

Application for a Live Fish Movements Site Permit



The Keeping and Introduction of Fish (England and River Esk Catchment Area)
Regulations 2015

Please read this information carefully.

This form should be used to apply for a Site Permit to introduce fish or keep certain species of non-native fish within inland waters in England. It does not apply to authorised fish farms or garden ponds.

To complete the form you will need the registration number for your site provided by the Fish Health Inspectorate (FHI) at Cefas. If your site is not registered with the FHI, you can download the form RW1 from GOV.UK or by calling 01305 206700.

Registration must be in place before we can process your application for a Site Permit. You do not require a FHI registration for a river or canal fishery.

Holding a Site Permit will make you responsible for all introductions of fish to the site and the keeping of any non-native fish listed in the Site Permit. You should ensure that you are a suitable person to take on this responsibility (e.g. the site owner, fisheries manager, or secretary of a controlling angling club).

Please read the additional notes on the reverse of this form before completing.

1 The applicant

Title (Mr, Mrs, Miss etc.) _____
 First name _____
 Last name _____
 Organisation _____
 Position _____
 Address _____

 _____ Postcode _____
 Phone _____
 Mobile _____
 Email _____

2 About the site

Name of site or water _____
 FHI (Cefas) registration number (if known)
 E W _____
 Nearest town and county _____
 Type of water
 Canal River Stillwater
 Location, give a national grid reference (NGR) or supply a clear map showing the site.
 For a stillwater, give a single NGR on the water:
 NGR _____
 e.g. SY 1234 5678
 For a river or canal, give upstream and downstream NGR's for the section of water you wish to stock:
 U/S _____
 D/S _____
 e.g. SY 1234 5678
 Does the site have a conservation designation such as a SSSI?
 Yes Type of order _____
 No Don't know

3 Fish species you want to introduce

Please list all species you want to introduce. Include any species you may wish to introduce in the future.

For introductions to stillwaters without a conservation designation, only list the species.

For introductions to rivers, canals and sites with a conservation designation, please complete the full table.

Species	Size/weight range (specify units)	Total weight/number (specify units)	Frequency (e.g. single, monthly, or annual stocking)

If you need additional space, please complete on a separate sheet.

4 Non-native fish currently kept at the site

Please tell us about any non-native fish present at the site

- Wels catfish Grass carp
 Zander Sturgeon/sterlet
 Pumpkinseed Bitterling
 Black or brown bullhead catfish Topmouth gudgeon
 Sunbleak Fathead minnow
 Others Please state _____

5 Signature and declaration

If you give any information which is incomplete or inaccurate:

- we will not process your application; and
- we will return your application

I have read and understood this form and the privacy notice in the additional notes on the reverse of this form. To the best of my knowledge and belief, the information I have given is correct.

Applicant's signature

Print name _____

Date (DD/MM/YYYY) _____

Additional notes

Where do I send my completed form?

You can submit your completed application form to us by:

- Email: fmapplications@environment-agency.gov.uk or
- Post: Fish Movements Team
Environment Agency
Bromholme Lane
Brampton
Huntingdon
Cambridgeshire
PE28 4NE

Why do I need to apply for a Site Permit?

The Environment Agency regulates the movement of fish within all inland waters in England. It aims to prevent the spread of fish disease and to minimise damage to fisheries or the environment that may be caused by inappropriate fish introductions.

This means you must have written permission (a Site Permit) from us before fish are moved into your site or water. You must not introduce or allow anyone else to introduce fish to your site without a Site Permit being issued. In addition, certain species of non-native fish cannot be kept at a site without a Site Permit. The Site Permit is issued under the Keeping and Introduction of Fish (England and River Esk Catchment Area) Regulations 2015. **There is no application fee for Site Permits under these regulations.**

If you need help and advice

Please get in touch with us if you need any help with your application. You can contact the Fish Movements Team on 02084 745243 or at fmapplications@environment-agency.gov.uk

If you need advice about fish stocking or fisheries management please contact general enquiries on 03708 506 506 and ask for your local fisheries officer.

Register your fishery

Fishery owners whether for personal or commercial purposes, must register their fisheries with the Fish Health Inspectorate (FHI) at Cefas under the Aquatic Animal Health Regulations. The regulations were introduced to maintain the high standards of fish health within the UK.

Registration is a one-off procedure and there is no fee. You will find further information and a registration application form (RW1) at www.gov.uk by searching for 'RW1' or you can call the Fish Health Inspectorate on 01305 206700.

What you will receive and when

If your application is successful, you will be sent a Site Permit.

We require 20 working days to process your application, however we will aim to do it within 10. This may take longer if the water you plan to introduce fish into has a conservation designation such as a SSSI, as we may need to consult with other organisations.

The Site Permit only applies to the site and the fish specified on the permit. If any of the details change, please contact the Fish Movements Team on 02084 745243 or at fmapplications@environment-agency.gov.uk

Privacy notice: how we use your personal information

We are the Environment Agency and we issue fish movement permits and authorisations. The information on a Site Permit will be retained and processed by us for fish movement activities covered by the permit. We are the data controller for this service. A data controller

determines how and why personal data (personal information) is processed.

Our personal information charter (www.gov.uk/government/organisations/environment-agency/about/personal-information-charter) explains your rights and how we deal with your personal information. You can access the charter using the link or go to GOV.UK and search 'Environment Agency personal information charter'.

The personal data we need

The personal data we collect includes:

- full name
- contact details – including postal address, email address, and telephone number(s)

We are allowed to process your personal data because we have official authority to issue fish movement permissions for salmon, trout, freshwater fish, smelt and eel in England and the River Esk catchment area. The lawful basis for processing your personal data is to perform a task in the public interest that is set out in law.

We need the information requested in order to:

- process your application for a permit
- allow movements of fish to and from permitted sites by issuing a permit
- provide an efficient service
- fulfil our statutory duty to maintain, improve and develop salmon, trout, freshwater fish and eel fisheries

If you don't provide the information requested then we can't issue a permit to you.

What we do with your personal data

We use your personal data to issue a suitable permit. We do not use your data to make an automated decision or for automated profiling.

We use your personal data to:

- monitor compliance with the permit and its conditions
- contact you if we have to make any changes to the permit
- consult with the Department for Environment, Food & Rural Affairs, the Centre for Environment, Fisheries & Aquaculture Science, the Fish Health Inspectorate, HM Revenue & Customs, Natural England or Natural Resources Wales when necessary to determine your permit
- contact you with important information about related environmental matters
- ask for your feedback on our service

We will share your name and contact details with an appointed Independent Person in the event you appeal against a refusal to grant a permit, the imposition of any condition or when served with a notice under the Keeping and Introduction of Fish (England and River Esk Catchment Area) Regulations 2015. The Independent Person will only use your personal data to contact you about your appeal.

We will not share or disclose your personal data to any other party outside the Environment Agency without your explicit consent, unless lawfully able to do so.

How long we keep your personal data

We will keep your personal data for 3 years from when the permit is surrendered or expires in line with our standard information retention policy.

Where your personal data is processed and stored

We store and process your personal data on our servers in England. We will not transfer your personal data outside the European Economic Area.

Contact details

Our Data Protection Officer (DPO) is responsible for independent advice and monitoring of the Environment Agency's use of personal information. If you have any concerns or queries about how we process personal data, or if you would like to make a complaint or request relating to data protection, please contact:

Data Protection Officer
Environment Agency
Horizon House
Deanery Road
Bristol
BS1 5AH

Email: dataprotection@environment-agency.gov.uk

The Information Commissioner's Office (ICO) is the supervisory authority for data protection legislation. The ICO website has a full list of your rights under data protection legislation. You can access this at the following link: <https://ico.org.uk/your-data-matters>

You have the right to lodge a complaint with the ICO at any time. Should you wish to exercise that right full details are available at: <https://ico.org.uk/make-a-complaint>

This notice was last updated on 01 November 2019.