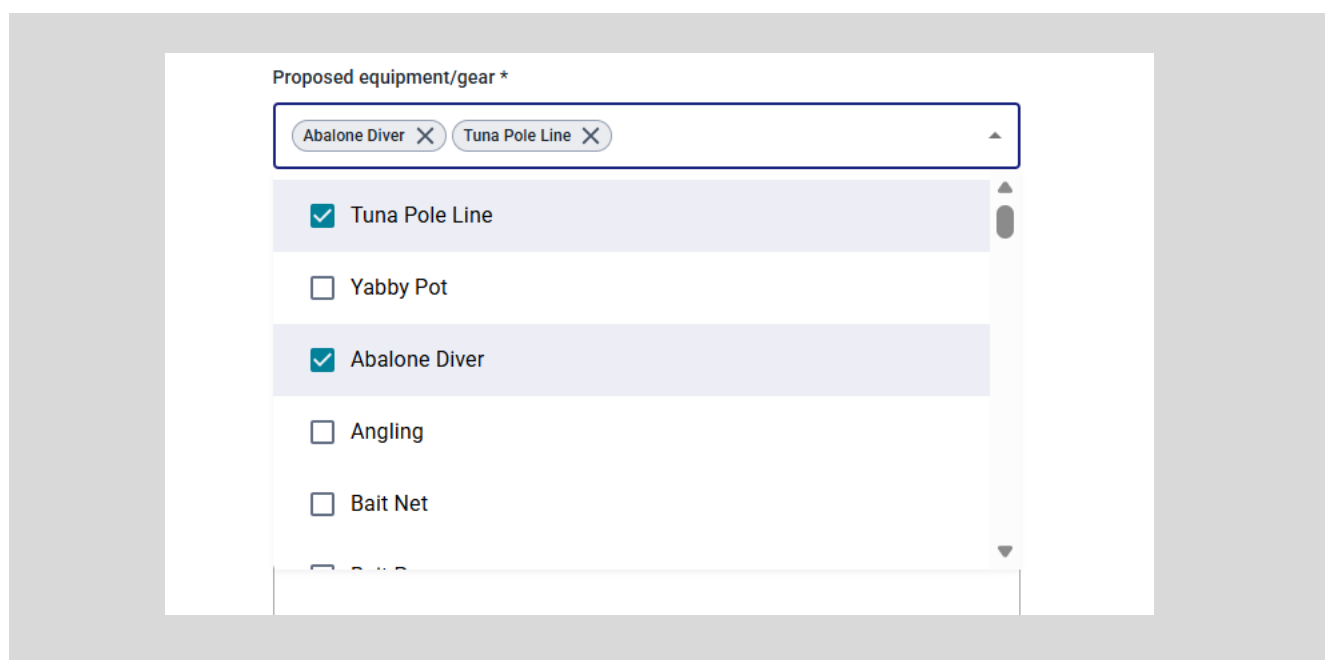
Common Name	Scientific Name	Number To Be Collected	Action
Albacore	Thunnus Thunnus alalunga	<input type="text"/>	X
Amphipod		<input type="text"/>	X

It is important to add a map of the proposed locations you intend to conduct your activities. You can either directly upload with the “Upload a map” button or drag a file from your device over the upload button.



The screenshot shows a form titled "Collection location *". It features a text input field with the placeholder text "Provide details of where the species will be collected" and a character count of "0/500 characters". Below the text field is a yellow box labeled "Upload a map" which contains a button with a map icon and the text "Upload a map". Below the button, it states "Maximum file size: 20MB per file. Maximum 1 files." The entire "Upload a map" section is highlighted with a red border.

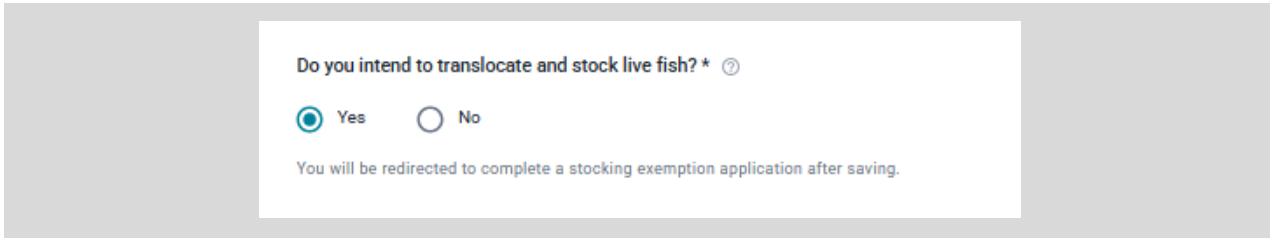
You must include the equipment to be used during your activities. You can click on multiple items to be added or begin typing the name of the equipment.



The screenshot shows a form titled "Proposed equipment/gear *". It features a selection interface with a dropdown menu at the top containing "Abalone Diver" and "Tuna Pole Line". Below the dropdown is a list of equipment items with checkboxes: "Tuna Pole Line" (checked), "Yabby Pot" (unchecked), "Abalone Diver" (checked), "Angling" (unchecked), and "Bait Net" (unchecked). The "Tuna Pole Line" and "Abalone Diver" items are highlighted in light blue.

Continue to provide the details for your application in the fields provided. If you require more characters to provide information, you can upload additional supporting documents as well.

If you are intending to translocate, press 'Yes' and a stocking exemption application will need to be completed. You will be redirected to this page.

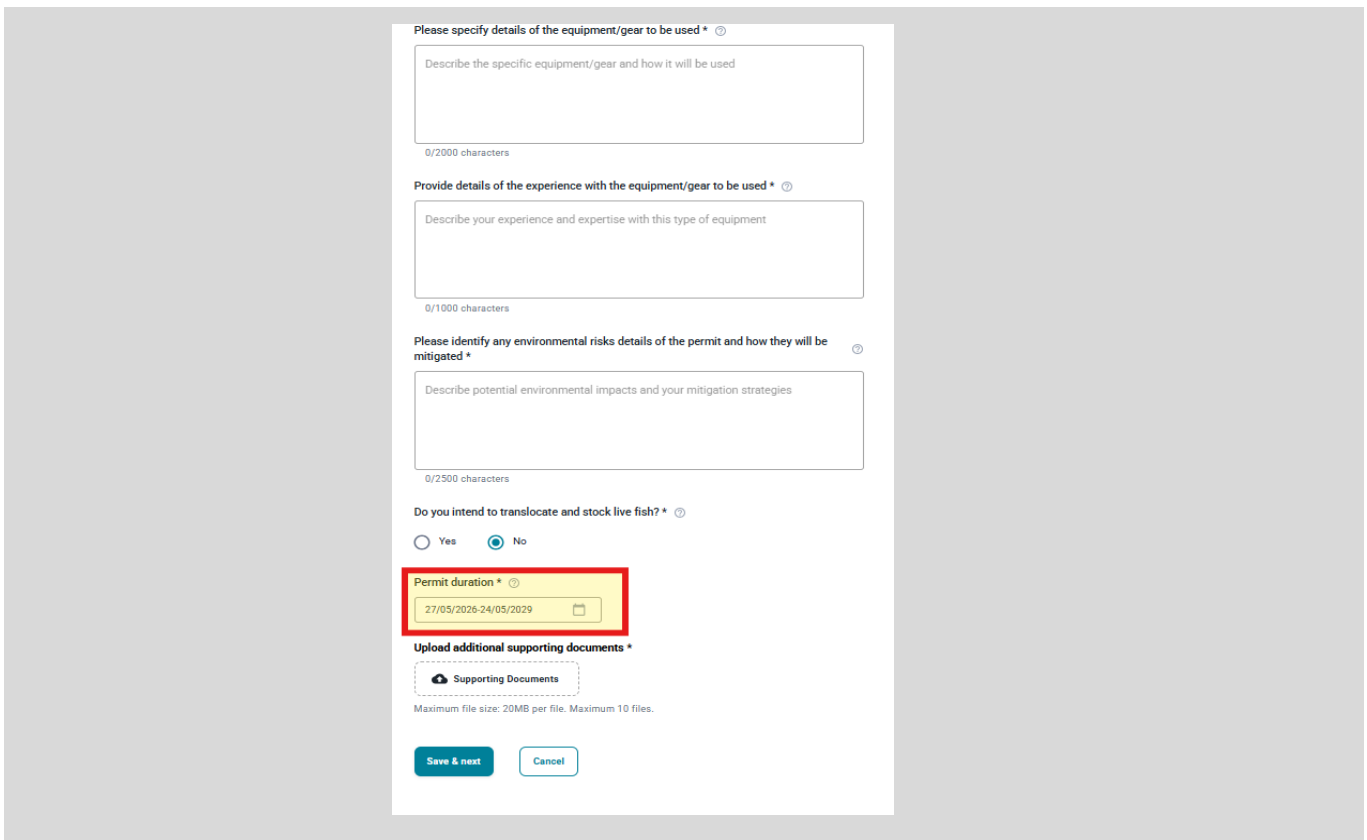


Do you intend to translocate and stock live fish? * ⓘ

Yes No

You will be redirected to complete a stocking exemption application after saving.

Please note permits are issued for a maximum term of 3 years. You will need to select the proposed start date allowing sufficient time for assessment and processing of the permit.



Please specify details of the equipment/gear to be used * ⓘ

Describe the specific equipment/gear and how it will be used

0/2000 characters

Provide details of the experience with the equipment/gear to be used * ⓘ

Describe your experience and expertise with this type of equipment

0/1000 characters

Please identify any environmental risks details of the permit and how they will be mitigated * ⓘ

Describe potential environmental impacts and your mitigation strategies

0/2500 characters

Do you intend to translocate and stock live fish? * ⓘ

Yes No

Permit duration * ⓘ

27/05/2026-24/05/2029

Upload additional supporting documents *

Supporting Documents

Maximum file size: 20MB per file. Maximum 10 files.

Save & next Cancel

Once all details have been provided and documents uploaded, click 'save' and 'next'. You will then be directed to a declaration page displayed below. At this point, your application is saved as a draft and you can choose to come back to the application at a later stage to provide further details or make any amendments before progressing.

Permit application: PERM-APP-1165



Permit application
details



Declaration



Application fees

Declaration

I certify that the information contained in this application is true, correct and complete.

I understand that a failure to include any material matter with the result that the information provided is misleading or providing false or misleading information in a material detail may result in prosecution under section 119A, 119B or 148(7) of the Fisheries Act 1995.

I agree to notify the VFA in writing as soon as I become aware of a change in my circumstances.

I consent to the VFA seeking copies of information held by the Victoria Police' or any other policy for in Australia' or any federal or state fisheries, quarantine, environmental or business licensing or registration agency for the purpose of verifying the information provided in this form and determining the application.

I acknowledge that a copy of this form will be retained by the VFA, and that this form (along with any documentation relating to my compliance with the Act) may be reviewed by the VFA in the future for the purposes of considering whether to issue, renew or transfer licences or permits under the Fisheries Act 1995 to me or to a company or cooperative of which I am a director.

I understand and agree with the statement above

Save & next

Previous

To view this later, click on the permit tab at the top of the page, and then applications to view your existing applications. Under the actions button, you can view or edit your application to change details or finalise submission.

The final step to complete your application would be to process the payment for your permit. The costs of this will be automatically generated dependant on the permit type.

Permit application: PERM-APP-1165

Permit application details Declaration Application fees

Please note: If you require a translocation, this will add additional steps to the application process

Application fees

Almost there
Review the application fees and submit your application below

Please note: The application fee must be paid when submitting the application. Once paid, this fee is non-refundable.

General application fee (due now)
Amount due now: \$171.46

What happens next?
Once you submit your application, it will be forwarded to VFA for assessment. Please note that the process of issuing a permit may take some time to complete. Please give six weeks for your permit application to be processed.
You'll receive email updates as your application moves through each stage of the review. If we need any additional information, we'll reach out via email as well. You will also be notified of the final outcome through email.

Save & submit Previous

Click save & submit to progress to the payment section. Once the payment is successful, you will be provided a receipt number.

Complete Payment

Payment details
General application fee (due now) - PERM-APP-1165

Amount to pay: \$171.46

Secure payment: Your payment information is encrypted and securely processed by PayPal. VFA does not store your credit card details.

Test
Card Number Security Code
Name on Card Expiration

Cancel Pay \$171.46

Complete Payment

Payment Successful!
Your payment has been processed successfully.

Receipt Number: 4400442072
Amount Paid: \$171.46

Please save your receipt number for your records. You may need it for future reference.

Continue

Your application has now been submitted and will be visible under your permit applications. You will also receive an email confirming your applications submission.

Permits

Permits **Applications** Previous permits

Applications

You can view a list of all your permit applications here.

New permit application

APPLICATION NUMBER	PERMIT TYPE	STATUS		
Select application number...	Select permit type...	Select status...	Clear	
APPLICATION #	PERMIT TYPE	SUBMISSION DATE	STATUS	ACTIONS
PERM-APP-1165	General	26/05/2026	SUBMITTED	Actions

Your permit applications will show up in Permit > Applications.
You can withdraw your application at any time by seeing Action

Permits

Permits **Applications** Previous permits

Applications

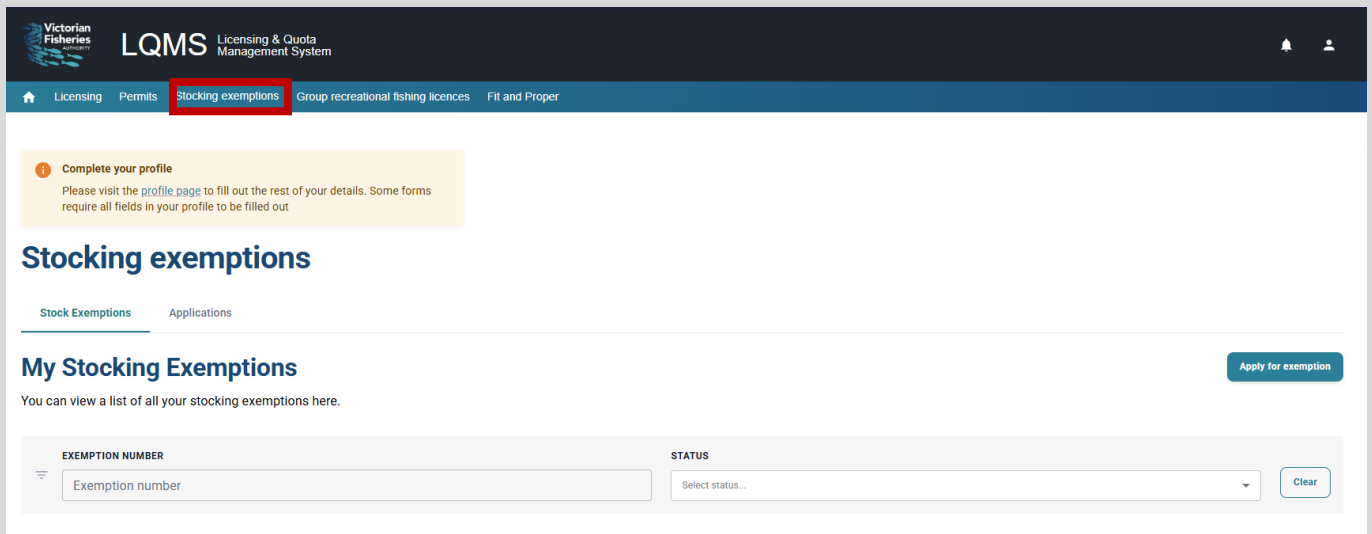
You can view a list of all your permit applications here.

New permit application

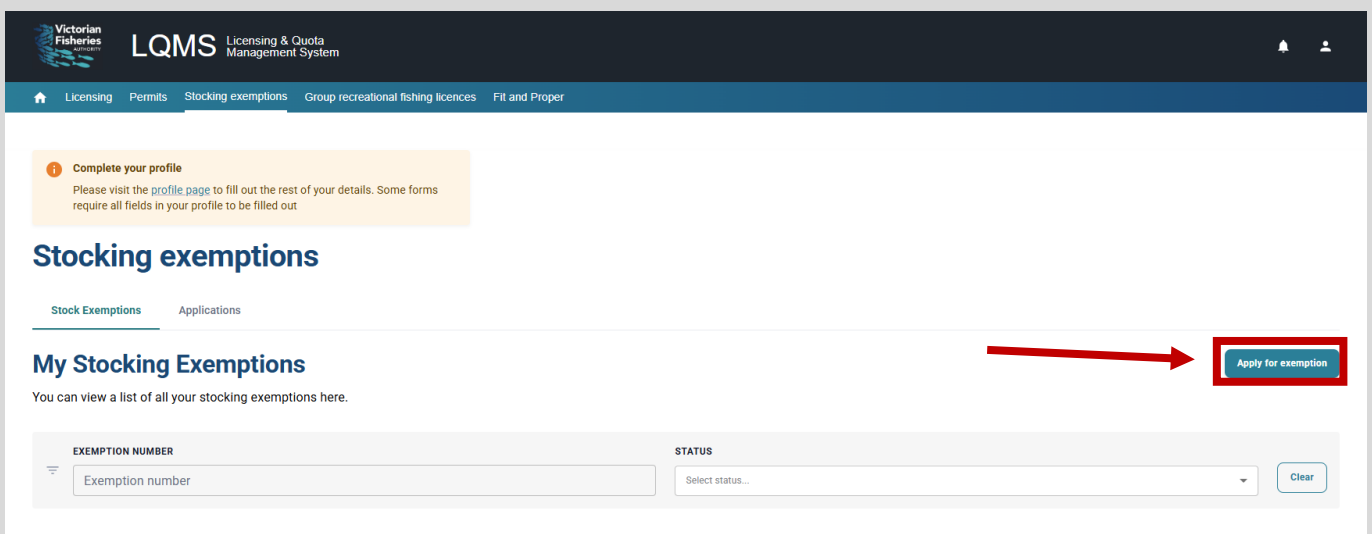
APPLICATION NUMBER	PERMIT TYPE	STATUS		
Select application number...	Select permit type...	Select status...	Clear	
APPLICATION #	PERMIT TYPE	SUBMISSION DATE	STATUS	ACTIONS
PERM-APP-1165	General	26/05/2026	DRAFT	Actions

APPLYING FOR A STOCKING EXEMPTION

To begin a new permit application, click on the Stocking exemptions tab at the top of the page once logged in.



This next page will display all current existing Stocking Exemptions you have. Click on Apply for exemption to commence the process.



This next page will give you some information on stocking exemptions and automatically populate your personal details to begin the application process. You will be required to choose one of four stocking exemption categories: General, Non-commercial aquarium, Non-commercial research facility and Non-commercial secure aquaculture system. Choose the one applicable to your stocking exemption.

Stock exemption application:

You can apply for a translocation as a separate entitlement if you only intend to move species for the purposes of farming, research, stocking, recreation and display etc.

If you wish to conduct a translocation and any activities that fall outside of the Fisheries legislation then you will need to navigate to the permit application to apply for both.

This application is the first step in assessing the risks of a proposed translocation. Risks are assessed and managed in accordance with the Guidelines for Assessing Translocations of Live Aquatic Organisms in Victoria (the Guidelines) and relevant translocation protocols.

Copies of the Guidelines and translocation protocols can be obtained from the translocation section of the Victorian Fisheries Authority website: <https://vfa.vic.gov.au/operational-policy/moving-and-stocking-live-aquatic-organisms/>

Please note:

Failure to provide any of the information requested and/or insufficient detail, may result in the applications refusal

Applications to stock public waters will be made public including publishing summary details of the application and the translocation decision.

Applicant information

Applicant information ⓘ

Application details

Category of stock exemption *

- General Stocking Exemption
- Non-commercial aquarium
- Non-commercial research facility
- Non-commercial secure aquaculture system

The next dropdown box 'intended species to be translocated' will allow you to add all of the species that are being translocated. Select the dropdown box and type to search the desired species.

Intended species to be translocated

Search species

- Abalone, blacklip - (*Haliotis Haliotis rubra*)
- Abalone, greenlip - (*Haliotis Haliotis laevigata*)
- Abalone, Unspecified - (*Haliotis spp.*)
- Albacore - (*Thunnus Thunnus alalunga*)
- Albatross, Unspecified
- Alfonsino - (*Beryx splendens*)

Once the desired species are selected, they will appear in a table below. To choose multiple species, repeat the process and select another species from the dropdown search box and it will also appear in the species table below. For each species in the table, select the life stage (from the dropdown menu), size and number to be collected.

Intended species to be translocated

Q ▾

Common Name	Scientific Name	Life Stage	Size	Number To Be Collected	Action
Abalone, blacklip	<i>Haliotis Haliotis rubra</i>	▾	<input type="text"/>	<input type="text"/>	×
Abalone, greenlip	<i>Haliotis Haliotis laevigata</i>	▾	<input type="text"/>	<input type="text"/>	×

Below the table, you will be prompted to add in the remaining information for the translocation. Follow the instructions in each box.

Where will the species be sourced from * ▾

Source location * ▾

[Enter address manually](#)

Will there be any by-catch and contaminate species? *

Yes No

What is the purpose of the stocking exemption?

What is the destination of the stock? *

Public Water Bodies Facility

Please enter the address of the facility * ▾

[Enter address manually](#)

Type of production system

Dates (Please specify proposed stocking date and expected completion date)

Proposed stocking date
 dd/mm/yyyy 📅

Expected completion date
 dd/mm/yyyy 📅

What will be the fate of the fish? * ▾

Continue to scroll down the page completing each section to the best of your ability. The last prompt gives an opportunity to upload any files or attachments to support the application. Click this button and find the desired file to upload it. Once all of the required translocation information is inputted, tick the boxes to agree to the declaration and conditions and press 'save and continue.'

Please specify which translocation protocol and pathways will be followed

Any other relevant information including examples of any relevant experience, additional biosecurity measures et...

Upload relevant attachments

Upload relevant attachments

Maximum file size: 20MB per file. Maximum 10 files.

By ticking the box below, I certify that the information contained in this application is true, correct and complete, and that I have read and understood the information sheet for applicants. Failure to include any material matter with the result that the information provided is misleading, or providing false or misleading information in a material detail may result in prosecution under section 119A, 119B or 148(7) of the Fisheries Act 1995.

I have read and agree to the declaration above.

By ticking the box below, I hereby declare that the I agree with the application conditions, and notes on these conditions.

I have read and agree to the conditions above.

What happens next?

Once you have reviewed and submitted your application, it will be sent to the VFA and translocation evaluation panel for review. This may take some time to review and there is no guarantee that your application will be approved, but you will be notified via email of the progress of your application and once it has been processed.

Cancel **Save & Continue**

If a risk assessment is required, you will be directed to a new page allowing you to download and upload the risk assessment form. Download the form template by clicking the link.

Risk assessment

Risk assessment form

Your proposed translocation has been flagged as either not complying with a translocation protocol or has not met the low-risk criteria for translocation, triggering a full risk assessment.

Please either download, complete and submit the form below, or submit a risk assessment in your preferred format.

Risk assessment form

Download the risk assessment form here:

https://vfa.vic.gov.au/__data/assets/word_doc/0016/340360/Risk-Assessment_Form-B-VFA.docx

The completed document can be uploaded by clicking the 'upload risk assessment form' icon and any supporting documents can also be uploaded. Once the declaration has been ticked, press 'finish' to complete the section.

Assessing your proposal

The TEP is responsible for assessing translocation applications. The TEP does not authorise translocations or stocking, rather it is an advisory panel providing advice to the VFA CEO, on the risks of a particular proposal.

The quality of the information provided on the Risk Assessment will determine the outcome of the assessment process. Poor quality risk assessments that do not provide the appropriate level of detail, that provide no defensible argument or fail to validate their responses, are unlikely to be successful.

Upload attachments

Upload risk assessment form *

Upload risk assessment form

Maximum file size: 20MB per file. Maximum 1 files.

Upload additional supporting documents

Upload additional supporting documents

Maximum file size: 20MB per file. Maximum 10 files.

Declaration

I hereby declare that the information contained in this form is true, accurate and complete. *

Finish Previous Cancel

Back at the dashboard, the stocking exemption can be found under 'Applications' and its approval status is also displayed. Once approved by the Translocation Evaluation Panel administration, it can be found under the 'Stock Exemptions' tab. When the stocking exemption is clicked on, you can see all its information and the conditions to follow.

Victorian Fisheries
LQMS Licensing & Quota Management System

Home Licensing Permits Stocking exemptions Group recreational fishing licences Fit and Proper

Complete your profile
Please visit the [profile page](#) to fill out the rest of your details. Some forms require all fields in your profile to be filled out.

Stocking exemptions

Stock Exemptions Applications

Exemption Applications Apply for exemption

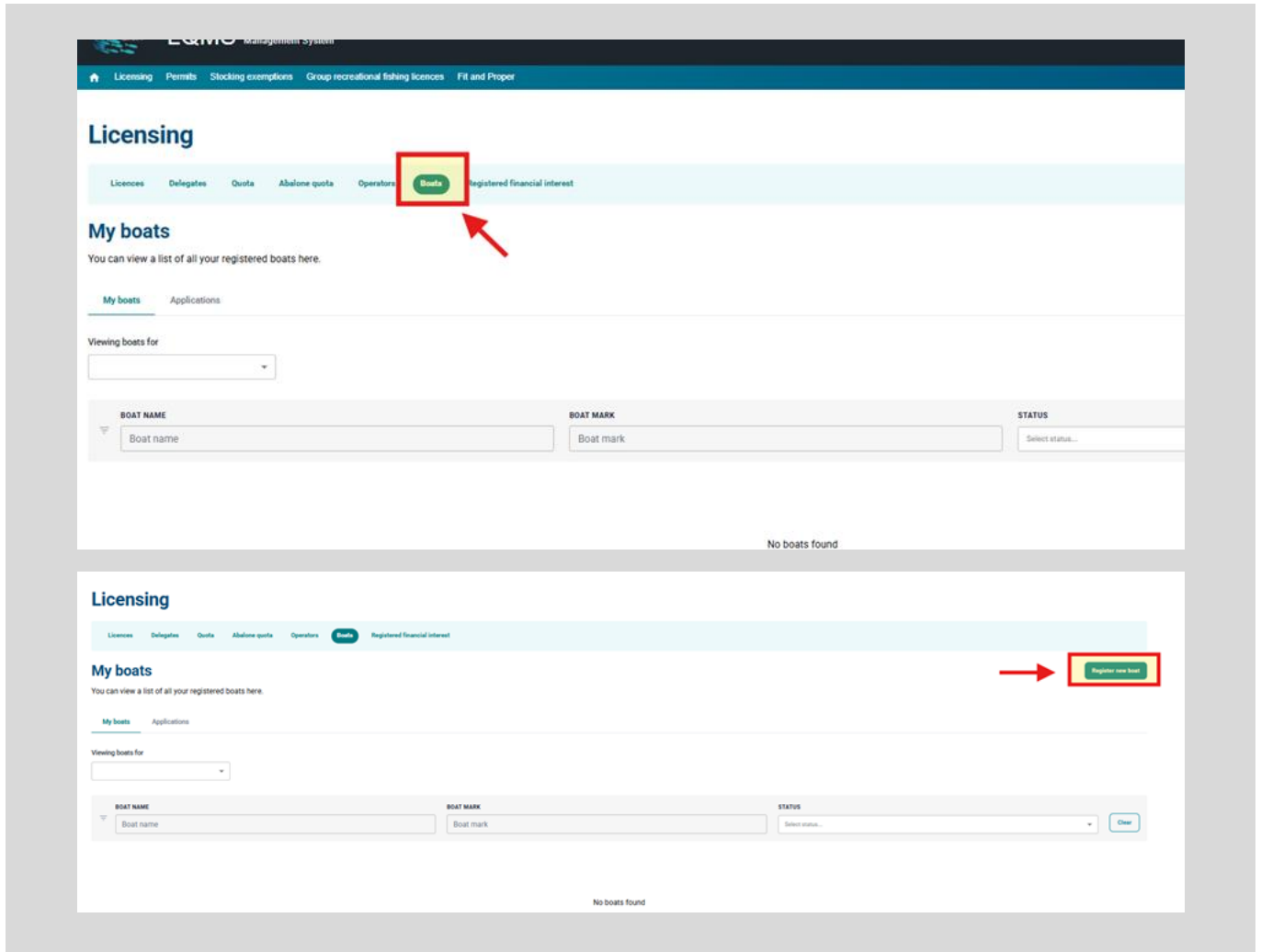
Track your stocking exemption applications here.

APPLICATION NUMBER: Application number

STATUS: Select status... Clear

REGISTERING A NEW BOAT

To register a new boat, you will need to start by clicking on the Licensing tab at the top of the navigation bar. Click onto Boats. Here all the boats registered under your account will be visible with their details. Click on “Register a new boat”



The next page will have several sections to be completed to register your boat. You can either choose an ID mark from the drop-down list or use the generate random mark.

Boat Registration:

Complete the details below to register your boat for commercial fishing activities



Boat registration
application details



Application fees

Applicant information ⓘ

Boat Details

Name of boat *

Registered number (ID mark) ⓘ *

Type to search...



Generate random mark

AMSA unique identifier ⓘ

Has the boat been registered previously? ⓘ

Yes No

Boat Description

Colour *

Length (cm) *

If your boat has been previously registered, tick yes and the below will appear. If your boat was registered in multiple states, you can click add another state to include these details.

Has the boat been registered previously? ⓘ

Yes No

Specify the states the boat was registered in and the registration number for each:

State



Registration number

[Add another state](#)

Continue to proceed through the next details including the description of the boat, while utilising the available drop-down functions.


Boat Description

Colour *

Length (cm) *

Maximum draught (cm) *

Beam (maximum cm) *

Type of fishing equipment/gear to be used * 

Intended purpose of the boat *

Describe the intended use of the boat for commercial fishing activities

Declaration

I declare that the information provided in this application is true and correct to the best of my knowledge. I understand that providing false or misleading information is an offence under the Fisheries Act 1995 and may result in prosecution.

I understand and agree with the statement above

Cancel

Save & Next

Boat Description

Colour *

Red

Blue

Green

Other

White

Orange

Pink

Yellow

Striped with flames

Length (cm) *

Beam (maximum cm) *

Intended purpose of the boat *

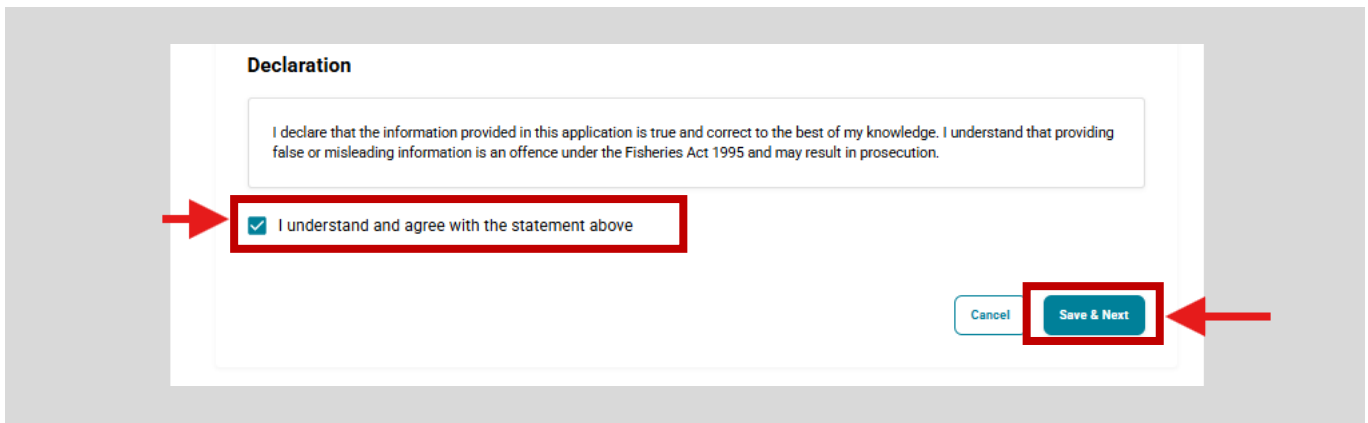
Describe the intended use of the boat for commercial fishing activities

Declaration

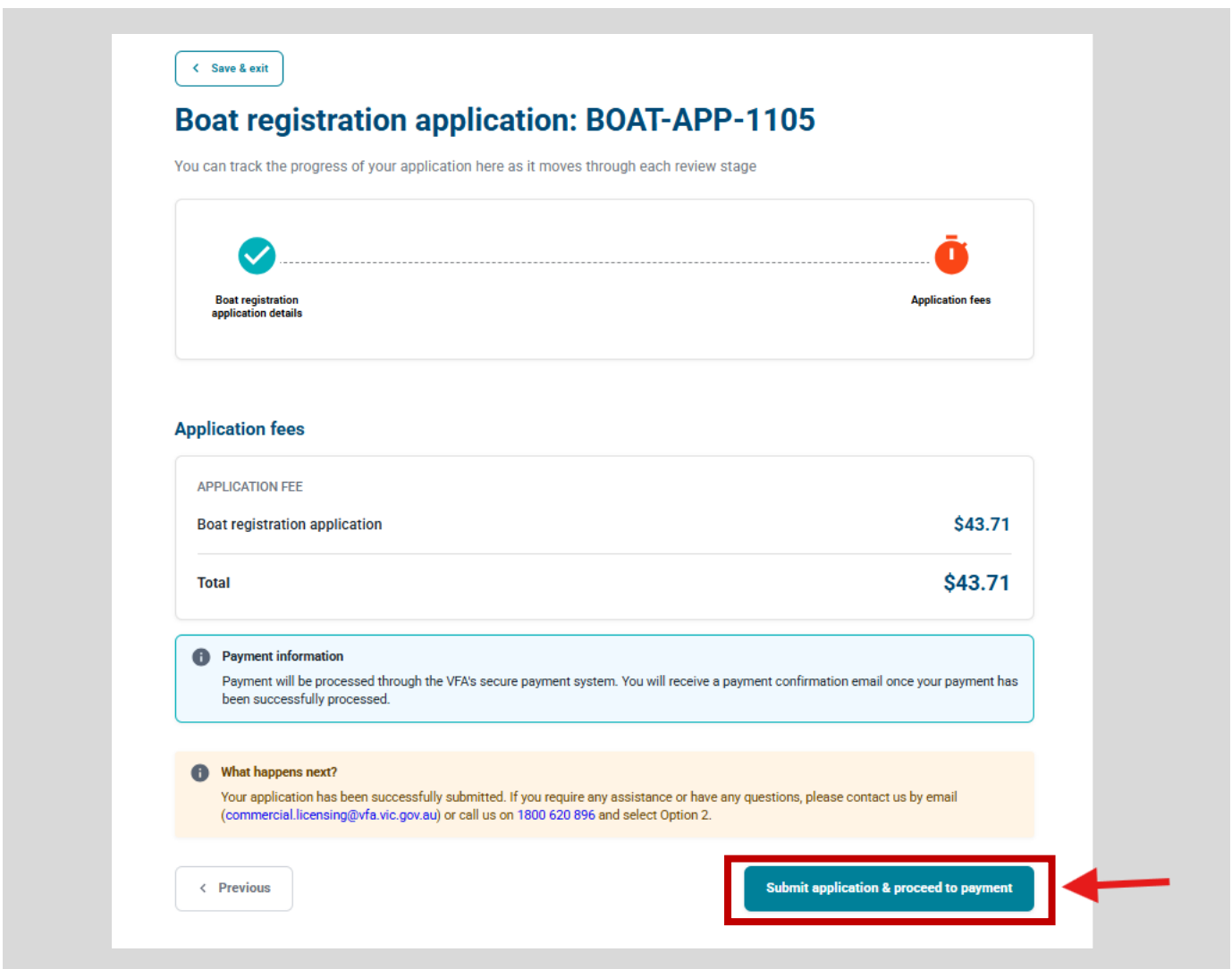
I declare that the information provided in this application is true and correct to the best of my knowledge. I understand that providing false or misleading information is an offence under the Fisheries Act 1995 and may result in prosecution.

I understand and agree with the statement above

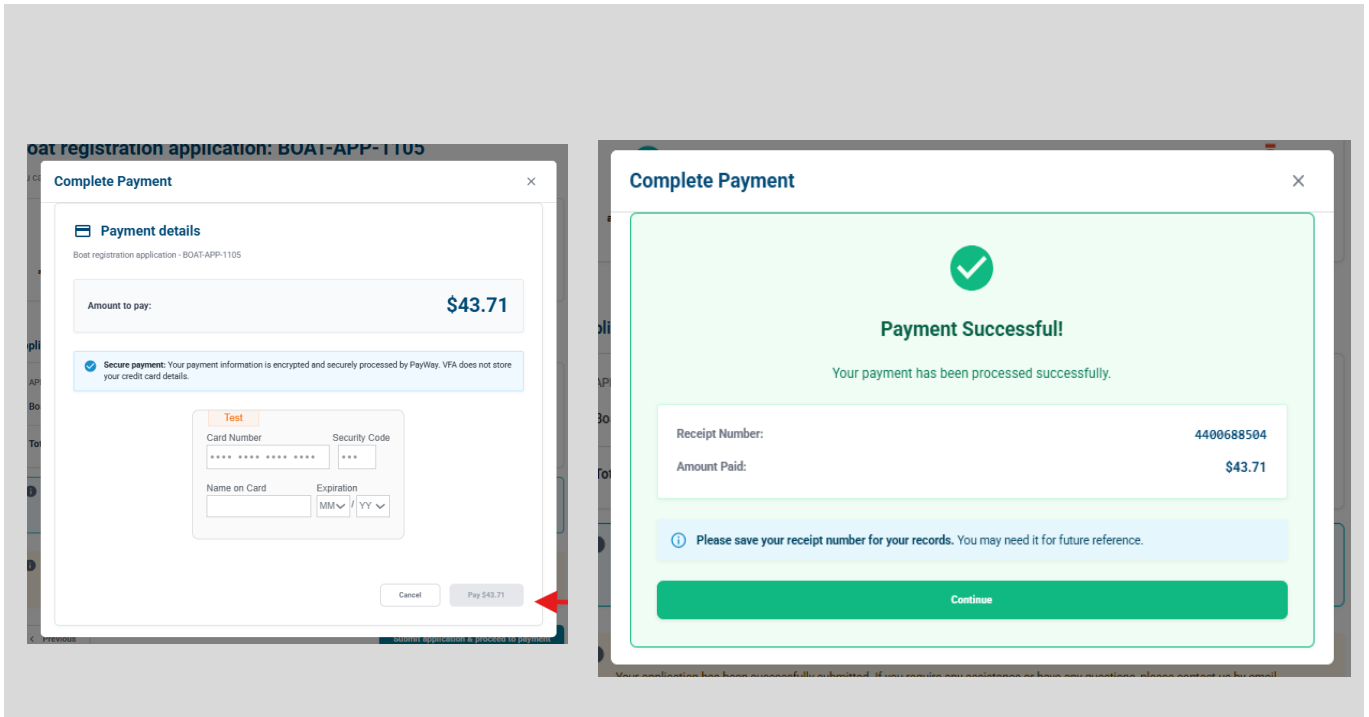
Once all the information has been filled in, you must complete the declaration by ticking the text box below and then clicking save and next.



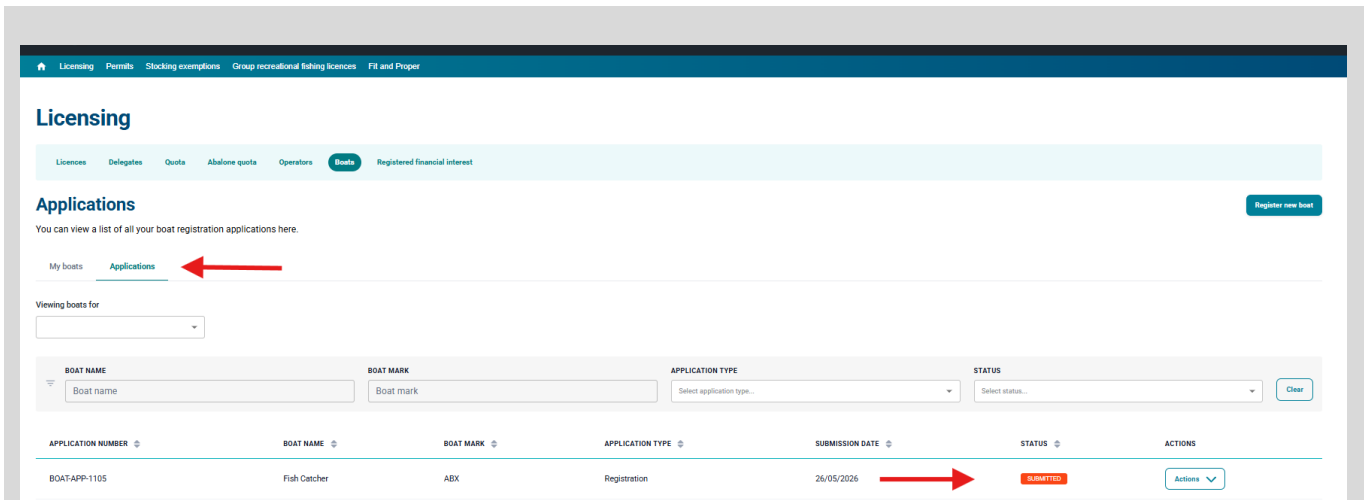
The next page will display the application fee. Once ready to complete your payment and application. Click Submit



The next page will display a section to allow the input of your card details for payment. Input these details and then press "pay"



Once the payment is successful, you will receive a receipt number and a confirmation email of your application. You will then be able to view your Applications and their status under the “Boats” tab in Licensing.



Email example:

This is to confirm that a vessel registration or renewal application has been submitted to the Victorian Fisheries Authority.

Application details
Reference number: BOAT-APP-1105
Application type: Registration
Vessel name: Fish Catcher
Date submitted: 26 May 2026

You can check the status of your application by logging in to the LQMS portal.