



Application for NWSFC Byelaw 30 Potting Permit

Once complete please return to 1 Preston Street, Carnforth, Lancashire, LA5 9BY
Form B30T

1. Your Details

1a. First Name

1b. Surname

1c. Address (including postcode)

1d. Telephone Number

1e. Mobile Number

1f. Email

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

2. Fishing Method

2a. Please tick the box that applies to how you will be potting.

<input type="checkbox"/>	I will be potting from the shore (skip to section 4)
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<input type="checkbox"/>	I will be potting from a boat (complete section 3)
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2b. Area to be fished

3. Vessel Details

If you are fishing from a boat please complete this section. Go to section 4 if you are not fishing from a boat.

3a. Name of Vessel

3b. Vessel Length Overall

3c. Colour

3d. Homeport, Harbour or Launching Point

4. Your Signature

By signing, you declare that the information you have supplied on this is correct and that you will abide by the conditions of the permit.

4a. Signature

4b. Date

Office Use Only	Date of Issue	Date of Expiry
Permit Number:		

GUIDANCE NOTES: Please refer to these notes when completing **Form B30T**

SECTION 1: YOUR DETAILS

- 1a-c.** Supply the requested details.
- 1d-f.** Please supply at least one phone number

SECTION 2: FISHING METHOD

- 2a.** Tick the box(es) to indicate how you will be fishing. If you are only fishing from the shore you do not have to complete Section 3.
- 2b.** Please state the area(s) you intend to fish use your pots e.g. Walney Channel.

SECTION 3: VESSEL DETAILS

To be completed by all people fishing from a boat. If you only fish from the shore you do not have to complete

- 3a.** Provide the name of the vessel. If the vessel does not have a name please put NO NAME in block capitals.
- 3b.** Length overall, often abbreviated as is the maximum length of a vessel's hull measured parallel to the waterline. It is the most commonly used way of expressing the size of a boat.
- 3c.** Provide a brief description of the colour of the vessel. For example: "red hull with white cuddy."
- 3d.** Provide the harbor/mooring where your boat is based. If you store the boat out of the water provide your most frequently used launch point(s).

SECTION 4: YOUR SIGNATURE

- 4a-b** Please check the details you have provided on the application form are correct then sign and date the form.

If we receive your application before 15th December it will be processed and issued before the beginning of the permit year. Otherwise, NWIFCA require 3 weeks to check and process permit applications. **Permits will be sent out by post. Permits cannot be collected in person.**

DR STEPHEN ATKINS
Chief Executive

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 permit and systems established in NWSFC Byelaw 30 we need to process your personal data.

What will my information be used for?

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

How is my information held?

Your physical application form and supporting will be stored securely.

A digital copy of the information provided is held in digital form on the North Western Inshore Fisheries and Conservation Authority's secure IT system that is hosted by the Lake District National Park Authority.

How long will my information be held for?

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

Information you have supplied regarding the vessel (3a to 3d) location and returns will be retained indefinitely as part of the record of the fishery.

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

If you submit an incomplete application the application form and supporting documents will remain on record for 7 years from the date of application or the last correspondence in relation to the application, whichever is later.

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: Dr Stephen Atkins, 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.