Southern IFCA Permitting System Guidance

What will I need?

- **A VALID E-MAIL ADDRESS**
- **YOUR VESSEL & FISHING DETAILS** – Vessel name, PLN, registered overall length, home port, Fishing Licence number and the types of fishing undertaken
- **ADDITIONAL OWNER DETAILS** - Name/s, address/es and contact details
- **SKIPPER DETAILS** - Name, address and contact details
- **YOUR VESSEL'S CERTIFICATE OF REGISTRY –** In PDF or JPG format

How do I access the Permitting System?

- Type https://permits.southern-ifca.gov.uk/Apply into your internet browser or go to our website www.southern-ifca.gov.uk, click on the 'Permits' tab then click on the 'Apply for a Permit, tab
- Enter the details requested and click on the Register button
- A registration e-mail will be sent to your e-mail inbox
- Click on "Verify e-mail address" within the e-mail (this link is only valid for 2 hours)
- Confirm your name and create a password

How do I apply for my permit?

- Once you have created a password the Permitting System will ask you which type of permit you are applying for, click on [Fish for Sale]

- The Permitting System will take you through 5 sections
  - ❶ Applicant details
  - ❷ Vessel details (includes fishing details)
  - ❸ Check application
  - ❹ Supporting documents
  - ❺ Submit application

- Your progress will be saved at each stage allowing you to log off and continue later
- A back button is shown at the bottom of each page allowing you to go back and add or amend details
- Once you have submitted your application you will be given a reference number, if you need to contact Southern IFCA regarding your permit application please quote this number

Please turn over the page for What happens next? ➲
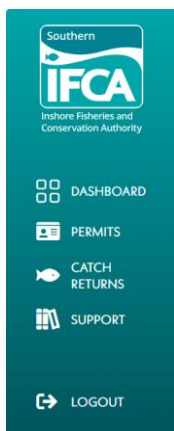
What happens next?

- If there are any queries on your submitted application, Southern IFCA will contact you via e-mail

- Once your application has been approved you will receive an e-mail with a PDF version of your Permit

How do I show my permit to an officer if my vessel is inspected?

- You can download the PDF Permit from the e-mail on to your mobile phone

- You can print a copy of the PDF from the e-mail and keep it on your vessel

- You can access your dashboard on the Permitting System and view or print your permit from your mobile phone

- Any Southern IFCA Officer will be able to access the Permitting System and verify you are permitted

How do I access my Dashboard on the Permitting System?

- Type https://permits.southern-ifca.gov.uk into your internet browser

- Log in using the e-mail address and password that you used to apply for your permit

- **Dashboard** – You can view a summary of your permits here by clicking on the valid button or view/print the permit document by clicking on print
- **Permits** – This shows an overview of all permits you have applied for, their status and period of validity, you can also view/print your permit document from this page
- **Catch Returns** – This only applies to Permits which require catch returns. **The Fish for Sale Permit does not require catch returns**
- **Support** – Any guidance notes will be shown here

What if I?

- Have problems applying for my permit
- Forget my username and/or password
- Change my e-mail address
- Change my home address
- Need to update my Certificate of Registry

- Sell my vessel
- Buy a new vessel
- Need to change an additional owner
- Need to change the skipper
- Change my home port or fishing type
- No longer need my permit

For help with any of the questions listed above or any other queries you may have regarding the Southern IFCA Permitting System, please contact the office on 01202 721373 or e-mail permits@southern-ifca.gov.uk