**1. Your Details**

All applicants must complete this section.

|  |  |  |
| --- | --- | --- |
| **1a**. First Name |  | **1b**. Surname |
|  |  |  |
|  |  |  |
| **1c**. Date of Birth |  |  |
|  |  |  |
|  |  |  |
| **1d**. Address (including postcode) |  | **1e**. Telephone Number |
|  |  |  |
|  |  |
|  | **1f**. Mobile Number |
|  |  |
|  |  |  |
|  |  | **1g**. Email |
|  |  |  |

You **must** inform us if you change address during the period of your permit.

**2. Checklist**

Please check that you have enclosed with your application the following documents:

|  |  |  |
| --- | --- | --- |
| **2a. All Applications** |  | **2b. Relevant Applications Only** |
|  | A recent passport-sized photograph |  |  | Proof of address if you have changed address  |

|  |  |  |
| --- | --- | --- |
| **Payment Options (tick one)** |  |  |
|  | I wish to pay by BACS (see invoice for instructions on how to pay) |  |  | I wish to pay by card (see guidance notes for instructions on how to pay) |

**3. Declaration**

Before signing please read the privacy policy on the reverse of the guidance notes.

I certify that the information I have supplied on this form is correct.

|  |  |  |
| --- | --- | --- |
| **3a.** Signature |  | **3b.** Date |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Office Use Only** |  | **Staff name/ initials:** |
| **Date app/ID complete** | **Date payment rec’d** | **Date of Issue** | **Date of Expiry** | **Permit No:** |
|  |  |  |  |  |

**GUIDANCE NOTES**: Please refer to these notes when completing **Form B3R**

**SECTION 1: To be completed by ALL APPLICANTS**

**1a-d.** Supply the information requested on the form.

**1e.** Permits will be sent **by post** **only** to your current address. Applicants that have changed address since their last permit was issued must send in proof of current address (copy of utility bill or bank statement from the last 3 months)

**1e-f.** Please provide at least one contact telephone number. NWIFCA may contact you with essential information regarding the management of cockle and mussel fisheries as part of our statutory duty to manage inshore fisheries.

**1g.** Providing an email address will allow NWIFCA to contact you quicker regarding your permit application.

**SECTION 2: To be completed by ALL APPLICANTS**

 **Supporting Documents –** no permit will be issued if these are not provided.

**Permit Fee:** The permit fee of £500 for your permits must be paid by BACS or by card.

If you wish to pay by BACS our details can be found on your invoice which is enclosed.

If you wish to pay by debit/credit card please call the office between 9am and 4pm Monday to Friday at least 3 working days **after** posting your application. Please **Do not** leave answer phone messages including payment information.

**Postal orders, cash or cheque will not be accepted.**

**A recent Passport Photograph:** You must send an original. NWIFCA cannot accept photocopies.

**SECTION 3: To be completed by ALL Applicants**

**3a-b** Please sign and date your form using your usual signature (NOT block capitals)

NWIFCA require 3 weeks to check and process permit applications. **Permits will be sent out by post only and cannot be collected.**

**FOR INFORMATION:**

* Providing information that is inaccurate or untrue will result in any permit issued being null and void, and could render the applicant liable to prosecution.
* Applications which are not fully complete and accompanied by ALL the required documents will not be processed. Only postal applications will be processed.
* Permits will be sent out BY POST ONLY and cannot be collected from NWIFCA offices.

**DEADLINE FOR RENEWAL:**

A completed application **and** payment must be received by the **31st July 2024**. Any application received after this date will not be processed and only added to the bottom of the waiting list if requested.

**Privacy Notice**

**Who are we?**

North Western Inshore Fisheries and Conservation Authority (North Western IFCA) was formed in 2011 to manage the sustainable exploitation of sea fisheries resources within the North Western IFCA district. The district spans from the Welsh Border in the Dee Estuary to the Scottish Border in the Solway Firth. The area covered includes coastal Council landward areas and sea areas up to 6 nautical miles off shore.

**What legal reason is my data processed for?**

We have a duty to manage the sustainable exploitation of inshore fisheries resources and to create and enforce byelaws under the Marine and Coastal Access Act 2009. In order to manage the systems established in Byelaw 3 we need to process your personal data.

**What will my information be used for?**

Your information will be used to administer your Byelaw 3 permit, Byelaw 3 enforcement and to contact you regarding the management of fisheries relating to your Byelaw 3 permit.

**Will my information be shared with any third party?**

We only disclose the information provided in this application form to other statutory agencies or organisations for the prevention and detection of crime. The Authority uses third party providers for IT services and permit management.

All providers of services to the Authority are subject to the same conditions when handling your information. Your information is not sold to any third parties or shared for marketing purposes.

**How is my information held?**

Your physical application form and supporting documents will be stored securely.

A digital copy may be retained and a digital record will be created of the information supplied as part of our permit record keeping.

**How long will my information be held for?**

Your application form will be destroyed within one month of the permit expiring.

Your supporting documents will be destroyed upon the approval of your permit. A record will be maintained that the documents have been witnessed.

The digital record will be retained for 7 years after your last permit expires. Following this a reduced record of name, permit, date of birth, town and postcode will be held on record.

If you submit an incomplete application the application form will remain on record for 7 years from the date of application or until you formally withdraw your application.

**Who do I contact about the information you hold?**

If you would like to access any of the information we hold about you or you have concerns regarding the way we have processed your information please contact:

By post: NWIFCA, 1 Preston Street, Carnforth, LA5 9BY

By email: office@nw-ifca.gov.uk

If you wish to raise a complaint, we would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right.

If you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner’s Office.