



COMMERCIAL SHELLFISH PERMIT REPLACEMENT TAG APPLICATION FORM

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

Important notes:

- This form is for the purpose of applying for replacement tags when the total required number of tags combined with those already issued for a permit exceeds the maximum limits for a 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 lost/damaged tags

(please complete with a black pen in CAPITALS)

Full name of applicant _____

Vessel name and PLN _____

Permit No. _____

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

Tick as appropriate

Do you require temporary replacement 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.

A maximum of 10% by number above existing pot limits can be ordered for each pot/tag type. If you require numbers of tags that exceed 10% of the maximum numbers, please contact the IFCA office for guidance.

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

	Total =	Plus	=
			Total No of tags required

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

(e.g. 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.

(Please be aware you may be contacted to discuss details)

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

(this will help us make sure your pots are not being used by someone else and help us return identified gear).

Do you have any evidence regarding how the tags were lost?
(this will help the Authority assess the application request)

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		£ 3.00

Total Application Fee (please insert combined sum of sub totals)	
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PAYMENT FOR TAGS

By BACS **Sussex IFCA Bank Account details:**

Account name Sussex IFCA
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 payments by post or direct to office will **not be accepted and the Authority accepts no responsibility for any cash payments sent by post with applications.**

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 replacement of lost or damaged tags when, the total required number of tags combined with those already issued for a permit exceeds the maximum limits for a gear type (e.g. 500 whelk pot tags were issued with and a further 120 are required following losses at sea)

If the Permit holder requires additional tags within the existing maximum limits an '*additional tag application form*' is available and should be used.

The process both enables Shellfish Permit holders to quickly replace lost or damaged tags and continue fishing, whilst safeguarding against the fishing of pots above the specified maximum limits.

The following procedures are intended for replacement tags when the limit for any particular tag type has been reached (600 lobster/crab pots, 600 whelk pots and 300 cuttlefish traps).

Replacement tags

Coloured and Permit No. coded tags

To enable prompt replacement of 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.

Limits on replacement tags

If the quantity of replacement tags required in one or more applications combined exceeds 10% over the maximum pot/tag type limit, the application may be subject to the Authority's review process. Subject to the details of the application and this review the Authority may require the Shellfish Permit Holder to replace all tags for a specific pot/tag type.

If the number of replacement tags you require exceeds the limits, it is recommended that you contact the IFCA for guidance as soon as possible. The review process and decision will consider the circumstances of the application and the supporting evidence provided by the permit holder.

Temporary Tags

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

All temporary tags are coloured white 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. Temporary tags should be ordered at the same time as replacement tags. Normally temporary tags will need to be replaced with coloured tags showing permit holder details. Once normal coloured and coded replacement 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 replacement tags (above maximum tag/pot type limits)

- The Shellfish Permit holder completes this form when applying for replacement 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 be 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 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.
- Any tags subsequently recovered after their replacement must not be reused.
- Subject to the information within the application replacement tags will be issued up to 10% over the maximum permitted limits without a detailed review process.
- If the Authority receives an application for replacement tags above the 10% threshold the Authority may require the permit holder to purchase an entirely new set of tags for that gear type.
- 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