



## Byelaw 3: Commercial Cockle and Mussel Permit Renewal Form 2018/2019

For Permit Valid from 1<sup>st</sup> September 2018 to 31<sup>st</sup> August 2019.

Once complete return to 1, Preston Street, CARNFORTH, Lancashire, LA5 9BY

**Form B3R: FOR PERMIT RENEWALS ONLY**

### 1. Your Details

All applicants must complete this section.

1a. First Name

1b. Surname

1c. Date of Birth

1d. National Insurance Number

1e. Address (including postcode)

1f. Telephone Number

1g. Mobile Number

1h. Email

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

### 2. Boat Endorsement

You only need to complete this section if you use boats to access shellfish beds. **If you do not require boat endorsement skip to section 3.**

#### 2a. Passenger Boat Endorsement

Please tick the boxes to confirm you have completed the following training:

|                          |                 |
|--------------------------|-----------------|
| <input type="checkbox"/> | Sea Survival    |
| <input type="checkbox"/> | Health & Safety |

|                          |                  |
|--------------------------|------------------|
| <input type="checkbox"/> | First Aid at Sea |
| <input type="checkbox"/> | Fire Fighting    |

If this is the first time you have applied for endorsement you **must** include photocopies of the training certificates.

**This form is double sided and continues on the reverse.**



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### 2b. Boat Endorsement Skipper

Please tick the box to confirm that you have completed the following training:

|  |   |
|--|---|
|  | RYA Level 2 Powerboat with command endorsement (equivalent or higher) |
|--|---|

If this is the first time you have applied for endorsement you **must** include photocopies of the training certificates.

### 3. Checklist

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

| 3a. All Applications |   |
|----------------------|---|
|                      | Cheque for £500 made out to NWIFCA. Please ensure that the cheque is signed and dated |
|                      | Photocopy of proof of registration to pay tax/employment within the industry.         |

| 3b. Relevant Applications Only |   |
|--------------------------------|---|
|                                | Photocopies of certificates (if you are applying for Boat Endorsement for the first time)   |
|                                | Proof of address if you have changed address (see 1h. in guidance notes for accepted proof) |

### 4. 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.

4a. Signature

4b. Date

#### FOR INFORMATION:

Providing information that is inaccurate or untrue in any material particular 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.

Applications will NOT be received in person at NWIFCA offices.

Applications will be sent out BY POST ONLY and cannot be collected from NWIFCA offices.

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

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

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

- 1a-e.** 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)
- 1f-g.** 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.
- 1h** Providing an email address will allow NWIFCA to contact you quicker regarding your permit application.

**SECTION 2: To be completed by permit holders using boats to access shellfish beds**

All permit holders using small boats to access shellfish beds (either as a passenger or skipper) must have their permit 'Boat endorsed' by NWIFCA. Boat endorsement permits will be provided on receipt of evidence that holders have completed safety training for using small boats.

- 2a.** All passengers must have completed boat user courses such as those provided by Seafish Training Associations in Sea Survival, First Aid at Sea, Fire Fighting at Sea, and Health and Safety at Sea. Other equivalent courses must be approved by the NWIFCA. All passengers must wear a serviceable lifejacket at all times when at sea.
- 2b.** All boats must have a nominated skipper who will be responsible for the safety of passengers. As a minimum, skippers must have completed an RYA Powerboat Level 2 with command endorsement training course (or equivalent approved by NWIFCA). Skippers are responsible for ensuring the vessel they command is appropriately coded to meet the requirements of the Marine and Coastguard Agency and carries all the safety equipment required by the boat's coding.

**SECTION 3: 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 2018-19 permit must be paid by cheque made out to **NWIFCA**. Please ensure the cheque is **signed and dated**. Postal orders or cash will not be accepted.

**Photocopy of proof of registration to pay tax/employment within the industry.** – **ESSENTIAL** for all applicants.

Accepted proof of self-registration to pay tax: A copy of a recent letter or document from HMRC containing your, name, address and Unique Tax Reference Number (UTR).

Accepted proof of employment by a company: A copy of a recent pay slip (from within the past 6 months).

**SECTION 4: To be completed by ALL Applicants**

**4a-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.**

**No personal calls to the office or telephone enquiries regarding permit applications will be answered during August and September. This is necessary to alleviate pressure on office staff and ensure permits are processed fairly in the order they are received.**

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 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.

### How is my information held?

Your physical application form and supporting will be held under lock and key.

A digital copy is held in digital form on the North Western Inshore Fisheries and Conservation Authority's permit database 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.

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: Dr Stephen Atkins, NWIFCA, 1 Preston Street, Carnforth, LA5 9BY

By email: [office@nw-ifca.gov.uk](mailto: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.