



Southern IFCA PHDP Catch Returns Guidance

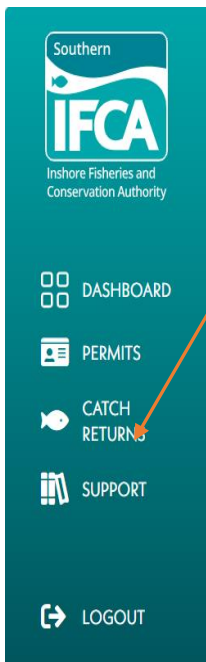
What will I need?

- A mobile phone with access to the internet, a tablet or a laptop/pc
- Your Southern IFCA Permitting System log in details
- Details of your Poole Harbour Dredge catch

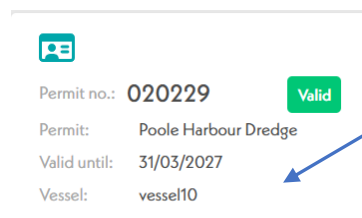
How do I log in?

- Go to the Southern IFCA website www.southern-ifca.gov.uk
- Click on **Permits**
- Click on **Poole Harbour Dredge Permit** and scroll down to the **Catch Returns** section.
- Click on – **Permitting System Log in**
- If you have forgotten the password you used to apply for your Poole Harbour Dredge Permit click on **Forgot password?** you will receive an e-mail link to reset your password.

How do I access my catch return?




- When you have logged in, click on **CATCH RETURNS** in the left-hand box.
- Click on your Poole Harbour Dredge Permit.



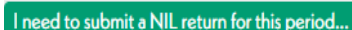
- The months you are required to submit a catch return will be listed.
- Click on the line of the correct month.

Catch Returns		
Catch returns for permit number 020229 Poole Harbour Dredge (Commercial)		
Vessel name: vessel10 PLN: 78		
From	to	Fishing area
05/2025	05/2026	
May 2026		n/a

How do I complete a NIL return?

- Once you have clicked on the correct month, click on this button
- Type in your full name when prompted.
- Click on 

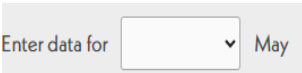
Click below if you did not fish at all in May



How do I enter my catch?

- Your catch can be entered day by day, when the form is closed it will retain the data as long as a full day is completed at once, or you can enter your catch for the whole month in one go.

- Once you have clicked on the correct month, click on 

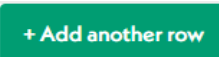

- Click on the v in this box  a drop-down list will appear, click on the date you wish to enter your catch.

- Click on  hrs click on the v to choose the hours fished (max 12 hours).

- Click on  click on the map to choose the zone fished, then click on 


- Click on  click on the v for the drop-down list of species.

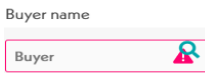

- Click on  kg type the weight of your catch in kg into the box.

- If you have caught more than one type of species, or fished in more than one zone click on  and repeat the process as above. To change the zone, click on 

- Once you have completed your hours, zone/s, species and weights click on 

- At the top you will see a summary of your catch for that day.
- Enter the species and weights in the boxes below the summary.


Buyers		
Summary of catch		
Cockle (COC)	10kg	 10kg not assigned to buyer


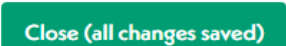
- Click on  you can type the name of your buyer into the box, clicking on the  will bring up a list of buyers names that you have previously used.

- If you have sold to more than one buyer or caught more than one species that day, click on 

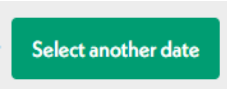
****Please use official company names instead of individuals names or nicknames where possible, for example, use **Klink** instead of Dutch****

- When you have entered all the species, weights and buyers, a green tick will appear in the summary.

Summary of catch		
Manila Clam (CMM)	10kg	


- To delete incorrect information entered click on 
- When finished click on 

- Repeat this process for all the dates you have fished by using this button

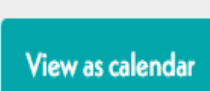


- As you enter your catch you will see the data displayed as a list on the right-hand side of the screen


Date	Area	Species	kg	Buyers
Fri 01/05/2026 Time spent: 9.5	PHD_Zone_1	Manila Clam (CMM)	10	Dorset Oysters: Manila Clam (CMM) - 10kg
Sat 02/05/2026 Time spent: 4.5	PHD_Zone_10	Cockle (COC)	200	Greenslades: Cockle (COC) - 200kg

- Any missing information will be highlighted with a 
- You can add the missing information by clicking anywhere on the line

Sat	02/05/2026 Time spent: 4.5	No area selected 	No species selected 	No weights entered 	Greenslades: Cockle (COC) - 200kg Buyer totals do not match catch totals 
-----	-------------------------------	--	---	--	---

- You can also view this on a calendar by clicking on  however this will not show the buyers.

How do I submit my catch return?

- You will only be able to submit your catch return if you have completed all the required data for days you have indicated fishing activity, pink triangles  will show in the list view to indicate missing data. These must be completed before you can access the submit button.

- When you have finished inputting all your catch for the month click on 

- You will be shown a calendar, the days with catch are highlighted with 


- If you have not had any interactions with Endangered, Threatened and Protected (ETP) species leave the toggle on no 

- If you have had an ETP interaction, slide the toggle to yes and e-mail details of the interaction to permits@southern-ifca.gov.uk

- Type your full name when prompted and click on 

- If there any issues with your catch return you will be contacted.

How do I access the catch return data I have submitted?

- Log into the catch return section of your portal as detailed under the 'How do I log in' and 'How do I access my catch return' sections of this guidance.
- Click on the month of the catch return data you wish to view/download.
- Click on  Download as PDF

If you have any issues completing your catch return do not hesitate to contact the office on 01202 721373 or e-mail permits@southern-ifca.gov.uk