**NWIFCA BYELAW 4 POTTING PERMIT 2020**

**CATEGORY ONE RECORDING FORM GUIDANCE**

As part of NWIFCA Byelaw 4 Potting Permit 2020 the NWIFCA requires vessels with a Category One Potting Permit to complete a monthly Return. This has been implemented for the management of the fishery, to increase NWIFCA understanding of the stock, fishing information and to ensure that the fishery is sustainable for future years.

The recording form is based on the current Monthly Shellfish Activity Return Form (MSAR1) with some additional information required. Prior to the byelaw, NWIFCA had been using the MSARs but due to MSARs not covering all species, not being able to distinguish between landing inside and outside the district and reporting being on a relatively large spatial scale, NWIFCA has decided to introduce its own Returns scheme.

1. **Requirement to Complete Returns**

All vessels with a Category One Potting Permit are required to complete monthly Returns, including nil Returns for those months when not fishing. The monthly Returns should be sent to NWIFCA Carnforth or Whitehaven Office or returned via email to office@nw-ifca.gov.uk by no later than the 15th of the following month. There is only a requirement to provide data of fishing within the NWIFCA district.

1. **Completing the Returns Form**

There are three different recording forms depending on the type of Category One permit you have: there is a separate form for a crab and lobster permit, a whelk permit and a nephrops permit.

* Vessel Name, PLN, Month, and Port of Landing must be completed.
* Area:
	+ the area fished must be completed and there is a requirement for reporting area to smallest spatial scale, ICES sub rectangle (Areas 1-9) with belt information (A = 0-3nm, B = 3-6nm). Annex A provides a map of the reporting areas and an example is provided;
	+ when fishing in more than one area on any given date a separate entry has to be made for each area.
* Pots Set = the total number of pots set in the water at that time not the number of pots set that day.
* Pots Hauled = the total number of pots hauled that day.
* Soak Time = the amount of time in hours from when the pot was set until the pot was hauled.
* Bait Used must be completed.
* Species - weight of catch must be recorded. If other species are caught record the weight in the ‘Other’ column and then use the ‘Comments’ column to record what other species was caught.
1. **Data Protection**

The information that has been provided to NWIFCA may be used by the Authority for reporting and monitoring purposes. In accordance with the Data Protection Act 2018, the Authority may disclose the information to other government agencies for the prevention of crime. NWIFCA may also publish and disclose all data, in anonymous and/or aggregated form to other organisations, bodies or persons for other purposes, including scientific research. No commercially sensitive information will be disclosed, unless to other enforcement agencies for enforcement purposes.

1. **Responsibility of the Permit Holder and Failure to Submit Returns**

It is the responsibility of the permit holder to submit Returns by the deadline stated above. Failure to submit Returns or providing inaccurate Returns constitutes an offence under NWIFCA Byelaw 4 Potting Permit general permit conditions and may result in enforcement action being taken against the permit holder. Permits will be suspended by the Authority until returns have been filed.

1. **By Signing the Return**

The Return must be accompanied by a signature. By signing the Return the permit holder is:

* Confirming that the permit holder has read the Data Protection statement above.
* Declaring that all of the information provided in the Return is true and accurate to the best of the permit holder’s knowledge.
1. **Enquires and Questions**

For any questions or enquiries about the requirement to complete a catch Return or completing a catch Return please contact the NWIFCA office.

Address: North Western Inshore Fisheries and Conservation Authority,

1 Preston Street

Carnforth

Lancashire

LA5 9BY

Email: office@nw-ifca.gov.uk

Tel: 01524 727970

**Annex A – NWIFCA BYELAW 4 POTTING PERMIT- CATEGORY ONE RECORDING AREAS**

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