



COMMERCIAL SHELLFISH PERMIT **ADDITIONAL & TEMPORARY** TAGS APPLICATION FORM

As a Sussex Shellfish Permit holder I hereby make application to Sussex Inshore Fisheries and Conservation Authority for **additional** shellfish permit pot tags as detailed below.

Important notes:

- This form is for the purpose of applying for additional tags when the total required number of additional tags combined with those already issued is not more than maximum limits for each gear type.
- Please refer to relevant guidance on pages 3 and 4 when completing the form.
- Any replacement tags issued will be valid only for the duration of the existing Shellfish Permit for which they have been issued.
- Subject to the details of the application the Authority may require the Shellfish Permit Holder to replace all tags for a specific pot/tag type.
- Where possible damaged or recovered tags should be retained and returned to the Authority with the application.
- Tags that have been replaced must not be subsequently reused, it is an offence to use more than the maximum specified number of tags.
- Tags will be issued when the payment has been received (BACs payment or cheque cleared).
- All replacement and temporary tags are charged at the same rate (15p/unit) as the original tags plus postage.

Information required concerning the tags (please complete with a black pen in CAPITALS)

Full name of applicant _____

Vessel name and PLN _____

Permit No. _____

How many additional tags (including temporary if applicable) are required in total? _____

Tick as appropriate

Do you require temporary tags Yes No

Please see guidance notes on temporary tags that can be issued at short notice.

Tag requirements, please complete shaded boxes in table as appropriate.

Pot Type	No. of additional tags required	No. of temporary tags required	No. of damaged tags returned	No. of pots lost with tags
Lobster/Crab				
Whelk				
Cuttlefish				
Total				

Please briefly describe the reason for additional tags including lost gear positions and any description of gear.

(e.g. working more gear or loss of pots in approximate position Lat/Long or range from known point e.g. 3 miles south of Eastbourne Pier, lost 25 lobster/crab parlour pots with yellow door clips) This information may help the Authority and others locate and return lost gear.

If you have lost individually numbered (previous replacement blue tags) what were the tag numbers that have been lost? (e.g. 00085 – 00093)

(this information will help us make sure your pots are not being used by someone else and help us return identified gear, we may be contacted to discuss details)

Is there anything else you would like the Authority to consider when reviewing your application?

I declare the information provided is to my knowledge true and accurate.

Signed _____ Date _____

Please print your name _____

Refer to associated guidance below to complete this form.

Payment details: please insert the appropriate fees in the shaded boxes.

Tag Cost	Calculation for the cost of all tags specified in tag detail table	Fee Sub Totals
15p	0.15 x (No. tags required)	£
Fixed administration and postage charge		£ 5.66
Total Application Fee (please insert combined sum of sub totals)		

PAYMENT FOR TAGS

By BACS

Sussex IFCA Bank Account details:

Account name	Sussex Inshore Fisheries and Conservation Authority
Bank name	Nat West Bank
Sort Code	53-61-02
Account no.	60265930

Payment ref: SP & "Your name"

Including SP in your bank payment reference will tell us that it's a Shellfish Permit payment.

Important

Cash and cheque payments by post or direct to office will **not be accepted and the Authority accepts no responsibility for any payments sent by post with applications.**

To submit an application by email, send to the following address:

database@sussex-ifca.gov.uk

Sussex IFCA Shellfish Permit Scheme

[Guidance on applying for replacement pot tags](#)

Introduction

As part of the Sussex Shellfish Permit Byelaw conditions, the Authority places limits on the maximum number of pots that may be used and requires that all pots are fitted with identification tags issued.

The Authority recognises that:

- Shellfish fishing using static gear will result in the loss of pots and tags at sea, and that losses vary depending upon factors including the areas worked, sea state and presence of other fishing activity; and
- Permit holders may decide they need more tags than those previously applied for in the initial application.

How can I apply for tags?

This form is for the purpose of applying for additional tags when the total required number of additional tags combined with those already issued is not more than maximum limits for each gear type (600 lobster/crab pots, 600 whelk pots and 300 cuttlefish traps).

For replacement of lost or damaged tags that exceed the maximum limits issued for a permit the permit holder should apply for new tags using a '*Replacement tag application form*'.

This application process enables Shellfish Permit holders to acquire additional tags to both replace lost or damaged tags and increase pot numbers within existing limits.

Additional tags

Coloured and Permit No. coded tags

To enable prompt supply of additional tags that match the colour and code of a permit holder's existing tags the Authority hold in stock 10% of the original number of tags allocated to each permit holder for each pot type (e.g. If a permit holder originally applied for 500 whelk pot tags we have in stock 50 already printed to match your existing whelk tags).

These stocked tags can be issued relatively quickly (subject to receipt of a completed replacement tag application and the correct relevant payment). If payment has been received (BACs or cleared cheque) by the Authority the tags may be collected from the Authority office on the same working week day.

The estimated time to print and issue new coloured tags with specific shellfish permit holder details will be approximately 10 working days from receipt of the completed application and payment. However, the Authority is unable to guarantee delivery within a specific time, and accepts no liability associated with any loss, damage, mis-delivery or non-delivery or late delivery of tags. Goods will be sent by a standard courier service and return a signature upon delivery. Tags may also be collected when available from the Authority office.

Temporary Tags

In any circumstances, if the Permit holder applicant requires, the Authority can enable an immediate issue of temporary additional tags to enable fishing to continue whilst matching coloured replacement tags are printed with the correct permit details.

All temporary tags are coloured blue and sequentially numbered to ensure the Authority knows those tags issued to permit holders and to which pot type they apply. Temporary tags do not show permit holder information as those issued with the original shellfish permit.

Temporary tags will be charged at the same rate as originals at 15p/tag plus a fixed £3 postage and handling fee for applications. If required, temporary tags should be ordered at the same time as additional tags (this will minimise the postage and administration charges). Normally, temporary tags will need to be replaced with relevant coloured tags showing permit holder details. Once normal coloured and coded additional tags have been received any temporary tags should be removed and suitably disposed of.

If you need temporary tags you should complete the relevant information on the application form and provide the appropriate payment.

Summary process when applying for additional tags (within maximum pot/tag limits)

- The Shellfish Permit holder completes this form when applying for additional tags and temporary tags if immediately required.
- The required number and type of tags should be clearly specified.
- Details of how tags were lost should be included where possible.
- Existing damaged tags (if available) should returned with the application.
- Depending on the number of tags required and the immediate need, the permit holder should consider if they need to apply for temporary tags and, if so, complete the relevant details.
- The order cost should be calculated from the total number of tags and postage/admin fee. All tags will cost 15p/tag and £3 postage and administration fee for each application request.
- The application fee should be made by BACS or cheque.
- The declaration on the application form should be signed by the Permit Holder.
- Temporary replacement tags are immediately available to ensure fishing can continue as soon as practicable.
- Please dispose of all waste responsibly onshore. Discarded plastics and other waste damage the environment, fisheries and your business. It is illegal to dump rubbish within inshore waters and the Sussex IFCA District.