

Application for a Permit

Fact Sheet

This fact sheet has been provided to assist your understanding of the legislation and our policy when completing an application for a Permit. Please remove this page when submitting your application.

Type of Permits & Permit Fees

The VFA Permits are issued under three sections of the *Fisheries Act 1995*:

- Section 49. General Permit Applications (GP) \$171.46;
- Section 72. Protected Aquatic Biota Permit (PABP) \$171.46;
- Section 81. Noxious Aquatic Species Permit (NASP) No Fee.

Permit Applications

There are six sections in this permit application.

You must complete all sections.

If you have any queries on permits or completing this form, please contact the VFA Commercial Licensing Team on 1800 620 896 and select Option 2.

Incomplete Applications

If you fail to provide or complete any relevant part of this application (including paying the fee), it will not be assessed and will be returned to you as incomplete. You will be required to complete and/or provide the missing information requested before it will be assessed.

Lodgement details

Email: commercial.licensing@vfa.vic.gov.au

Post: Commercial Licensing
Victorian Fisheries Authority
GPO Box 4509
Melbourne Vic 3001

Processing Times

Please allow up to six weeks for the application to be processed. Upon approval of your application, your relevant permit documentation will be emailed to you.

Permit Application Fee

Permit application fees are current for 1 July 2025 to 30 June 2026.

This fee once paid is non-refundable.

The application fee must be paid when submitting the application. Payment can be made via the credit card payment authorisation in section four of this application form or via Electronic Funds Transfer (EFT)

Applying for a new permit

In accordance with the Fisheries Act 1995, permits are not renewable. Upon expiry of a permit, it is the permit holder's responsibility to apply for a new permit. If required, a new application form will need to be submitted with relevant evidence provided to support the application. If permit continuity is required, ensure you re-apply at least six weeks before the existing permit expiry.

Application Guidance - SECTION FOUR

You are encouraged to provide as much information and detail as possible in section four to justify the granting of the permit. If the VFA is not satisfied with the information provided, it may delay the assessment and issuing of your permit.

A. Details

- Provide the reason(s) the permit is required.
- Support your application by attaching relevant support information, which could include:
 - Business proposal, research or project documents, animal ethics approval, education facility support, maps, photos etc.

B. Species

- www.fishnames.com.au
- Noxious aquatic species: <https://vfa.vic.gov.au/operational-policy/pests-and-diseases/noxious-aquatic-species-in-victoria>
- Protected aquatic biota: https://www.environment.vic.gov.au/__data/assets/pdf_file/0027/741627/FFG_Threatened_List_March_2025.pdf

C. Location

- The more specific information you provide, the greater the ability for the VFA to assess your permit application.

D. Translocation

- The deliberate human-assisted movement of live aquatic organisms is known as translocation.
- If translocation is required, then an ISA must be completed alongside a permit, information on fish translocation can be found here <https://vfa.vic.gov.au/operational-policy/moving-and-stocking-live-aquatic-organisms>

E. Gear

- Type and number of each piece of gear intended to be used must be listed.
- Specific details of the gear is also required including measurements, dimensions etc.

F. Environmental or Other Risks

G. Permit Period

- A permit may be issued for a maximum 3-year period.

Privacy statement

The Victorian Government is committed to protecting information about you and has enacted the *Information Privacy Act 2000* to provide a statutory framework to guide government departments in their personal information handling.

The VFA values and protects the personal information it collects in the course of undertaking its responsibilities and continues to demonstrate a strong culture of protecting the confidentiality and privacy of clients and members of the community.

The information you supply in transactions that is collected by VFA is not traded, sold or licensed. Personal information provided by you will not be used/disclosed for any purpose other than the purpose of the transaction you have entered unless such a use or disclosure is required or authorised by the *Information Privacy Act 2000*, *Fisheries Act 1995* or other legislation. If you wish to access information held about you, please contact VFA.

Application for a Permit

SECTION ONE - Permit Type

1. Please ☒ tick appropriate permit purpose
- ☐ Section 49. General Permit Applications (GP)
- ☐ Section 72. Protected Aquatic Biota Permit (PABP)
- ☐ Section 81. Noxious Aquatic Species Permit (NASP)

SECTION TWO - Your details

2. Family name (surname):

3. Given names:

4. Date of birth:

5. Organisation:

6. Residential address:

a) Street number and name

b) Suburb/town

c) State d) Postcode

7. Postal address (if different to above):

a) Street number and name

b) Suburb/town

c) State d) Postcode

8. Daytime telephone number:

9. Email address:

SECTION THREE - Fit & Proper

- A. 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?*
- 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 ☐
- * Findings of guilt are NOT limited to fisheries offences.
- B. Have you, or a company or co-operative of which you were a director, in Victoria or elsewhere, been charged with but not yet had the charge determined by a Court? **No details are required if the charge was laid by the Victorian Fisheries Authority.**
- Yes ☐ No ☐

If you answered 'yes' to any of the above, provide the relevant details below; use additional pages if required.

Date		State	
Court			
Offence			
Penalty			
Date		State	
Court			
Offence			
Penalty			
Date		State	
Court			
Offence			
Penalty			



Application for a Permit

SECTION FOUR - Permit Details

A. Details

What is this permit being applied for?

Please attach all relevant information to support the permit application.

Have you provided attachments?

Yes ☐ No ☐

B. Species

Fish species and numbers you intend to collect – both scientific and common names *(use additional pages if required)*.

Scientific name	Common name	No. to be collected

Who will be conducting the collection of the species? (Authorised Person/s)
(Use additional pages if required.)

C. Location

Proposed location for collection. Please provide a map and sufficient detail to identify specific locations.
(Use additional pages if required.)



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D. Translocation

Do you intend to move and/or stock live aquatic species?

Yes ☐

No ☐

If "yes", you must complete and submit an initial screening application Form A with this application

You can find the form on the VFA's website:

<https://vfa.vic.gov.au/operational-policy/moving-and-stocking-live-aquatic-organisms>

E. Gear

Please ☒ tick the proposed method(s) of collection box where applicable:

☐ Trap

☐ Mesh net

☐ Seine Net

☐ Line

☐ Electrofishing

☐ Hand Collection

☐ Fyke net

☐ Other

If other, please specify:

Provide details of the gear proposed, e.g. mesh size and length of nets to be used, dimensions and descriptions of traps, quantity of each type of gear to be used, etc.

Provide details of experience with the equipment to be used in the collection of specimens, e.g. experience in the use of fyke nets, electrofishing equipment etc.

F. Environmental or other Risks

Please identify any environmental risks of the permit and how they will be mitigated – including risks to wildlife, non-target species & water access. *(Use additional pages if required.)*

G. Permit period

From

To

SECTION FIVE - Consent 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 have read and understood the information sheet for applicants attached to this application.
- 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.

Signature:

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Date:

SECTION SIX - Payment

- The application fee once paid is non-refundable.
- The fee can be paid by credit card or direct debit.
- Once payment is processed by the VFA, a receipt will be forwarded to the address provided.

Electronic Funds Transfer (EFT)

- Must be paid directly into the VFA account:
Westpac
Name: Department of Jobs, Skills, Industry & Regions
BSB: 033 222
Account Number: 016041
- Confirmation of payment by EFT must be made by email to: commercial.licensing@vfa.vic.gov.au stating the payment date, amount and licence details.
- Persons wishing to pay by EFT must advise their bank of the licence number for inclusion as the 'customer reference'.

Credit card

- The authorisation on this form will only be used once. Credit card information will not be stored for future use.
- Visa or Mastercards only, AMEX not accepted.

Card type ☐ Visa ☐ Mastercard

Total \$171.46

Name on card

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Card number

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Expiry date

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Signature of
card holder

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