



SCOTTISH EXECUTIVE

defra

Department for Environment
Food and Rural Affairs



Llywodraeth Cynulliad Cymru
Welsh Assembly Government



Department of

**Agriculture and
Rural Development**

www.dardni.gov.uk

THE REGISTRATION OF BUYERS AND SELLERS OF FIRST SALE FISH & DESIGNATION OF AUCTION SITES SCHEME 2005

RBS-3 FORM: APPLICATION FOR DESIGNATION OF PREMISES AS AN AUCTION SITE IN THE UK

- Please complete a **SEPARATE** application for **EACH** site you wish to have designated.
- You must submit the completed form and supporting documentation to the Fisheries Department in whose the premises are located by 1 July 2005 for registration to commence on 1 September 2005.
- The registration process will reopen on 1 September 2005. If you wish to have premises designated in the future, please allow at least 15 working days from receipt of your application by Fisheries Departments for your application to be considered.

**IMPORTANT: Before completing this form
please read Explanatory Leaflet RBS-4**

For Official Use Only				
Date Received				
Received By				
Date Passed to	SEERAD	DEFRA	WAG	DARDNI
Date Approved by				
Applicant Notified				
Registration Effective On				
Registration Number				
Notification Returned				

Section A – Details of Premises

- 1 Name/Trading As
- 2 Registered Address
- 3 Telephone Number
- 4 Fax Number
- 5 Email address @
- 6 Please indicate by ticking the appropriate box(es) the days on which auctions of first sale fish will be held. Please provide start and finish times of auctions held on those days (continue on a separate page if necessary):
- | | | | Start Time | Finish Time |
|----|-----------|--------------------------|------------|-------------|
| TM | Monday | <input type="checkbox"/> | | |
| TM | Tuesday | <input type="checkbox"/> | | |
| TM | Wednesday | <input type="checkbox"/> | | |
| TM | Thursday | <input type="checkbox"/> | | |
| TM | Friday | <input type="checkbox"/> | | |
| TM | Saturday | <input type="checkbox"/> | | |
| TM | Sunday | <input type="checkbox"/> | | |

Please read Section A6 of Explanatory Leaflet RBS-4 for information on how to change these times in the future

- 7 Local Authority Hygiene Number (or equivalent)

Section B – Applicant's Details

- 1 Title First Name Surname
- 2 Name of Partnership/Company/Corporate Body (delete as appropriate)
- 3 Address
- 4 Telephone Number
- 5 Fax Number
- 6 Email address @
- 7 Date of Birth

8 Partners or Company Directors (continue on a separate page if necessary)

Name	Address

Section C – Contact for Further Correspondence ---

For applications by a partnership, company or corporate body please provide the details of a contact person within the organisation who will be responsible for this application and any future related correspondence.

1 Title First Name Surname

2 Address

3 Telephone Number

4 Fax Number

5 Email address @

Section D – Weighing Facilities ---

1 Is equipment available for the weighing of fish prior to first sale (not necessarily provided by you)? (Tick the appropriate box.) Yes No

2 If yes, please provide the following details (continue on a separate page if necessary):

Who provides the weighing equipment (e.g. fish selling agents, Producer Organisations operating in the market)?

*How many sets of scales are there?

*Are they calibrated/verified? If so, by whom?

* Only general answers are required. You do not need to be specific if you do not know or cannot easily find out the required information. We understand that the weighing of fishery products is not your responsibility.

Section E – Declaration and Certification

Data Protection Statement

Defra, SEERAD, DARDNI and WAG are the data controllers in respect of any personal data that you provide when you complete the RBS-3 form.

The data controllers will use your personal data for the purposes of the Sea Fisheries (England), The Registration of Fish Buyers and Sellers Regulation 2005 and the corresponding legislation in Scotland, Wales and Northern Ireland. The effect of this legislation is explained in the accompanying explanatory leaflet. Defra, SEERAD, DARDNI and WAG will share with each other the information that you provide on your application and any other information that is obtained in respect of the purposes of this legislation, as appropriate.

Name, geographical location and designation number of the registered sites will be made publicly available, including on the data controllers' websites. Furthermore, in limited circumstances, the data controllers may be required to release information, including personal data and commercial information, on request under the Environmental Information Regulations 2004 or the Freedom of Information Act 2000. However, they will not permit any unwarranted breach of confidentiality nor will they act in contravention of their obligations under the Data Protection Act 1998.

The data controllers or their appointed agents may use the name, address or other details on your application form to contact you in connection with occasional customer research aimed at improving the services that they provide to you.

If you wish to obtain a copy of your personal data held by Defra, please follow the procedure at www.defra.gov.uk/corporate/opengov/personaldata.htm. Defra's public service guarantee on data handling, which gives details of your rights in respect of the handling of your personal data, is also available on this website. If you do not have access to the internet, please telephone the Defra helpline 03459 33 55 77 and ask to speak to the Data Protection Officer.

If you wish to obtain a copy of your personal data held by SEERAD, please follow the procedure at www.gov.scot under Freedom of Information: Data Protection/Accessing your personal data. If you do not have access to the internet, please telephone the Scottish Executive Data Protection Unit on 0300 244 4000 and ask to speak to the Data Protection Liaison Officer, who can advise you on what to do.

If you wish to obtain a copy of your personal data held by DARDNI, please follow the procedure at www.dardni.gov.uk under Freedom of Information. If you do not have access to the internet, please telephone the DARDNI Information Management Unit on 028 9052 4199.

If you wish to obtain a copy of your personal data held by WAG, please follow the procedure at www.assembly.wales. WAG's personal service guarantee on data handling, which gives details of your rights in respect of the handling of your personal data, is also available on this website. If you do not have access to the internet please telephone WAG on 0300 200 6565 and ask to speak to the Data Protection Officer.

If you believe that any of the information we hold concerning you is incorrect or out of date, please provide us with accurate information in writing, together with supporting evidence (if appropriate). You should address your correspondence to: England - Registration of Buyers and Sellers Scheme, MMO, Lancaster House, Hampshire Court, Newcastle Business Park, Newcastle-Upon-Tyne NE4 7YH. Scotland – RBS Unit, Marine Scotland, Room A30, 375 Victoria Road, Aberdeen AB11 9DB. Northern Ireland – Registration of Buyers and Sellers Scheme, DARDNI, Fisheries Division, Block 1, Downshire Civic Centre, Downshire Estate, Ardglass Road, Downpatrick BT30 6GQ. Wales – Registration of Buyers and Sellers Scheme, Welsh Assembly Government (WAG), Fisheries Policy Branch, Suite 3, Cedar Court, Havens Head Business Park, Hakin, Milford Haven SA73 3LS.

*** I/We:**

- apply as an *individual/partnership/company/corporate body for registered status as a designated auction site of first sale fish which has been landed in the UK;
- understand that designated status is granted at the discretion of Ministers or Department of Agriculture and Rural Development NI and understand that Ministers or Department of Agriculture and Rural Development NI may require *me/us to provide additional undertakings at their discretion as part of the application and approval process;
- have read Explanatory Leaflet RBS-4 and certify that to the best of *my/our knowledge and belief the particulars given on this form are correct;
- will ensure unrestricted access at any reasonable time to relevant premises and give any assistance to a British Sea Fishery Officer which they deem necessary, including the provision of information and documents relating to the landing, storage or sale of fisheries products;
- undertake to carry out auctions only during the hours notified to Fisheries Departments, unless prior authorisation has been given for alternative arrangements by a British Sea Fishery Officer;
- understand that designated status is contingent on the premises continuing to be approved/recognised by the relevant local authority for hygiene purposes;
- understand that Ministers or Department of Agriculture and Rural Development NI may publish details of designated auction sites/markets in any manner they see fit;
- 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.

*** I/We** enclose:

- | | Yes | No |
|---|--------------------------|--------------------------|
| ▪ Local Authority Hygiene Certificate (or equivalent) | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Rules of Operation (or equivalent) for premises | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Certificate of Incorporation | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Proof of authority to sign on behalf of the company | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Proof of Name | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Proof of Address | <input type="checkbox"/> | <input type="checkbox"/> |

Name (print) _____	Status/ Position _____ <small>(e.g. Owner/Partner/Authorised Signatory)</small>	
Signature _____	Date _____ of _____	(day) (month) (year)

PLEASE KEEP A COPY OF THIS FORM

ADVICE MAY BE OBTAINED FROM AND COMPLETED FORMS AND SUPPORTING DOCUMENTATION RETURNED (NOT BY EMAIL OR FAX) TO ONE OF THE FOLLOWING ADDRESSES:

RBS Unit
Marine Scotland
Room A30
375 Victoria Road
ABERDEEN
AB11 9DB

Tel: 0300 244 9163
Email: registrationofbuyersandsellers@gov.scot

Registration of Buyers & Sellers Scheme
DARDNI
Fisheries Division
Block 1
Downshire Civic Centre
Downshire Estate
Ardglass Road
DOWNPATRICK
BT30 6GQ

Tel: 028 4461 8101
Email: dardhelpline@dardni.gov.uk

Registration of Buyers & Sellers Scheme
Marine Management Organisation
Lancaster House
Hampshire Court
Newcastle Business Park
NEWCASTLE-UPON-TYNE
NE4 7YH

Tel: 0191 376 2644
Fax: 0191 376 2501
Email: ops@marinemanagement.org.uk

Registration of Buyers & Sellers Scheme
Welsh Assembly Government
Suite 3
Cedar Court
Havens Head Business Park
Hakin
MILFORD HAVEN
SA73 3LS

Tel: 01646 693412
Fax: 01646 696030
Email: MilfordHavenFisheryOffice@wales.gsi.gov.uk

ACKNOWLEDGEMENT SLIP

If you would like Fisheries Department to acknowledge receipt of your application please enter your details below:

Name:	_____
Address:	_____

Postcode:	_____

Your application form RBS-3 was received by SEERAD/DEFRA/WAG/DARDNI (delete as appropriate)

Signed: _____ Date: _____