



Llywodraeth Cymru  
Welsh Government

**Apply for registered status  
as a buyer or seller of first-sale  
fish (including shellfish and  
nephrops) in the UK**

**gov.wales**

Welsh Government  
Suite 3, Cedar Court  
Havens Head Business Park  
Milford Haven  
Pembrokeshire  
SA73 3LS

**Tel:** 03000 253500

**Fax:** 01646 400540

**Email:** milfordhavenfisheriesoffice@gov.wales

### Filling out this form

- Complete a **separate** application for **each** individual, partnership, company or corporate body.
- Please allow at least 15 working days from when we receive your application for it to be considered.
- Print the form and fill out the relevant fields using **BLOCK CAPITALS** and in **black ink**.
- **Sign** the form and send it to the above address.

## Section A: Area of operation

1. Please indicate the administration(s) you buy and/or sell first-sale fish in:

Scotland       England       Wales       Northern Ireland

Your application will be considered separately by those administrations and you will be informed separately of the result of your application by each fisheries administration.

2. Please indicate if you are applying for status as a registered:

- Buyer** – someone (an individual, partnership, company or corporate body) who buys first-sale fish direct from a vessel or agent (that is other than by competitive bidding from a registered seller in a designated auction site)
- Seller** – an auction trader (an individual, partnership, company or corporate body) who sells first-sale fish by competitive bidding at a designated auction site in the UK
- Buyer and seller**

3. Please indicate by ticking the appropriate box(es) which sector(s) of the industry you operate in:

Demersal       Pelagic       Nephrops       Shellfish

This information is for statistical purposes only, it will not affect your registration or the species you can buy or sell.

## Section B: Applicant details

1. Please indicate if you are applying to register as:

an individual       a limited company or partnership       a sole trader

other (please state)

2. Applicant(s) details:

Title  First name  Surname

Date of birth

Company name (if applicable)

Company number (if applicable)

VAT registration number (if applicable)

### Proof of identity

**Individuals:** To prove your name, you **must provide** a photocopy of either your current passport, current UK or Isle of Man driving licence, a bank statement from the last 3 months, or a utility bill from the last 3 months (this cannot be used as both proof of name and proof of address).

**Companies:** You must provide a photocopy of your Certificate of Incorporation, a list of company directors and a letter on company headed paper stating who the authorised signatory is and provide a copy of their signature.

### 3. Registered address

Full postal address (including post code)

Telephone number (including appropriate dialling codes)

Mobile telephone number

Email address

### 4. Trading address

Same as registered address

Full postal address (including post code)

Telephone number (including appropriate dialling codes)

Mobile telephone number

Email address

If you have more than one trading address, please provide details on a separate page.

### 5. Proof of address: acceptable documents

To prove your registered address, trading address, or both, you must provide a photocopy of either your current council tax bill (or equivalent), or utility bill from the last 3 months (must not be the same as the one used for proof of name).

### 6. Address where records of purchase or sales transactions involving fish will be kept

It is a condition of registration as a buyer or seller that you keep records of each fish-sale transaction involving first-sale fish for 2 calendar years. These records must also be shown to a marine officer on request. All individuals, partnerships, companies or corporate bodies must provide details of all addresses where these records will be kept.

If you cannot provide an address in the UK, you will be required to submit the records to the relevant fisheries administration once a year and within 28 days of a request from a marine enforcement officer.

**Is this address the same as yours:**

registered address  trading address

other (please provide details here)

Full postal address (including post code)

Telephone number (including appropriate dialling codes)

## Section C: Primary contact for correspondence

**Complete the details of the contact for correspondence and electronic sales note submission (where applicable)**

Title

First name

Surname

Company name

**Is this address the same as yours:**

registered address  trading address

other (please provide details here)

Full postal address (including post code)

Telephone number (including appropriate dialling codes)

Mobile telephone number

Email address (mandatory if registering for ERS)

## Section D: Sales note and Electronic Recording Systems (ERS)

Buyers and sellers must submit sales notes for all purchases of first-sale fish. If your annual turnover of first-sale fishery products is more than £175,000 you **must submit** your records electronically through the UK's ERS. Buyers and sellers with a turnover less than £175,000 are recommended to submit sales notes electronically.

Information you supply to us will be used to register you or your company with our appointed software supplier. Once registered, a password and user name will be sent by email to the primary contact.

### 1. Please indicate if:

- you wish to register for ERS and your turnover is more than £175,000
- you wish to register for ERS and your turnover is less than £175,000
- you don't want to register on ERS

Access to ERS and guidance on the methods of electronic submission is at <https://fishhub.cefas.co.uk/>.

## Section E: Statement of facilities and methods of operation

### 1. Please provide a brief statement of facilities and methods of operation including:

- information on where or who you buy from – if uncertain please state a general area such as a port name
- details of any fishing vessels you own or operate
- details of storage, transport and processing facilities details that will be used
- details of weighing in accordance with articles 60 to 61 of Council Regulation (EC) No 1224/2009

## Section F: Declaration and certification

I     We: (please tick)

- understand that if I/we are not able to provide an address within the UK where records of transactions involving first sale fish will be kept I/we must submit records of every purchase of first-sale fish to fisheries departments annually, and within 28 days of a request from a marine enforcement officer at all other times
- understand that I/we must notify fisheries departments in writing of any change(s) to the information supplied in this application within 28 days of the change coming into effect
- understand that I/we must submit sales notes in accordance with this scheme and articles 59 to 64 of Council Regulation (EC) No 1224/2009
- will ensure unrestricted access at any reasonable time to relevant premises and give any assistance to a marine enforcement officer which they deem necessary, including the provision of information and documents relating to the landing, storage or sale of fisheries products

For registered companies and partnerships: I confirm that I am a duly appointed director or partner of the limited company or partnership making this application and that I am authorised to make and sign this application on behalf of the company or partnership.

Name

Status/Position

Signature

Date

## Data Protection Act 2018

The Welsh Government (WG) complies with these principles in all matters relating to the processing and storing of personal information. WG is the data controller in respect of any personal data that you provide when you complete this form.

WG will share your application with other administrations when applications are in those administrations' jurisdictions. Your name, geographical location and registration number of the Registered Buyers and Sellers Scheme will be made publicly available on the administrations' websites.

WG, and other administrations, may have to release information, including personal and commercial information, on request under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004, but WG will not allow an unwarranted breach of confidentiality or will WG act in contravention of our obligations under the Data Protection Act 2018. WG may use your personal details to contact you about similar services or customer research aimed at improving the service that we provide.

If you wish to obtain your personal data from the administrations, please contact:

- **Welsh Government:** 03000 604400
- **Marine Management Organisation:** [accesstoinformation@marinemangement.org.uk](mailto:accesstoinformation@marinemangement.org.uk), 0300 123 1032
- **Marine Scotland:** 08457 741 741
- **Department of Agriculture and Rural Development:** 02890 524 199

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		Date passed to		Date approved by	
Date received		MS		MS	
Applicant notified		MMO		MMO	
Registration effective		WG		WG	
Registration number		DARD		DARD	