

**Solway Shellfish Management Association,
Campbell House, The Crichton, Bankend Road, Dumfries, DG1 4ZB
E-mail: applications@ssma.org.uk
Tel: 01387 242925**



SOLWAY SHELLFISH MANAGEMENT ASSOCIATION

Our ref: Tapplett2007

July 2007

Dear Sir/Madam

SOLWAY SHELLFISH MANAGEMENT ASSOCIATION COCKLE LICENCE APPLICATION TRACTOR DREDGING

Please find enclosed your licence application pack. This pack should contain the following documents:

- SSMA Cockle Tractor Dredging Licence application form
- Guidance Notes for completing the SSMA Cockle Tractor Dredging Licence application form
- Extract from the Solway Firth Regulating Order Annual Management Plan: Section 3.5 Criteria for Qualification for a Cockle Tractor Dredging Licence

If any of these documents are missing you can obtain copies by telephoning the SSMA on 01387 242925, by post from the address given at the top of this letter, by email from applications@ssma.org.uk or from the SSMA website; www.ssma.org.uk.

Read through the enclosed documentation before completing the application form. The completed form, along with the relevant documents, should be sent to **SSMA Licensing Committee**, Campbell House, The Crichton, Bankend Road, Dumfries, DG1 4ZB on, or before, 15th August 2007. **Applications received after this date will not be considered.** For the purpose of the *first come first served* basis all applications received prior to, or on, the 24th July will be stamped with a date received of 24th July.

Priority will be given to those applicants who have a historical record of fishing for cockles (*Cerastoderma edule*) species in the Solway and who have a good working knowledge of the Solway. Eco friendly fishing methods will also be taken into account. One of the conditions of the licence being granted is that you must complete the one day training course in "*Working Safely Foreshore Gatherers*" (approved by the Sea Fish Industry Authority and the SSMA Board). Details of this course, which will be provided free of charge, will be issued to successful applicants.

Licences will be issued, in the first instance, to licensees from the 2005/06 season who wish to renew their licence for the 2007/08 season; we expect a high rate of renewal and therefore you should be aware that **there may be no licences available to new applicant in September**. Should a licence be available it will be issued to the applicant with the most points (see the order of merit criteria set out in Table 18 in the Extract from the Solway Firth Regulating Order Management Plan) and further supporting information will also be considered (see Table 18 for details). In the event that there are more applicants with maximum points than there are licences to be issued during the forthcoming season, licences will be issued on a first come, first served basis. If there are more applicants than licences and all eligible applicants who fulfil the point criteria have submitted applications on the same day, then licences will be issued on a lottery basis.

If you would like confirmation that your application has been received by the SSMA please stamp and self address the enclosed postcard and enclose it with your application. Your application should be returned individually in its own envelope.

Should your application be successful you will receive notification during week commencing 28th August 2007. As the fishery is due to open on 15th September you will be expected to personally collect and pay for your licence (by Banker's Draft) at some point in September. If you are unable to collect and pay for your licence before the fishery opens you will not be allowed to fish until such time as you have collected and paid for your licence. The cost of the licence is £10,000. If the offer of a licence is not taken up the offer will be withdrawn 14 days from the date of the letter making the offer.

Yours faithfully

SSMA

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**Registered as a Not-For-Profit Company on 13th October 2000.
Company Number: 211971.**

**SOLWAY SHELLFISH MANAGEMENT ASSOCIATION (SSMA)
SOLWAY FIRTH REGULATING ORDER – COCKLES
TRACTOR DREDGING LICENCE APPLICATION FORM 2007/08**

Do not submit any original documentation as SSMA will not be responsible for returning this to you

Before completing this form please read the enclosed guidance notes. Please write clearly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. You may wish to keep a copy of the completed form for your records.

Section 1: Personal details of applicant

1a	First Name(s)	Surname
1b	Address	Phone Number..... E-Mail.....
	Postcode	Mobile Phone Number
	1c	Date of Birth
1d	National Insurance Number	Tax Reference Number

Section 2: Personal details of deputy

2a	First Name(s)	Surname
2b	Address	Phone Number..... E-Mail.....
	Postcode	Mobile Phone
	2c	Date of Birth
2d	National Insurance Number	Tax Reference Number

Section 3: Checklist

I have enclosed:

	Tick	Office Use Only
3a	Documentation confirming the type of dredge you intend to use	
3b	Gear Assessment Study (if applicable)	
3c	Evidence to support my/our experience of cockle fishing by tractor in the area of the Regulatory Order	
3d	Evidence to support my/our experience of commercial fishing by tractor for species other than the prescribed species in the area of the Regulatory Order within the last 15 years	
3e	Additional information that may help the licensing authority in the event of oversubscription for licences	
3f	Two recent passport sized photographs of the applicant	
3g	Two recent passport sized photographs of the deputy	
3h	Documentation confirming National Insurance numbers for both the applicant and the deputy	

Continued overleaf

Tractor Licence Application Form 2007/08 continued

Section 4a: Declaration

I wish to apply for an SSMA Tractor Licence for the 2007/08 season and declare that the information contained in this form and enclosed documentation is correct to the best of my knowledge and belief

Signature of Owner

Date

Section 4b: Declaration

I wish to apply for an SSMA Cocker Tractor Licence for the 2007/08 season and declare that the information contained in this form and enclosed documentation is correct to the best of my knowledge and belief

Signature of Deputy

Date

Data Protection Act 1998:

The information provided will be processed by SSMA to deal with your application. It will also be processed to monitor compliance with the licence and may be used for the issue of any notification of future management plans.

SSMA may be asked to pass on this information to government agencies (for example; HM Revenue & Customs, The Department for Work and Pensions and the Immigration and Nationality Directorate) for the prevention or detection of crime.

Further copies of the application pack are available from the SSMA by post, email, or from the SSMA website.

Office Use only

Licence Number	
Date of Issue	
Date of Expiry	

**SOLWAY SHELLFISH MANAGEMENT ASSOCIATION (SSMA)
SOLWAY FIRTH REGULATING ORDER – COCKLES
TRACTOR DREDGING LICENCE 2007/08**

Guidance Notes for Application Form

Introduction

Please read these notes, together with the enclosed extract of the Annual Management Plan 2006/07, Section 3.5 “*Criteria for Qualification for a Cockle Tractor Dredging Licence*” **before** completing the application form.

All information provided by applicants will be treated as confidential.

Further copies of the application pack are available from the SSMA by post, email, or from the SSMA website.

Section 1

To be completed by the applicant who must be the majority or equal shareholder or owner to whom the licence is to be issued.

- 1a **First Name(s), Surname:** Your full name, do not use initials in place of your first name(s).
- 1b **Address:** Please enter your address (including the postcode) that is to be used for all correspondence relating to your licence application. This is the address to which notification of the outcome of this application will be sent.

Telephone Number: Please include the area code

Email Address: If you do not have an email address please write NONE

Mobile Phone Number: If you do not have a mobile phone please write NONE

- 1c **Date of Birth:** Your full date of birth, including the year you were born
- 1d **National Insurance number:** As an SSMA Cockle Tractor Dredging Licence will be granting the means of earning a living we need to know that you are entitled to work in the UK. If you do not have this number to hand you can obtain it from HM Revenue and Customs.

Section 2

To be completed by the Deputy to be named on the licence.

Please follow the guidance notes for Section 1

Section 3

To be completed by the applicant and the deputy to be named on the licence.

Section 3 is a checklist for the documentation that you will be submitting to the SSMA along with the completed application form. You do not need to send more than one proof for each requirement, for example a copy of your National Insurance Card will be enough to prove your National Insurance Number.

- 3a Tractor dredging on dry sand will be banned so you must use a wet dredge.
- 3b You may submit a Gear Assessment Study in support of your application. See the enclosed extract of the Management Plan, Section 5.1.4e “*Criteria for Qualification for a Cockle Tractor Dredging Licence*” for further information.
- 3c In order to qualify for points you will need to provide copies of evidence of the number of years’ experience you have of cockle (*Cerastoderma edule*) fishing by tractor in the Scottish Solway. For example; sales notes, landing declarations, movement documents (obtained from the Environmental Health Department) or purchase notes from buyers. These are only examples of the documentation SSMA would deem valid and you should send copies of any other relevant documentation you may have. You will get three points for each year up to a maximum of six points.
- 3d In order to qualify for points you will need to provide copies of evidence of the number of years’ experience you have of commercial fishing by tractor for any species, other than cockles (*Cerastoderma edule*) in the Scottish Solway. See 3e for examples of suitable documentation. This experience must be from 1990 onwards. You will get two points per year up to a maximum of four points.
- 3e If you have any other documentation which you feel will support your application you may submit copies of it. For example; copies of evidence showing recent cockle fishing by tractor, a permit from a similarly licensed regulated Fishery or a Safety Certificate, evidence that the equipment used minimises impact on undersized cockles. These are

only examples of the documentation SSMA would deem valid and you should send copies of any other relevant documentation you may have.

- 3f Two recent passport-sized (45mm x 35mm), colour photographs of yourself. These should be:
- I. taken against a light coloured background
 - II. clear and of good quality, and not framed or backed
 - III. printed on normal photographic paper, and
 - IV. full face and without sunglasses, hat or other head covering unless you wear this for cultural or religious reasons

The submission of these photographs is mandatory and your application will not be considered without them.

- 3g Two recent passport-sized (45mm x 35mm), colour photographs of your deputy. These must comply to the guidelines given in 3h.
- 3h Proof of National Insurance numbers for both the applicant and the deputy such as a P60, P45, National Insurance Card, pay slip or correspondence from the Department for Work and Pensions.

Section 4

To be completed by the applicant and the deputy to be named on the licence.

Both the applicant and the deputy must sign and date the completed application form. Your signatures confirm the accuracy of the information you have provided. Please note that if you provide false information your application will be deemed invalid.

After completing the application form

For the purpose of the *first come first served* basis all applications received prior to, or on, the 24th July will be stamped with a date received of 24th July. Applications will not be accepted after 15th August 2007. If you are unable to submit your application within this timescale then you should appoint a suitable representative to do so on your behalf.

It is your responsibility to ensure that:

- Your form arrives at the SSMA address supplied above within the timescale given. **Applications first received after 15th August 2007 will be not be considered for a licence**
- The information you have supplied is accurate and complete

Return your completed application by post, or in person, to:

SSMA Licensing Committee
Campbell House
The Crichton
Bankend Road
DUMFRIES
DG1 4ZB

If you would like confirmation that your application has been received by the SSMA please stamp and self address the enclosed postcard and enclose it with your application.

Please note we are unable to accept electronic or faxed versions of completed application forms

**SOLWAY SHELLFISH MANAGEMENT ASSOCIATION (SSMA)
SOLWAY FIRTH REGULATING ORDER – COCKLES
TRACTOR DREDGING LICENCE 2007/08**

Introduction

Please read this extract from the Management Plan together with the enclosed Guidance Notes **before** completing the application form.

Further copies of the application pack are available from the SSMA by post, email, or from the SSMA website.

Extract from the Solway Firth Regulating Order DRAFT Management Plan

5.1.2c Tractor Dredging

Several studies have been undertaken on the impacts of tractor dredging on the environment, including one specific study on the Solway Firth (Hall and Harding, 1998). Most of these studies have concluded that tractor dredging can be carried out without adversely affecting the overall community of the sandflats or sediment characteristics in the long term on shores which receive a moderate level of wave disturbance (Cook, 1989; Hall and Harding, 1998). The exception to this is if tractor dredging is carried out on sheltered shore with delicate infauna and *Zostera* beds (Perkins, 1988; Hawker, 1994). Measures have been drawn up to exclude tractors from sensitive areas where they could potentially cause damage (Section 5.1.9d). In order to make sure tractors comply with these closed areas all tractors would have to be fitted with the FVMS which will constantly track the whereabouts of their fishing activity (Section 5.5.1a). It should be noted that in the first year of the Fishery opening all efforts will be made to make this compliant.

In order to protect the cockle population from over-fishing a specific measure has been drawn up in the Codes of Best Practice for tractor dredgers (Section 5.3.3). This measure specifies that tractors only work a bed once in a season and that furrows are spaced so that the wheels of the machines do not run directly over the discards on successive passes.

Tractor dredging on dry sand will be banned as undersized cockles and other infaunal animals cannot rebury in dry sand. Research will be undertaken in the first two years of the Fishery with the objective of improving the design of the equipment and operational arrangements so that the survival of the majority of the discards is maximised.

The Code of Best Practice which has been drawn up will alleviate many of the potential conflicts resulting from tractor dredging. Two separate convictions for an offence under Section 3(3) of the Sea Fisheries (Shellfish) Act 1967 may result in either the refusal of a licence to the fisherman in question or, subject to the consent of the Scottish Ministers, the cancellation of his existing licence.

Extract from the Solway Firth Regulating Order Annual Management Plan 2006/07

3.5 Criteria for Qualification for a Cockle Tractor Dredging Licence

Operators of tractors dredgers must apply for a licence each year to the SSMA at least one month prior to the beginning of the fishing season. Licences will only be issued to operators of tractors that comply with regulations for the fishery (i.e. be fit for the purpose and have the relevant insurance, MOT Certificate or garage service record certification). Tractor dredge operators must also have Public Liability Insurance. Licences will be preferentially granted to those operators of tractors who have an historical record of fishing in the Solway and good working knowledge of the Solway. Evidence of fishing experience must be provided through landing declarations or other relevant evidence.

Application forms will be available from the SSMA Office and can be submitted no earlier than 15th July each year. The closing date for applications to be received at the SSMA Office will be 15th August each year. Applications submitted before 15th July and after 15th August will be deemed to be invalid. In the event of more people applying for a licence than the number of licences available, tractor licences will be

offered to operators of tractors prioritised by the order of merit criteria set out below. All applications must be accompanied by all the necessary documentation for inspection.

Licences will be issued to those tractor operators with the most points. It should be noted that a refundable financial bond is required with the application, for the total amount of the licence fee. Also the dredge which applicants intend to use should be available for inspection before licence issue.

In the event that there are more applicants for tractor licences than there are licences available to be issued during that season, then licences will be issued to those applicants prioritised by the order of merit criteria set out in Table 1. Licences will be issued to those applicants with the most points.

In the event that there are more applicants with maximum points than there are licences to be issued during the forthcoming season, licences will be issued on a first come, first served basis. If there are more applicants than licences and all eligible applicants who fulfil the point criteria have submitted applications on the same day, then licences will be issued on a lottery basis.

Table 1

Criteria that may help the licensing sub committee in the event of oversubscription for licences. For example:	Points
Number of years experience of cockle fishing by tractor in the area of the Regulating Order	3 points per year up to a maximum of 6 points
Number of years experience of commercial fishing by tractor (for any species other than the prescribed species) in the area of the proposed Regulating Order in the last 15 years	2 points per year up to a maximum of 4 points
Additional information that may help the licensing sub committee in the event of oversubscription for licences. For example giving evidence of recent fishing for the regulated species, (by mechanical means), evidence that the equipment used minimises impact on undersized cockles and non target species*, evidence of experience of working within a similarly licensed regulated fishery	

** In addition to the criteria set out above the applicant may submit along with the application further documentation to consolidate the application. This could include, for example a Gear Assessment Study carried out by a qualified marine biologist or fishing gear technician. Preferably the study should be carried out within the Solway Firth.*

The study should ideally include:

1. *Damage rates for cockles retained within the catch.*
2. *Damage rates for discarded cockles graded through riddles and shakers.*
3. *If possible damage rates for discarded cockles and non target fauna passing through the dredge at sea bed level.*

This type of study may enable the SSMA Licensing Sub-committee to consider the most environmentally sensitive methods of dredging for the Fishery. Such a study is not mandatory but would outline to the SSMA that applicants will seriously consider the sustainability of the Fishery in conjunction with the environment.

In order to make sure tractors comply with these closed areas all tractors would have to be fitted with a VMS which will constantly track the whereabouts of their fishing activity (MP Section 5.5.1a).

Successful applicants will be given 14 days to reply to the offer of a licence and provide all necessary documentation (MOT Certificate / Garage Service Record) for inspection. The operator of the tractor must also provide evidence that the tractor complies with all gear regulations and make the tractor available for inspection. The licence fee must be paid at the beginning of the fishing season before the licence is granted.