

HAND GATHERING PERMIT **CATCH RETURNS** **Step-By-Step Guide**

This guide explains (step-by-step) how to comply with the monthly catch return requirement of the Sussex IFCA Hand Gathering Byelaw.

All Hand Gathering Permit holders must submit catch returns on a **monthly basis**. This requirement applies whether or not you have engaged in any hand gathering/fishing activity during the month. If you did go hand gathering, you must report the relevant details.

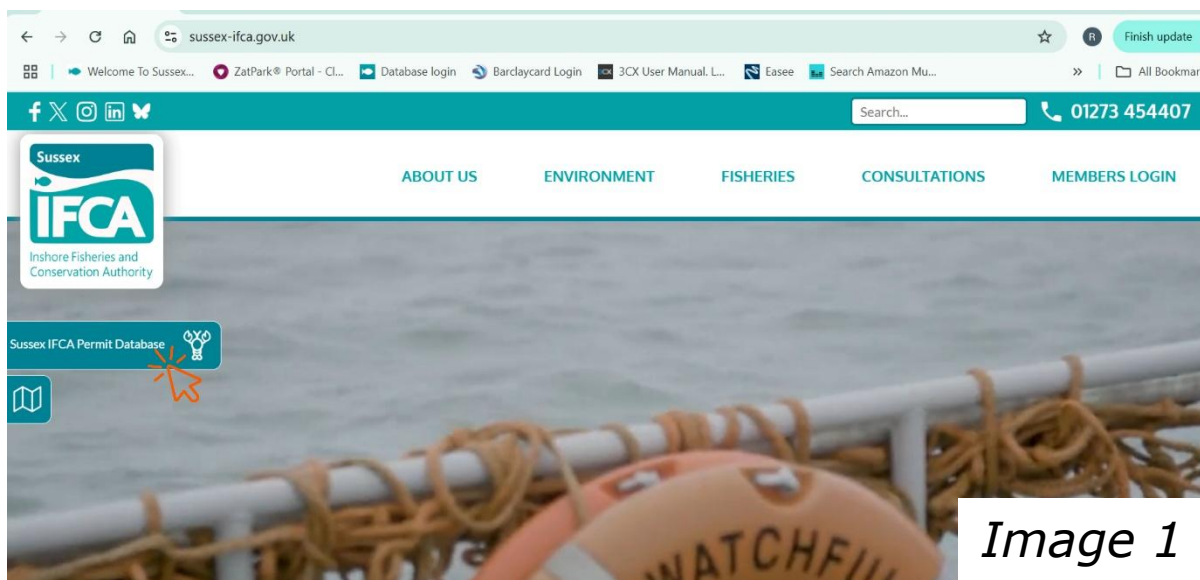
If no activity took place, you are still required to submit a **Nil Return** for that month.

The data collected in these catch return forms is essential for contributing to the sustainable management of the hand gathering fishery in Sussex. Therefore, it is required that all data submitted is accurate to the best of your knowledge.

The following steps will help ensure you remain compliant with the byelaw:

Step 1. Accessing the website

Navigate to the Sussex IFCA website by clicking this link: <https://www.sussex-ifca.gov.uk/>



Once on the Sussex IFCA website, click the lobster icon on the left-hand side of the screen. When your mouse is on the lobster icon, it will expand to; "Sussex IFCA Permit Database", as seen in **Image 1** above. Click on this to open the 'Sign in' Database window.



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Note: If you are using a mobile phone to access this – the button will be at the bottom of the main homepage on your screen.

Step 2. Login to your account

This screenshot shows the 'Welcome to the Sussex IFCA Permitting System' page. At the top, there is a browser address bar showing 'permits.sussex-ifca.gov.uk/Public/Permit/'. Below the browser bar, there are several tabs: 'Welcome To Sussex...', 'ZatPark® Portal - CL...', 'Database login', 'Barclaycard Login', '3CX User Manual. L...', 'Easee', and 'Search Amazon Mu...'. The main content area has a teal background with the Sussex IFCA logo at the top center. Below the logo, the text 'Welcome to the Sussex IFCA Permitting System' is displayed. Underneath this, there is a label 'Email address' followed by a text input field containing 'Joebloggs@hotmail.com'. To the right of the input field is a teal button labeled 'Continue'. An orange arrow points to the 'Continue' button. In the bottom right corner, there is a white box with the text 'Image 2'.

Enter the same email address you used when signing up/applying for your Hand Gathering permit into the box provided, then click the "Continue" button located below the email address field, as indicated by the orange arrow in **Image 2**.

This screenshot shows the 'Login' page of the Sussex IFCA Permitting System. At the top, there is a browser address bar showing 'permits.sussex-ifca.gov.uk/Public/Permit/'. Below the browser bar, there are several tabs: 'Import favourites', 'Home | Microsoft 365', 'Sussex IFCA Team SL...', 'All - 3CX', 'Welcome to The To...', 'FishingNews', and 'Dan 121 | Trello'. The main content area has a teal background with the Sussex IFCA logo at the top center. Below the logo, the text 'Login' is displayed. Underneath this, there is a label 'Email address' followed by a text input field containing 'joebloggs@hotmail.com'. Below the email field is a label 'Password' followed by a password input field with a masked password '*****'. To the right of the password field is a teal button labeled 'LOG IN'. Below the 'LOG IN' button is a link labeled 'Forgot password?'. An orange arrow points to the 'LOG IN' button. In the bottom right corner, there is a white box with the text 'Image 3'.



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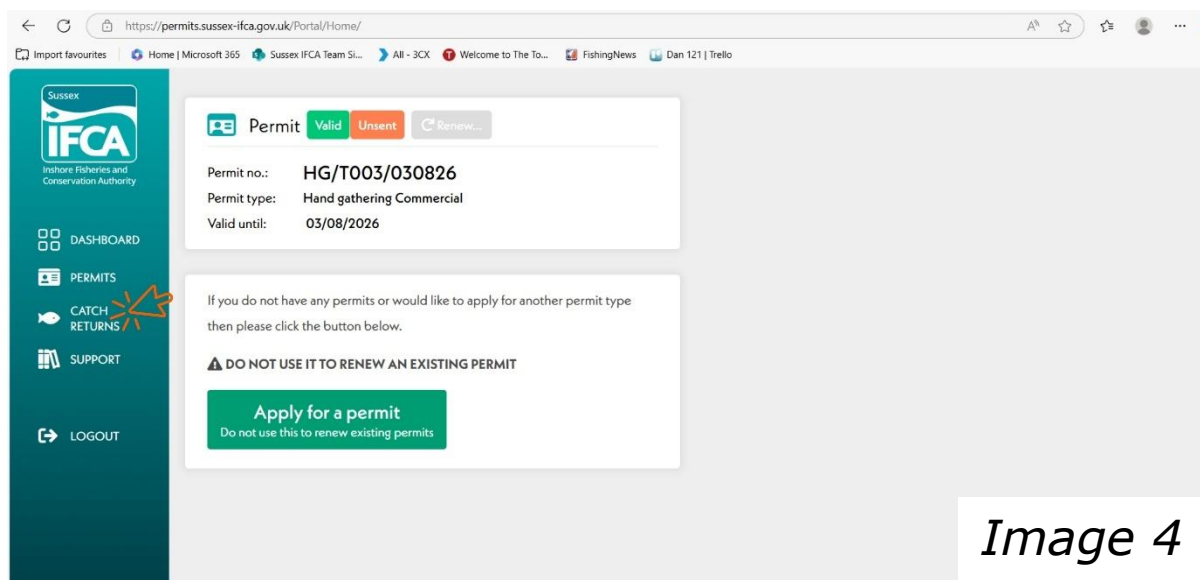
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A new screen will appear displaying your email address and an empty password field as per **Image 3**. Enter the password you previously created and click "LOG IN".

If you can't remember your password, click on "Forgot password?" and follow the on-screen instructions to reset it.

Note: By clicking on the eye icon you can view what you are typing in the password box.

Step 3. Accessing Catch Returns from your Dashboard



Once you are successfully logged into your Sussex IFCA permit account, your main page 'Dashboard' should look similar to **Image 4** above, displaying your permit details.

Select "Catch Returns" on the left-hand side of the screen. This will take you to a new window to input your catch return information.

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Step 4. Select Month/Date to complete, or submit 'Nil>Returns'

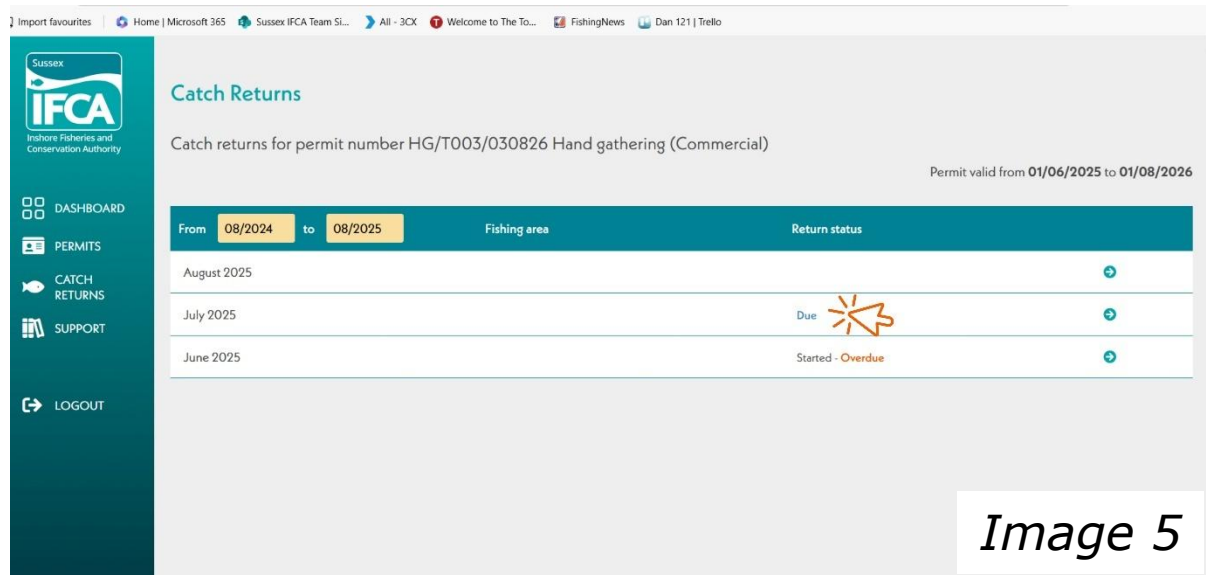


Image 5

The first window after selecting 'Catch Returns' asks you to select the months that catch returns are due. Available months to complete will be flagged as either 'Due' or 'Overdue' as shown in **Image 5**. Please prioritise any overdue months.

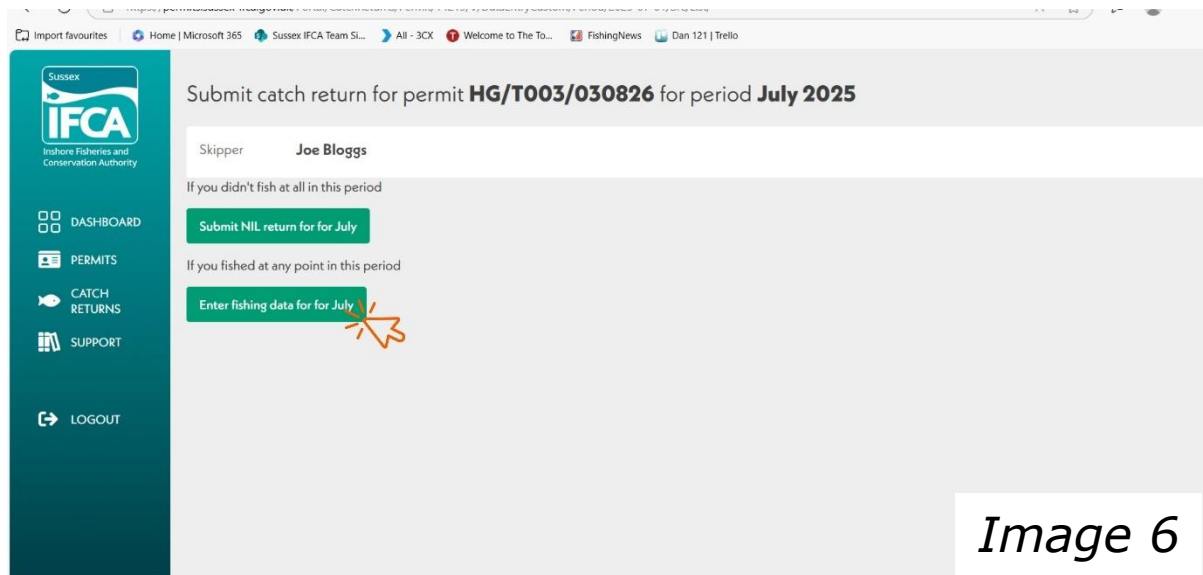


Image 6

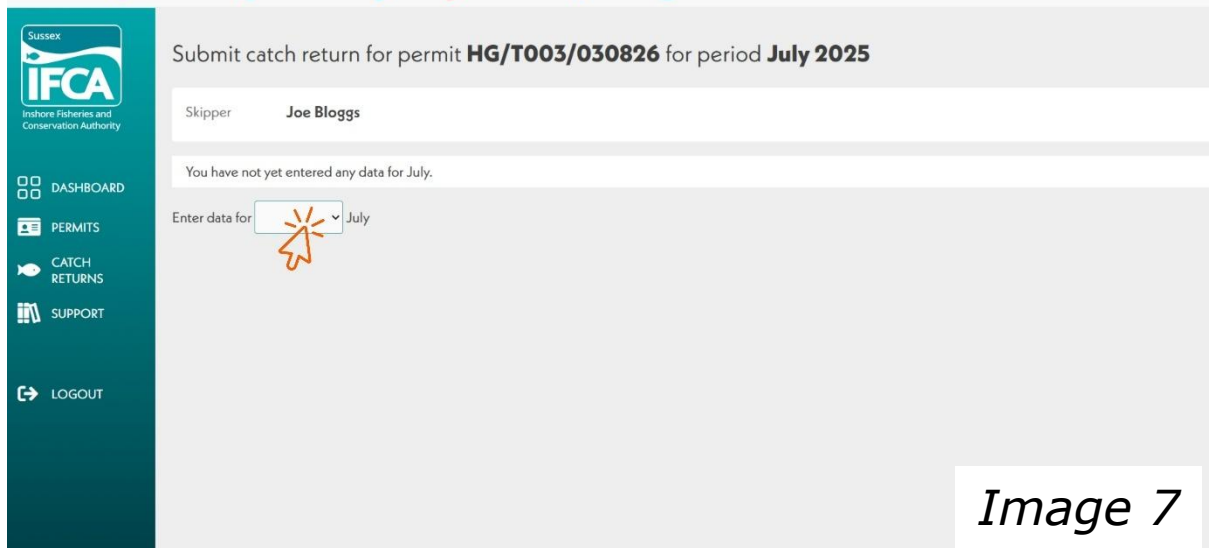
If you did not do any hand gathering at all in the month you have selected, click on "Submit NIL return for July" – this will conclude the catch return process for that month.

If you did hand gather at any point during the selected month, click on "Enter fishing data for July" shown in **Image 6**. Then use the drop down menu to select the specific date you fished/hand gathered, as per **Image 7**.

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! Import favourites | Home | Microsoft 365 | Sussex IFCA Team SL... | All - 3CX | Welcome to The To... | FishingNews | Dan 121 | Trello



Submit catch return for permit **HG/T003/030826** for period **July 2025**

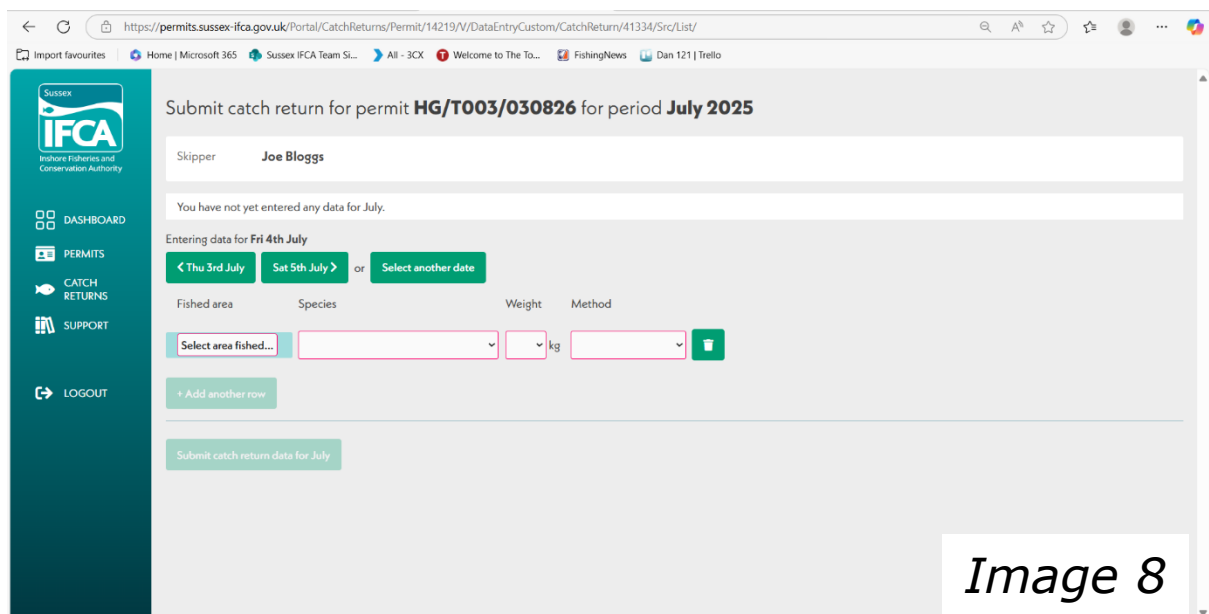
Skipper **Joe Bloggs**

You have not yet entered any data for July.

Enter data for July

Image 7

Step 5. Entering Catch Data



Submit catch return for permit **HG/T003/030826** for period **July 2025**

Skipper **Joe Bloggs**

You have not yet entered any data for July.

Enter data for **Fri 4th July**

< Thu 3rd July Sat 5th July > or Select another date

Fished area	Species	Weight	Method
Select area fished...		 kg	

+ Add another row

Submit catch return data for July

Image 8

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Once the date is selected, the catch data window will open as per **Image 8** above. You will now be able to enter specific catch return data using simple drop-down menus, including "Fished areas", "Species", "Weight" and "Method".

Start by selecting the furthest box on the left, titled "Select area fished..."

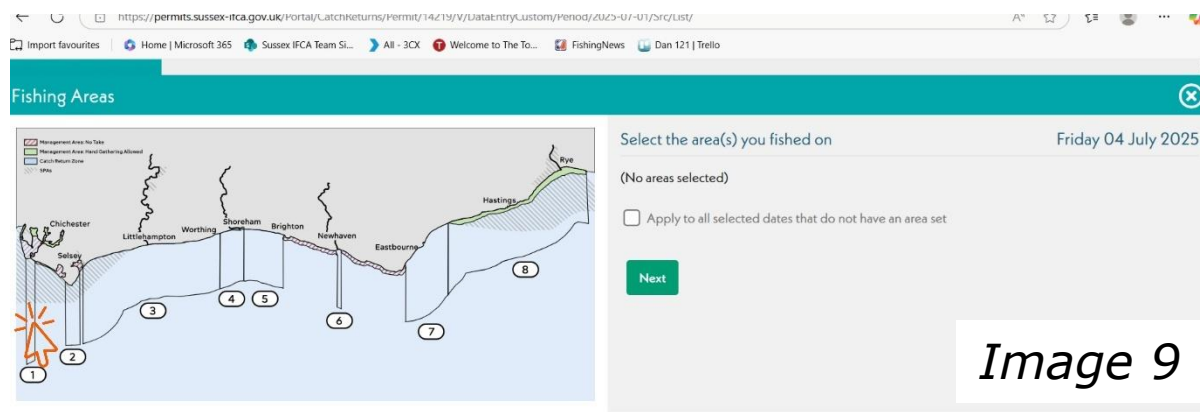


Image 9

From here you will be able to choose the specific area you fished/hand gathered during that month, shown in **Image 9**.

The selectable areas will illuminate green when your cursor hovers over them. Areas 2 – 8 are selectable with a single click.

If you fished/hand gathered within Area 1 (Chichester Harbour), a second pop-out window appears asking you to make a further selection click of the sub-area within Chichester Harbour, shown in **Image 10** below. Click on one of the five areas in green to make your selection.

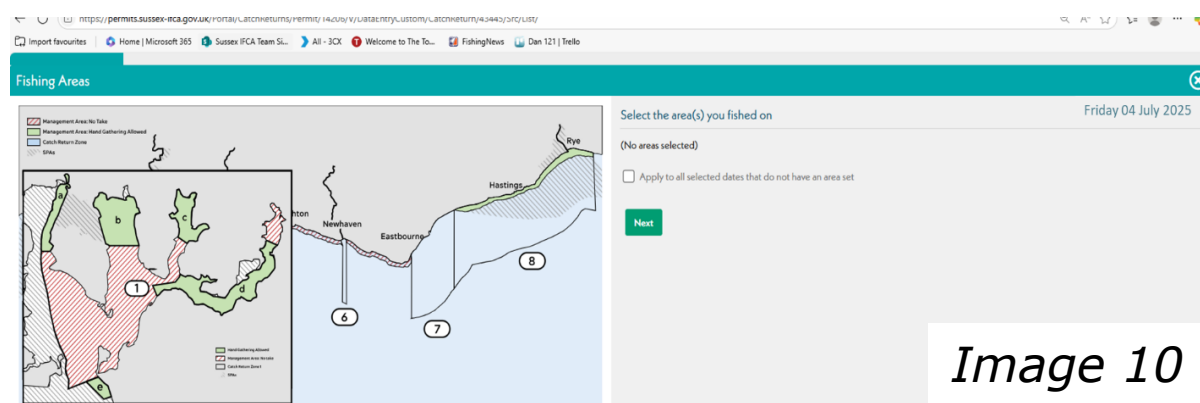


Image 10

After the area has been selected you can now enter data for species, weight collected (in Kilograms) and method, using the drop-down menus, as shown in **Image 11** below. Use the mouse to select each box and click on the correct options for each selection box.

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Submit catch return

Joe Bl...

You have entered data for

Entering data for Fri 4th July

← Thu 3rd July Sat 5th July

Fished area

HG1D

Lugworms

Weight

2 kg

Method

Pumping

When you add a row, the fishing area is copied to save you time. If you need to enter data for a different area you can change it using the button on the row. You can [click here](#) to do that now.

+ Add another row

Submit catch return data for July

Image 11

Note: If you realise after starting another line that you have made a mistake – clicking the rubbish bin icon at the end of the line will delete that entry.

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Submit catch return for permit **HG/T003/030826** for period **July 2025**

Skipper: **Joe Bloggs**

You have entered data for: 4th, 20th

Entering data for **Sun 20th July**

< Sat 19th July | **Mon 21st July >** | or | **Select another date**

Fished area	Species	Weight	Method
HG1C <input checked="" type="checkbox"/>	Ragworms	3 kg	Digging
HG1C <input checked="" type="checkbox"/>	Lugworms	1 kg	Pumping

When you add a row, the fishing area is copied to save you time. If you need to enter data for a different area you can change it using the ☒ button on the row. You can [click here](#) to do that now.

+ Add another row

Submit catch return data for July

Image 12

If you fished/hand gathered on multiple days in one month, choose “Select another date” and enter the relevant data.

If not select “Submit catch return data for July” to review the dates you have entered catch return information for, as shown in **Image 12**.

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Submit Catch Return

You are submitting a catch return for **July 2025**.

Please check that the information below is correct, and covers **all** the days you fished.

If it is correct, then enter your name and click **Submit**. If you need to edit any data click **Cancel**.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1st Jul	2nd	3rd	4th	5th	6th
7th	8th	9th	10th	11th	12th	13th
14th	15th	16th	17th	18th	19th	20th
21st	22nd	23rd	24th	25th	26th	27th
28th	29th	30th	31st			

Declaration

I confirm that the data provided above is correct.

Your name:

Image 13

Confirm that the data provided is correct by entering your name. Once you select "Save", shown in **Image 13**, your catch return information will be saved and successfully submitted.