



Guidance on completing an application for a **COMMERCIAL SHELLFISH PERMIT**

Introduction

The byelaw provisions concerning the application and issuing of commercial permits and pot tags are contained in paragraphs 13 to 23 of the Shellfish Permit Byelaw.

This guidance provides information on how to complete a shellfish permit application form and the issuing of pot tags including the replacement of lost tags.

Completing the application form

General introductory points

- **Please refer to following guidance when completing a Shellfish Permit application form**
- **A valid permit is required to fish within the Sussex IFCA District for the specified shellfish species using pots and amounts of crabs or lobsters above daily limits of 2 lobsters and 5 edible crabs**
- **Only one Shellfish Permit can be issued for a relevant vessel**
- **The permit applied for is for a period of two years from the commencement date**
- **An original application form should be used to apply for a permit** (obtained from the IFCA office or downloaded and printed out from website)
- **Please complete the form using CAPITALS only in black pen**
- **Hard copies of completed application forms are required**

Details of form

1. Name

An application must only be made by the owner of the relevant fishing vessel.
If the vessel is owned by more than one person all names should be provided.

If the vessel is owned by a company or other legal entity the organisation's name or entity's name must be provided.

2. Address

Only one contact address should be provided for the owner, this is the address to which the Authority will send the Permit, tags and future correspondence.

3. Permit holder's 'nominated representative'

The Shellfish Permit Byelaw requires that the permit holder or the permit holder's 'nominated representative' must be present on board the vessel during any permitted activity.

It is essential that the owner nominates a relevant person if they will not be on vessel. It is advised that the vessel master/skipper is the nominated if they are not the owner.

4. Vessel name, PLN and licence details

All information should be identical to that within existing legal documents.

5. Declaration

The declaration must be signed by an owner, if the vessel is company owned it should be signed by a current company director.

Application fees

A table is provided to enable applicants to identify how many pots they require for three specific types of pots targeting lobster/crab, whelk and cuttlefish. All tags cost 15p per unit.

Applicants must specify the number of pot tags they require for each pot type. It is strongly advised that applicants ensure they apply for sufficient tags for their anticipated requirements on the initial application form.

The tags are not interchangeable between pot type they will be coloured and coded differently.

Further tags can be applied for at any time during the permit period and will be issued subject to maximum limits, however there will be an additional administration and postage costs and sufficient time to allow for the printing of tags may be required.

Permit fee

The Shellfish permit fee is £200 for two years from the date of commencement.

Postage

Postage is optional, applicants may collect permits and tags from the office when available. If they have not paid postage they will be notified that collection is possible.

What you receive from the Authority

Permit holders will be issued with the following

- A Shellfish Permit – this is a non-transferable authorization it cannot be sold.
- A Certificate Disc – This must be displayed on the vessel
- Pot tags – unique to the permit issued, showing vessel PLN/ref.no.
- Permit guidance
- Information on catch data to be provided

Lost tags

The Authority understands that pots are sometimes lost or damaged at sea. The Authority has a process to accommodate replacement tags for lost pots.

Depending upon how the tag has been attached it may be possible to reuse tags from damaged gear, this saves time and the cost of applying for replacements. The tag works like a large non removable cable tie. So if it can be cut free without damage it could be reattached (e.g. using a cable tie to attach to the pot structure).

Lost tags can be replaced by the Authority and will be subject to an application process. This process will include a requirement for the owner to declare details of the tags' lost in writing.

Tags that are reported as lost and then found again should be returned to the Authority. **They must not be used.**

Any fraudulent claiming of lost tags and use of tags above prescribed limits is an offence under the Shellfish Permit Byelaw.

In the event that the permit holder loses a significant number of tags within the 2 year permit period, the Authority may require the permit holder to replace all tags for that gear type. Each set of tags has a unique code for each permit holder.

Replacement fees

The following fees apply for replacement permit items.

A fee is payable for the replacement of lost or destroyed Commercial Permits, certificate discs and tags:

- (a) Replacement Permit £10
- (b) Replacement Disc £10
- (c) Replacement tags, fixed administration charge £3
- (d) Replacement tags £0.15 per tag

General information

- Permits are valid for the period of two years
- Permits are not transferrable between:
 - the permit holder and another person; or,
 - the vessel named in the permit and another vessel; and,
- Permits must be surrendered to the Authority immediately if no longer required.
- The Authority may vary fees in accordance with paragraph 21 of the Byelaw
- In accordance with the Shellfish Permit Byelaw the Commercial Permit is subject to
 - the general permit conditions in paragraphs 32 to 42;
 - the Commercial Permit conditions in paragraphs 43 to 45; and, any flexible permit conditions attached to the permit in accordance with paragraphs 47 to 49.

Details of Permit Conditions can be found in document 'Permit Conditions'