



Marine  
Management  
Organisation

## The Restrictive Shellfish Licensing Scheme

### Monthly Shellfish Activity Return

For the purpose of this form “shellfish” means lobsters (*Homarus gammarus*), crawfish (*palinurus spp.*) edible crabs (*Cancer pagurus*); and “crabs” means the four species of crabs so specified.

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# 1. Notes for Guidance

## 1. Completion of the MSAR 1

- a) Vessels are required to complete the monthly return. This form must be completed by all masters of the under 10 metre fishing vessels with a shellfish entitlement.

Those masters of the above vessels already completing an EU logbook as a record of their fishing activity can continue to do so, and will not be required to complete the form, as long as all trips within that month are submitted via the logbook.

Vessels who commence logbook completion during part of the month, will still be required to submit an MSAR detailing all that months catches prior to the date they commence completing a logbook.

- b) The form shall be complete daily, and must be submitted to the nearest port office no later than the 15<sup>th</sup> day of the following calendar month.  
c) Nil returns are required.

## 2. Procedure for completion

- a) If completing forms on a hard paper copy then entries on the form must be legible and indelible  
b) Vessel owners using both pots and nets used to catch shellfish only should complete a separate monthly form for each gear type.

## 3. Information concerning the vessel, gear and catch

- a) The following general information on the vessel is to be filled in at the top of the form

- Port of Landing
- Name of Vessel
- Vessel Registration Number (Vess Reg)
- Month and year of return
- The Nil Return box should only be ticked if you have no fishing activity to report for the month.

In addition the following information must be filled in against the corresponding columns.

- Record the catch and retained weight each day- that is either landed that day or stored for landing at a future date. Stored catches should only be recorded on that day.

**Reference no.1** – Day of the month. All information regarding the catch for that date in the month must be completed across the page.

**Reference no.2** – Area. Insert the 6 character code obtained by reference to the attached maps.

**Reference no.3** – Gear types. Set refers to the number of pots or lengths of nets on the seabed that day. Hauled refers to the number of pots or length of nets in meters lifted in that day.

**Reference no.4** – Edible crabs. If you separate the cocks from the hens record the aught and retained weight in kilos for them separately. If not, record as mixed. If you land crab claws from nets, record weight in column 8.

**Reference no.5** – Spider crabs. Record the caught and retained weight in kilos.

**Reference no.6** – Lobsters. Record the caught and retained weight in kilos.

Reference no.7 – If you have caught clawfish (CRW), green (CRG), or velvet crabs (MPL) record the species code and the caught and retained weights in column 7. If you have caught more than one species record the species code and the caught and retained weight in column 8.

Reference no.8 – Remarks. You may record here any other information that you wish, such as the number of berried or undersize shellfish caught.

#### **4. Responsibilities of the owner/master in respect of the form MSAR**

- a) To enter the required daily data; complete the monthly total entries; and to indicate the ICES rectangle mainly fished during the month.
- b) If using paper forms: To submit the top three copies to the nearest MMO office. The MMO will retain the white copy and then forward the pink copy to Centre for Environment Fisheries and aquaculture Science and the blue copy to the local Inshore Fisheries and Conservation Authority. The yellow copy is for you to keep for your records.
- c) If using digital form: To submit the digital form to the relevant MMO office email address. The MMO will retain a copy of the form digitally and forward a copy to Centre for Environment Fisheries and aquaculture Science and the Inshore Fisheries and Conservation Authority.
- d) To keep copies of these monthly returns for at least two years.

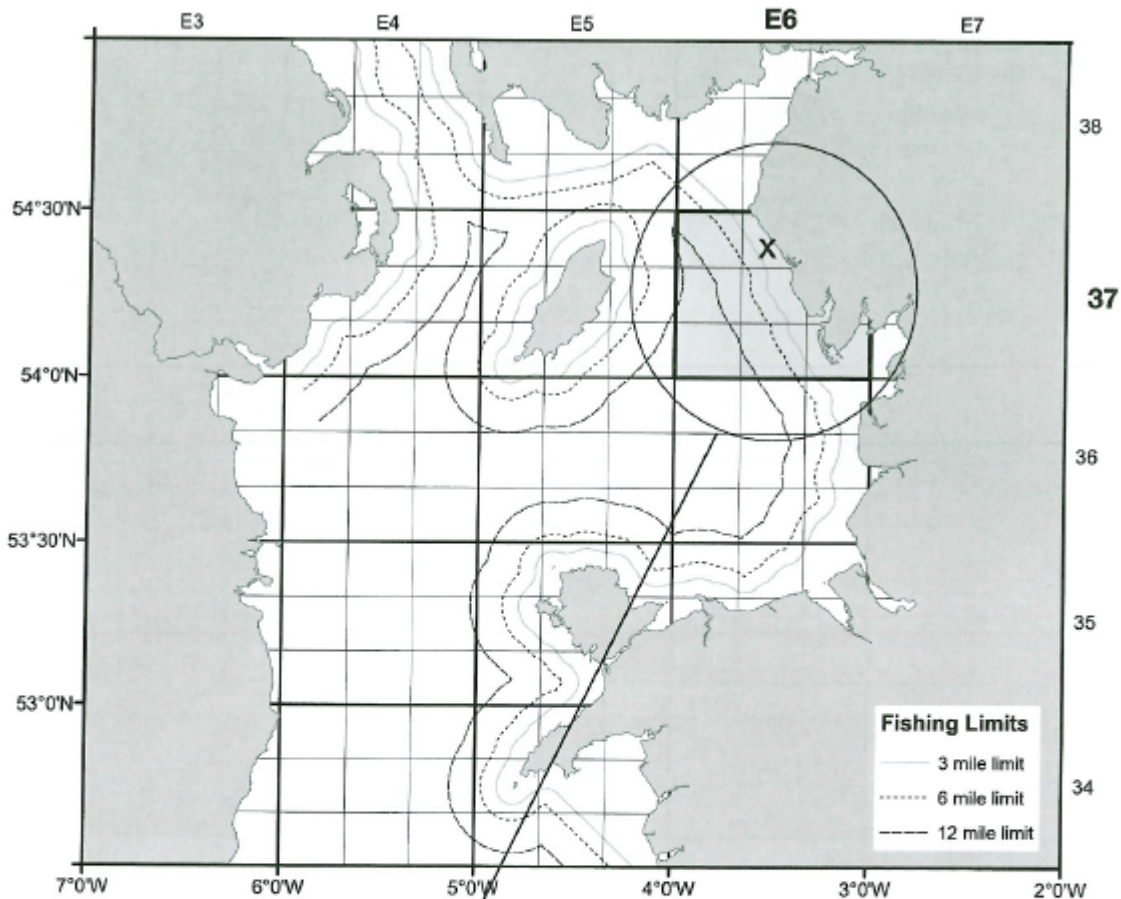
#### **5. Data Protection**

The MMO collects and holds a range of information and data on the fishing industry and related activities. This is covered by the Data Protection Act. Please note that information collected and held by the MMO on the catching, landing, marketing, and transport of fish and fisheries products, fishing vessel activity and fishing vessel sightings, satellite position reports and fishing vessel licences will be used by the MMO and the Department for Environment, Food and Rural Affairs (Defra) for the purpose of the management, monitoring and control of the Common Fisheries Policy and for other conservation, management, control and enforcement functions. In order to perform these functions, such data may be disclose to Defra's agencies, Inshore Fisheries Conservation Authorities, other authorised agents, the other fisheries administrations in the UK, other government departments, relevant authorities in the European Commission, other member states and third countries. Satellite position reports and other sightings data will also be made available, on request, to the UK Coastguard for search and rescue purposes. The MMO and Defra may also publish and disclose all data, in anonymous and/or aggregated form to other organisations, bodies or persons for other purposes, including scientific research.



## 2. Maps for Guidance

### NORTH WEST OF ENGLAND



Example:

Rectangle = 37E6

Subrectangle = 4

Belt = A

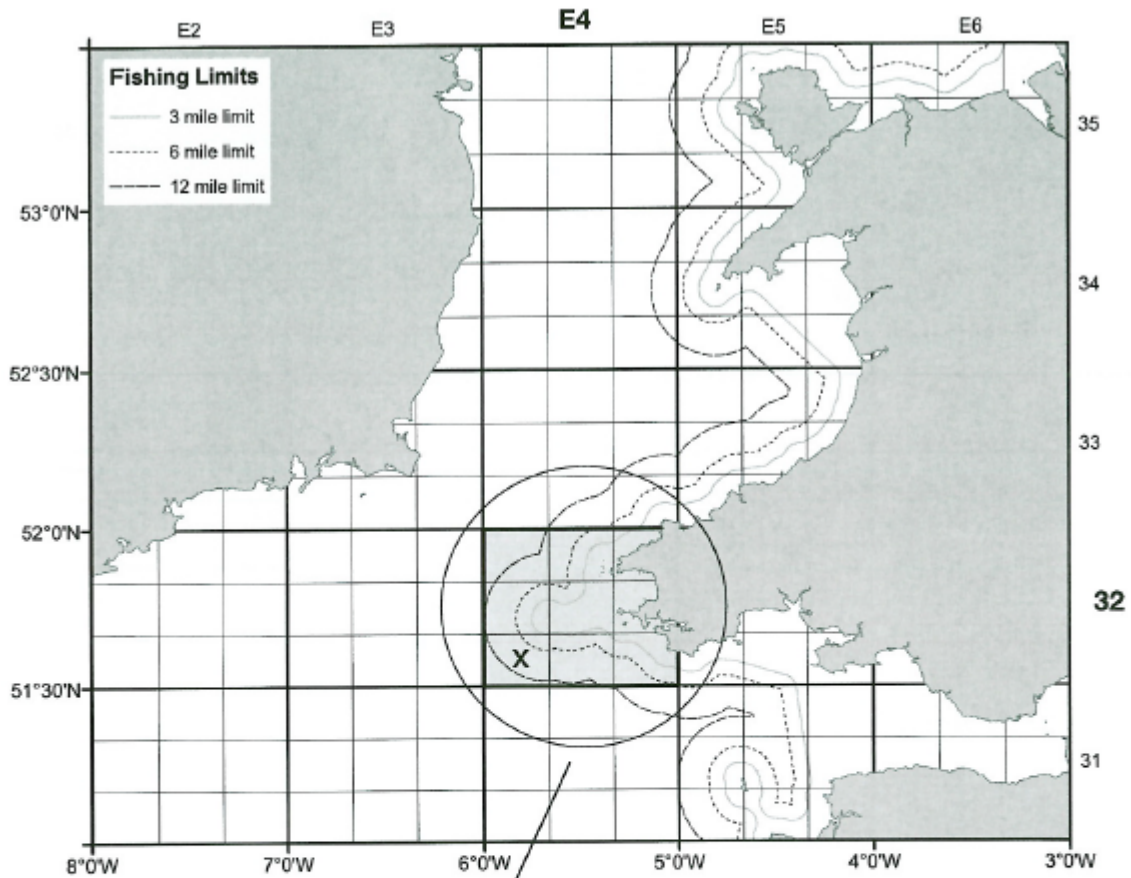
|   |   |   |
|---|---|---|
| 1 | 4 | 7 |
| 2 | 5 | 8 |
| 3 | 6 | 9 |

Belt (distance off):  
**A** = 0 – 3 miles  
**B** = 3 – 6 miles  
**C** = 6 – 12 miles  
**D** = Outside 12 miles

The cross on the chart above is an example of a fishing position. In this example the area code is constructed from the rectangle coordinates **37E6**, the subrectangle **4** and the belt **A** giving the six character reference:

**37E64A**

# WALES



**Example:**

**Rectangle = 32E4**

**Subrectangle = 3**

**Belt = C**

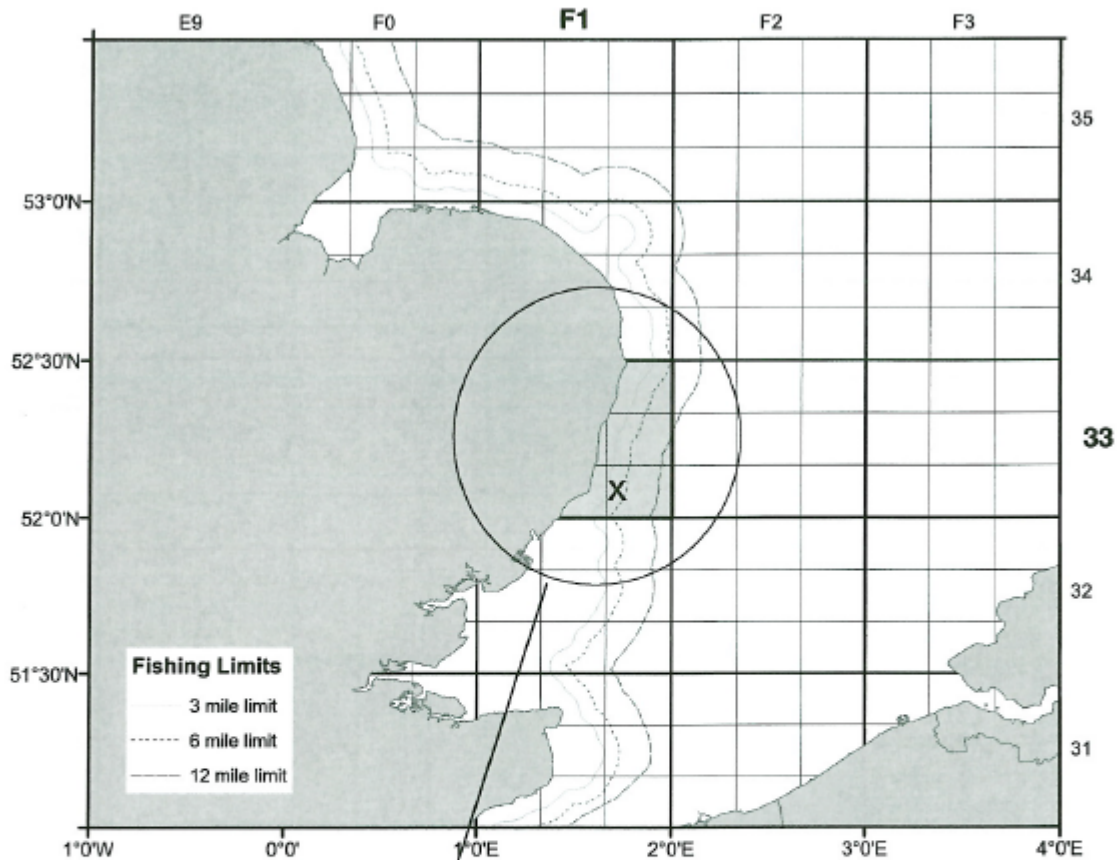
|   |   |   |
|---|---|---|
| 1 | 4 | 7 |
| 2 | 5 | 8 |
| 3 | 6 | 9 |

|                             |                  |
|-----------------------------|------------------|
| <b>Belt (distance off):</b> |                  |
| A                           | 0 – 3 miles      |
| B                           | 3 – 6 miles      |
| C                           | 6 – 12 miles     |
| D                           | Outside 12 miles |

The cross on the chart above is an example of a fishing position. In this example the area code is constructed from the rectangle coordinates **32E4**, the subrectangle **3** and the belt **C** giving the six character reference:

**32E43C**

# EAST OF ENGLAND



**Example:**

**Rectangle = 33F1**

**Subrectangle = 9**

**Belt = B**

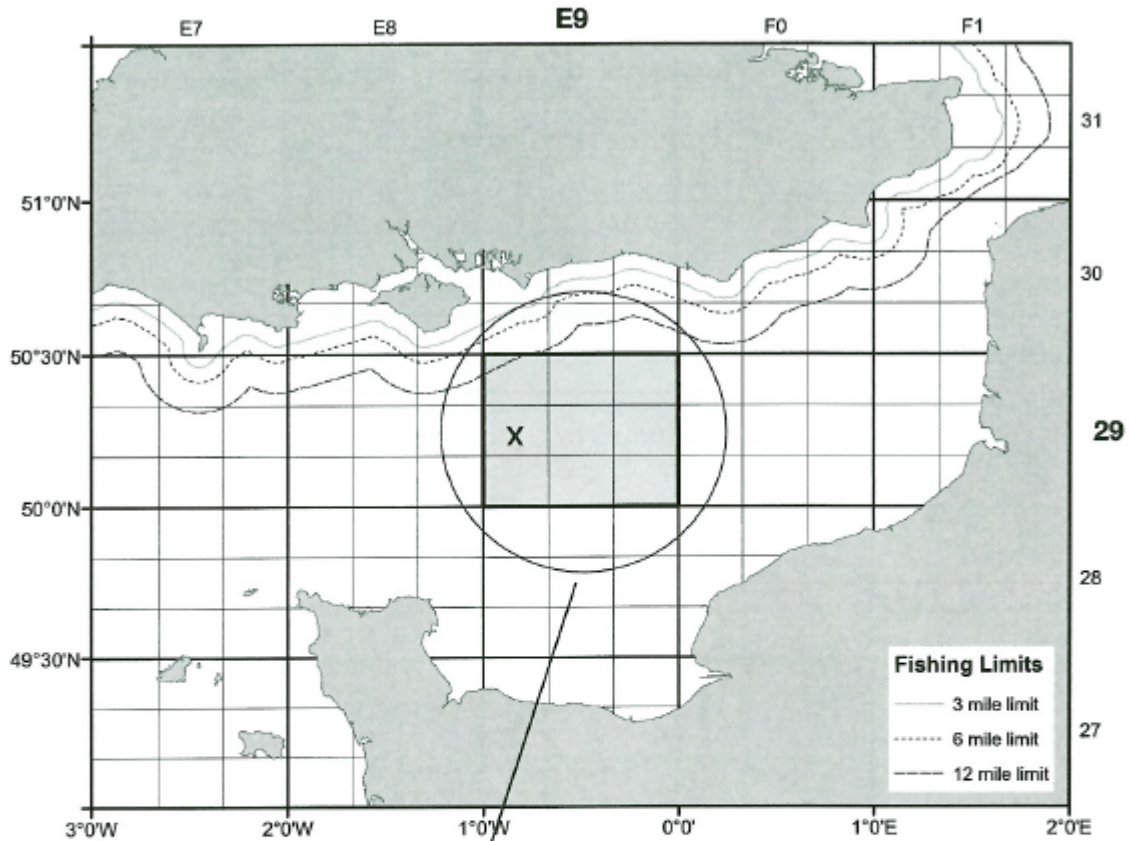
|   |   |          |
|---|---|----------|
| 1 | 4 | 7        |
| 2 | 5 | 8        |
| 3 | 6 | <b>9</b> |

|                             |                  |
|-----------------------------|------------------|
| <b>Belt (distance off):</b> |                  |
| <b>A</b>                    | 0 – 3 miles      |
| <b>B</b>                    | 3 – 6 miles      |
| <b>C</b>                    | 6 – 12 miles     |
| <b>D</b>                    | Outside 12 miles |

The cross on the chart above is an example of a fishing position. In this example the area code is constructed from the rectangle coordinates **33F1**, the subrectangle **9** and the belt **B** giving the six character reference:

**33F19B**

## SOUTH EAST OF ENGLAND



**Example:**

**Rectangle = 29E9**

**Subrectangle = 2**

**Belt = D**

|   |   |   |
|---|---|---|
| 1 | 4 | 7 |
| 2 | 5 | 8 |
| 3 | 6 | 9 |

|                             |
|-----------------------------|
| <b>Belt (distance off):</b> |
| A = 0 – 3 miles             |
| B = 3 – 6 miles             |
| C = 6 – 12 miles            |
| D = Outside 12 miles        |

The cross on the chart above is an example of a fishing position. In this example the area code is constructed from the rectangle coordinates **29E9**, the subrectangle **2** and the belt **D** giving the six character reference:

**29E92D**