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**Isles of Scilly Inshore Fisheries and Conservation Authority**

**Recreational Permit Application Form**

**Permit fee is £3 per pot, up to a maximum of six pots per year.**

**Important notes**

The completion of this application form places legal obligations upon the Permit Holder. Breach of these legal obligations may lead to prosecution. It is the Permit Holder’s responsibility to submit the correct information for the application to be processed.

Incorrect information will invalidate the Permit. Isles of Scilly IFCA must be notified in writing if there are any changes to the information submitted on this application form.

Please tick the box to state the above information is understood

Full name of the permit applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of vessel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permit applicant address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permit applicant postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permit applicant e-mail (Optional – We will use this to remind you for renewals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you interested in collecting fisheries data? (we will supply training, equipment)\_\_\_\_\_\_\_(Y/N)

**Tags**

How many tags do you require (up to six)?

**To tick:**

The owners of the vessel have read and understood the Recreational Permit Byelaw

The owners of the vessel have read and understood the lobster Minimum Size Byelaw

**How to submit and pay**

* Calculate £3 per pot for a one year permit
* Payments can be made at the library at Porthcressa, the gym at Carn Gwaval by cash or credit card or over the phone on 01720 424400. If paying in person or by post, forms can be left at the library or gym.
* Alternatively, following payment send completed form to: **Isles of Scilly IFCA, Town Hall, St Marys, Isles of Scilly, TR21 0LW** or e-mail to [**ifca@scilly.gov.uk**](mailto:ifca@scilly.gov.uk)
* **If visiting and staying on Tresco** – Forms and tags will be available when paying mooring fees on the island. Any queries please email [**ifca@scilly.gov.uk**](mailto:ifca@scilly.gov.uk)

**The information provided on your application will be processed by Isles of Scilly IFCA to consider and manage your application. The information will be processed to:**

Provide you with the information (the permit conditions) and assistance with permit renewals

Maintain our database with correct details

Data collected will:

* Assist Isles of Scilly IFCA with fisheries management
* Assist the investigation of possible breaches of the permit conditions
* Help to prevent possible breaches of the permit conditions

We may also use and/or disclose your information:

* So we can validate it with the Marine Management Organisation or other regulators
* To offer or provide you with our literature regarding our functions and our mandatory requirement to consult with the permit holder on any changes to the Flexible Permit Conditions

**Lawful Basis**

Isles of Scilly IFCA will only hold information about you that is required in order to conduct its functions imposed by legislation. Our lawful basis for this is Article 6 (1) ( e ) of the General Data Protection Regulation 2016. We use your information for the exercise of official authority such as under the Marine and Coastal Access Act 2009, to carry out investigations into possible breaches of the Byelaws.

**How long we keep your information for**

We will keep it while you are a permit holder and after that for five years for administration purposes. We may also keep it for longer for statistical purposes and will ensure there are appropriate safeguards in place.

For more information about completing this form, please see contact details on our website. To find out more about your Data Protection rights, if you have a query or want to make a complaint, see our **Privacy Policy.**

**For IFCA use only**

|  |  |
| --- | --- |
| Payment received |  |
| TAGs issued |  |
| TAG numbers |  |