

**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: Vapplett2007

July 2007

Dear Sir/Madam

SOLWAY SHELLFISH MANAGEMENT ASSOCIATION COCKLE LICENCE APPLICATION: VESSEL

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

- SSMA Cockle Vessel Licence application form
- Guidance Notes for completing the SSMA Cockle Vessel Licence application form
- Extract from the Solway Firth Regulating Order Annual Management Plan 2006/07: Section 3.3 Criteria for Qualification for a Cockle Vessel 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 Sub 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. The Solway is a dangerous body of water, with fast tidal currents and constantly shifting sandbanks. In addition the Upper Solway is also uncharted. Due to a high conservation importance of the Solway it is essential that fishermen who prosecute the fishery have experience of fishing in this area. This measure is designed to protect the Solway from the threat of an oil spill resulting from a fishing vessel capsizing. Evidence of fishing experience must be provided through Logsheets, Landing Declarations or other relevant sources.

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 applicants in September.** Any remaining licences will be issued to those boat skippers with the most points (see the order of merit criteria set out in Table 16 in the Extract from the Solway Firth Regulating Order Management Plan) together with any further supporting information as detailed in Table 16. 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 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 return 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
Encs**

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

**SOLWAY SHELLFISH MANAGEMENT ASSOCIATION (SSMA)
SOLWAY FIRTH REGULATING ORDER – COCKLES
VESSEL 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 owner/majority or equal shareholder											
1a	First Name(s)	Surname									
1b	Address Postcode	Phone Number E-Mail Mobile Phone									
1c	Date of Birth										
1d	National Insurance Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Section 2: Personal details of deputy											
2a	First Name(s)	Surname									
2b	Address Postcode	Phone Number E-Mail Mobile Phone									
2c	Date of Birth										
2d	National Insurance Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Section 3: Vessel Details											
Name of Vessel		Registration (PLN)									
UK Fishing Licence Number		Number and total width of elevator dredges									
Overall Length of vessel (m)		Registered length of vessel (m)									
Engine power (kw)		Breadth of vessel (m)									
Section 4: Checklist											
I have enclosed:											
	Tick									Office Use Only	
4a	<input type="checkbox"/>	Copy of valid UK fishing licence									
4b	<input type="checkbox"/>	Copy of valid Certificate of Registry (both sides)									
4c	<input type="checkbox"/>	Copy of valid Insurance certificate									
4d	<input type="checkbox"/>	Copy of valid Safety certificate									
4e	<input type="checkbox"/>	Gear Assessment Study (if applicable)									
4f	<input type="checkbox"/>	Evidence to support my/our experience of cockle fishing by vessel in the area of the Regulatory Order									
4g	<input type="checkbox"/>	Evidence to support my/our experience of commercial fishing by vessel for species other than the prescribed species in the area of the Regulatory Order within the last 15 years									
4h	<input type="checkbox"/>	Additional information that may help the licensing authority in the event of oversubscription for licences									
4i	<input type="checkbox"/>	Two recent passport sized photographs of the applicant									
4j	<input type="checkbox"/>	Two recent passport sized photographs of the deputy									
4k	<input type="checkbox"/>	Documentation confirming National Insurance numbers									

Continued overleaf

Vessel Licence Application Form 2007/08 continued:

<p>Section 5a: Declaration <i>I wish to apply for an SSMA Cockle Vessel 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</i></p>								
Signature of Owner		Date						
<p>Section 5b: Declaration <i>I wish to apply for an SSMA Cockle Vessel 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</i></p>								
Signature of Deputy		Date						
<p>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.</p>								
Further copies of the application pack are available from the SSMA by post, email, or from the SSMA website.	Office Use only	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Licence Number</td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 2px;">Date of Issue</td> <td></td> </tr> <tr> <td style="padding: 2px;">Date of Expiry</td> <td></td> </tr> </table>	Licence Number		Date of Issue		Date of Expiry	
Licence Number								
Date of Issue								
Date of Expiry								

**SOLWAY SHELLFISH MANAGEMENT ASSOCIATION (SSMA)
SOLWAY FIRTH REGULATING ORDER – COCKLES
VESSEL 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 3.3 “*Criteria for Qualification for a Cockle Vessel Licence*” **before** completing the application form. We suggest you plan and organise your information before you attempt to complete the 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 Vessel 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 Master/Deputy to be named on the licence.

Please follow the guidance notes for Section 1.

Section 3

To be completed by the applicant.

Section 4

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

Section 4 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.

- 4e You may submit a Gear Assessment Study in support of your application. See the extract of the Annual Management Plan 2006/07, Section 3.3 “*Criteria for Qualification for a Cockle Vessel Licence*” for further details.
- 4f 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 vessel in the area of the Regulating Order. Evidence of fishing experience must be provided through copies of logsheets, landing declarations, sales notes or other relevant sources. If you have nominated a deputy then this evidence must relate to the deputy. If you, the applicant, also wishes to fish under the terms of the licence similar supporting evidence will also be required, if this is not submitted only the deputy will be permitted to fish under the terms of the licence. You, or your deputy, will get two points for each year up to a maximum of four points.

- 4g In order to qualify for points you will need to provide copies of evidence to support your experience of commercial fishing by vessel for species other than the prescribed species in the area of the Regulating Order within the last 15 years. Evidence of fishing experience must be provided through copies of logsheets, landing declarations, sales notes or other relevant sources. If you have nominated a deputy then this evidence must relate to the deputy. If you, the applicant, also wishes to fish under the terms of the licence similar supporting evidence will also be required, if this is not submitted only the deputy will be permitted to fish under the terms of the licence. You, or your deputy, will get two points for each year up to a maximum of four points.
- 4h 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 vessel fishing for cockles, a permit from a similarly licensed regulated Fishery or a Safety Certificate. These are only examples of the documentation SSMA would deem valid and you should send copies of any other relevant documentation you may have. If you have nominated a deputy then this evidence must relate to the deputy. If you, the applicant, also wishes to fish under the terms of the licence similar supporting evidence will also be required, if this is not submitted only the deputy will be permitted to fish under the terms of the licence.
- 4i 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 the application will not be considered without them.

- 4j See 4i
- 4k Proof of your National Insurance number such a P60, P45, National Insurance Card, pay slip or correspondence from the Department for Work and Pensions.

Section 5

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

Both the owner 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 Sub 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 return 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
VESSEL 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 Annual Management Plan 2006/07

3.3 Criteria for Qualification for a Cockle Vessel Licence

Licences for vessels to fish for cockles issued by the SSMA are valid only in the area of the Regulating Order. Vessel licences are issued to applicants for a specified vessel. Vessel licence applicants must be equal or the majority shareholder. An application for a vessel licence must provide a named individual who will be the licensee. The individual will need to qualify in the terms laid down in table 1. Named deputies must also fulfil the criteria in Table 1 and must have the written authority of the SSMA before they may skipper the vessel whilst fishing for cockles within the area of the Regulating Order. Licensees are restricted to one licence only and one type of licence.

Licensees must apply for a licence each year to the licensing sub committee at least one month prior to the beginning of the fishing season. Licences will only be issued to licence applicants that comply with regulations for the fishery (i.e. be registered length of 12 metres up to a maximum overall length of 13.72 metres and with a maximum engine power of 221kw and have a relevant UK fishing licence). Application forms will be available from the SSMA Office from 15th July each year. The closing date for applications to be received at the SSMA Office is 15th August of each year. Applications submitted before 15th July or after 15th August will not be considered by the licensing sub committee. It should be noted that applicants are required to present current copies of a UK fishing licence, Certificate of Registry, Insurance Certificates, Safety Certificates and two named references to the licensing sub committee. In light of vessels sometimes being owned by a number of shareholders, licence applications will only be accepted from the majority or equal shareholder. In the event of there being no majority shareholder, still only one application by the owner as recorded on the Certificate of Registry will be accepted per named vessel.

In the event of more people applying for a licence than the number of licences, vessel licences will be offered to applicants who are prioritised by the order of merit criteria set out below (Table 1). Licences are issued to 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 are issued on a first come, first served basis. If there are more applicants than licences and all eligible applicants who fulfil the criteria have submitted applications on the same day, then licences are allocated 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 vessel in the area of the Regulating Order	2 points per year up to a maximum of 4 points
Number of years experience of commercial fishing by vessel (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 at deck level.*
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 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.

Licences will be preferentially granted to those skippers of vessels who have a historical record of fishing for cockle species in the area of the Regulating Order and have a good working knowledge of the Solway. The Solway is a dangerous body of water, with fast tidal currents and constantly shifting sandbanks. In addition the Upper Solway is also uncharted. Due to the high conservation importance of the Solway and for health and safety reasons it is considered essential that those people who prosecute the fishery have experience of fishing in this area. This measure is designed to avoid accidents and to protect the Solway from the threat of an oil spill resulting from a fishing vessel being capsized. Evidence of fishing experience must be provided through copies of logsheets, landing declarations, sales notes or other relevant sources.

The SSMA is looking for all vessels to operate using an elevator dredge by the start of the 2007/08 season and applicants will need to make equipment available for inspection before the granting of a licence.

With all applications for a cockle vessel licence, all necessary documentation must be provided for inspection. Such documentation will include: valid copies of a UK Fishing Licence, Insurance Certificate, Safety Certificates, Certificate of Registry (both sides) for the vessel to be used, two named references and any other certification as may be required. The owner/deputy of the vessel must also provide evidence through inspection that the vessel complies with all vessel and gear regulations prior to, and throughout, the fishing season. The licence fee must be paid in full on a successful application at the beginning of the fishing season before the licence is granted.

In order to make sure vessels comply with the spatial management provisions put in place by the SSMA, vessels will have to be fitted with the VMS which will constantly track the whereabouts of their fishing activity (MP Section 5.5.1a). Vessels will need to be available for fitting of the VMS monitoring unit before the start of the season.