

**The registration of buyers and sellers of first-sale fish and designation of auction sites scheme**

# RBS 3: Application for designation of premises as an auction site in the UK and Isle of Man (IoM)

- Please complete a **separate** application for **each** individual, partnership, company or corporate body.
- You must submit the completed form and supporting documentation to one of the addresses on page 5.
- Please allow at least 15 working days from receipt of application for your application to be considered.

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

## For Official Use Only

Date passed to:				Date approved by:				Date:			
	dd	mm	yyyy		dd	mm	yyyy		dd	mm	yyyy
SGMS	<input type="text"/>	<input type="text"/>	<input type="text"/>	SGMS	<input type="text"/>	<input type="text"/>	<input type="text"/>	Date received	<input type="text"/>	<input type="text"/>	<input type="text"/>
MMO	<input type="text"/>	<input type="text"/>	<input type="text"/>	MMO	<input type="text"/>	<input type="text"/>	<input type="text"/>	Applicant notified	<input type="text"/>	<input type="text"/>	<input type="text"/>
WAG	<input type="text"/>	<input type="text"/>	<input type="text"/>	WAG	<input type="text"/>	<input type="text"/>	<input type="text"/>	Registration effective	<input type="text"/>	<input type="text"/>	<input type="text"/>
DARD	<input type="text"/>	<input type="text"/>	<input type="text"/>	DARD	<input type="text"/>	<input type="text"/>	<input type="text"/>	Registration no.	<input type="text"/>		
DAFF IoM	<input type="text"/>	<input type="text"/>	<input type="text"/>	DAFF IoM	<input type="text"/>	<input type="text"/>	<input type="text"/>				

## SECTION A: Details of premises

1. Name/Trading as	<input type="text"/>	3. Telephone no.	<input type="text"/>
2. Registered address	<input type="text"/>	4. Fax no.	<input type="text"/>
		5. Email	<input type="text"/>

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):

Please read section A6 of explanatory leaflet RBS 4 for information on how to change these times in the future.

<input type="checkbox"/> Monday	Start time	<input type="text"/>	Finish time	<input type="text"/>
<input type="checkbox"/> Tuesday	Start time	<input type="text"/>	Finish time	<input type="text"/>
<input type="checkbox"/> Wednesday	Start time	<input type="text"/>	Finish time	<input type="text"/>
<input type="checkbox"/> Thursday	Start time	<input type="text"/>	Finish time	<input type="text"/>
<input type="checkbox"/> Friday	Start time	<input type="text"/>	Finish time	<input type="text"/>
<input type="checkbox"/> Saturday	Start time	<input type="text"/>	Finish time	<input type="text"/>
<input type="checkbox"/> Sunday	Start time	<input type="text"/>	Finish time	<input type="text"/>

7. Local authority hygiene number (or equivalent)

## SECTION B: Applicant's Details

1. Title  First name  Surname

2. Company name

4. Telephone no.

3. Address

5. Fax no.

6. Email

7. Date of birth

8. Company directors (continue on a separate page if necessary):

Name	Address
<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"/>	<input type="text"/>

## SECTION C: Contact for further correspondence

1. Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
2. Company name	<input type="text"/>			4. Telephone no.	<input type="text"/>
3. Address	<input type="text"/>			5. Fax no.	<input type="text"/>
				6. Email	<input type="text"/>

## SECTION D: Weighing facilities

1. Is equipment available for the weighing of fish prior to first sale (not necessarily provided by you)?  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 markets)?	<input type="text"/>	● How many sets of scales are there? *	<input type="text"/>
		● Are they calibrated/verified? If so, by whom? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="text"/>

## SECTION E: Declaration and Certification

\* 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.

### Data Protection Statement

1. SGMS, MMO, WAG, DARD and DAFF IoM are the data controllers in respect of any personal data that you provide when you complete the RBS 3 form.
2. 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, Northern Ireland, Wales and the Isle of Man. The effect of this legislation is explained in the accompanying RBS 4 explanatory leaflet. SGMS, MMO, WAG, DARD and DAFF IoM 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.
3. Name, geographical location and registration number of the registered buyers and sellers 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 or Data Protection Act 2002 in the Isle of Man.
4. 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.
5. If you wish to obtain a copy of your personal data held by MMO, please follow the procedure at [www.defra.gov.uk/corporate/opengov/defra/personal-data.htm](http://www.defra.gov.uk/corporate/opengov/defra/personal-data.htm)  
  
MMO'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 don't have access to the internet, please telephone the Defra helpline 0845 933 5577 and ask to speak to the Data Protection Officer.
6. If you wish to obtain a copy of your personal data held by SGMS, please follow the procedure under "Freedom of Information: How to Access Information" at [www.scotland.gov.uk/about/foi](http://www.scotland.gov.uk/about/foi)  
  
If you don't have access to the internet, then you should telephone the Scottish Executive Data Protection Unit on 08457 741 741 and ask to speak to the Data Protection Liaison Officer, who can advise you on what to do.

7. If you wish to obtain a copy of your personal data held by DARD, please follow the procedure under "Freedom of Information" at [www.dardni.gov.uk](http://www.dardni.gov.uk)

If you do not have access to the Internet, then you should telephone DARD Information Management Unit on 028 9052 4199.

8. If you wish to obtain a copy of your personal data held by WAG, please follow the procedure at [www.wales.gov.uk/publications](http://www.wales.gov.uk/publications)

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 don't have access to the internet, please telephone WAG on 029 2082 6883 and ask to speak to the Data Protection Officer.

9. If you wish to obtain a copy of your personal data held by DAFF IoM you please follow the procedures under Freedom of Information at [www.gov.im/odps](http://www.gov.im/odps)

**\* I/We:** (\* Please delete as appropriate)

- 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 registered status is granted at the discretion of ministers or Department of Agriculture and Rural Development and understand that ministers or Department of Agriculture and Rural Development 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 marine enforcement 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 marine enforcement 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 coming into effect.

**\* I / We enclose:** (\* Please delete as appropriate)

- Local authority hygiene certificate (or equivalent)
- Certificate of incorporation
- Proof of authority to sign on behalf of the company

- Rules of operation (or equivalent) for premises
- Proof of name
- Proof of address

Name

Status/Position

Signature \_\_\_\_\_

Date \_\_\_\_\_

- Registration of Buyers and Sellers  
Marine Scotland  
Fisheries Division  
Area 1 B South  
Victoria Quay  
Edinburgh  
EH6 6QQ  
Tel: 0131 244 6060  
Fax: 0131 244 6086  
Email: [fishregister@scotland.gsi.gov.uk](mailto:fishregister@scotland.gsi.gov.uk)
- Registration of Buyers and Sellers Scheme  
Department of Agriculture and Rural Development (DARD)  
4th Floor, Dundonald House  
Upper Newtownards Road  
Belfast BT4 3SB  
Tel: 028 9037 8329  
Fax: 028 9037 8323  
Email: [RBSregistration.fisheries@dardni.gov.uk](mailto:RBSregistration.fisheries@dardni.gov.uk)
- Registration of Buyers and Sellers Scheme  
Marine Management Organisation  
Lancaster House  
Hampshire Court  
Newcastle upon Tyne  
NE4 7YH  
Tel: 0208 026 5294  
Fax: 0191 376 2501  
Email: [rbs@marinemangement.org.uk](mailto:rbs@marinemangement.org.uk)
- Registration of Buyers and Sellers Scheme  
Welsh Government  
Suite 3, Cedar Court  
Havens Head Business Park  
Milford Haven  
Pembrokeshire SA73 3LS  
Tel: 01646 693 412  
Fax: 01646 696 030  
Email: [FisheriesMailbox@cymru.gsi.gov.uk](mailto:FisheriesMailbox@cymru.gsi.gov.uk)
- Registration of Buyers and Sellers Scheme  
Department of Environment, Food and Agriculture  
Fisheries Directorate  
Thie Slieau Whallian  
Foxdale Road  
St John's  
Isle of Man  
IM4 3AS  
Tel: 01624 685 857  
Fax: 01624 385 851  
Email: [fisheries@gov.im](mailto:fisheries@gov.im)