

# The registration of buyers and sellers of first sale fish and designation of auction sites scheme 2005

Department for Environment, Food and Rural Affairs  
Scottish Executive Environment and Rural Affairs Department  
National Assembly for Wales  
Department of Agriculture and Rural Development (NI)

## Explanatory leaflet RBS 4: Designation of premises as an auction site in the UK

### ■ Introduction

1. From 1 September 2005 Fisheries Departments in Scotland, England and Northern Ireland require all auction sites of first sale fish in those administrations to be designated.
2. Initial applications to be designated by 1 September 2005 must be received by the Fisheries Departments by 1 July 2005.
3. Fisheries Departments will accept applications for designation between 2 July 2005 and 31 August 2005. However, any applications received between these dates will be held by the relevant Department and processed after 1 September 2005.
4. If you wish to have premises designated in the UK after 1 September 2005 please allow at least 15 working days from receipt of your application by the Fisheries Department in whose territory the site is located for your application to be considered.
5. The Welsh Fisheries Department will require any auction sites of first sale fish to be designated by early 2006. Applications using form RBS-3 will be accepted during 2005 but will not be considered until early 2006.
6. Requests for further information about this Scheme can be obtained from the relevant Fisheries Department. Completed applications and supporting documentation should be posted to the Fisheries Department in whose territory the site is located listed at Annex A.

**Applications must be received by 1 July 2005 for premises to be designated by 1 September 2005.**

**For premises to be designated after 1 September 2005 please allow at least 15 working days from receipt of your application by fisheries departments for your application to be considered.**

### ■ Completing the application form

#### Section A - Details of Premises

This section allows the owner of premises to provide details of the premises.

1. Enter the name of the premises you wish to have designated as an auction centre or market.
2. Enter the address of the premises.
3. Enter the telephone number of the premises, if any.
4. Enter the fax number of the premises, if any.
5. Enter the email address of the premises, if any.
6. Please indicate by ticking the appropriate box(es) the days on which auctions by competitive bidding will be held. Please also enter the start and finish times of auctions held on those days. If more than one auction will be held on a regular basis on any given day please provide times of all auctions on that day. Continue on a separate page if necessary.

It will be a condition of registration that auctions are only carried out on the days and times notified in the application form. In exceptional cases alterations to these times/days may be permitted provided that local Fisheries Offices receive notification at least 4 hours in advance (Monday to Friday) and at least 72 hours in advance (Saturday and Sunday). Permanent changes to auction times should be notified in writing to the relevant Fisheries Department. Their contact details are provided at Annex A.

Other normal auction operations such as the receiving of fish prior to an auction or grading are not prevented from taking place outwith these days or times.

7. Enter your local authority hygiene number (or equivalent). It will be a condition of registration that you maintain this certification in order to retain designated status. You are also required to submit a photocopy of the local authority hygiene certificate (or equivalent) with this application.

#### Section B – Applicant's Details

This section allows the owner(s) of the premises to provide their details.

1. Enter the full name of the owner of the premises. This should be left blank for partnership, company or corporate body applications. You must provide a photocopy of one of the following documents to prove your name:
  - Current Passport;
  - Current UK driving licence;
  - Bank Statement from the last 3 months or;
  - Utility Bill from the last 3 months.

You must not send originals of documents. This is due to the dangers of postal interception and fraud and is for your own protection.

2. For partnership, company or corporate body applications please enter the registered name. Please delete as appropriate the options (partnership, company or corporate body) on the application form. For company applications we require a photocopy of the Certificate of Incorporation. We also require proof of your registered name. We will accept photocopies of any of the following as proof of name for partnership, company or corporate body applications:
  - Current Inland Revenue Certificate;
  - Current VAT Certificate.
3. Enter the address of the individual making the application. In the case of partnership, company or corporate body applications please enter the address of the registered office. We will accept any of the following as proof of your address or registered address in the case of partnership, company or corporate body applications:
  - Current Council Tax Bill (or equivalent);
  - Utility Bill from the last 3 months if not used as proof of name.

Bills provided as proof of address for partnership, company or corporate body applications must be in the name of the partnership, company or corporate body.

4. Enter the telephone number of the individual, partnership, company or corporate body.
5. Enter the fax number, if any, of the individual, partnership, company or corporate body applying.
6. Enter the email address, if any, of the individual, partnership, company or corporate body applying.
7. Enter the date of birth of the individual making the application. Leave blank for partnership, company or corporate body applications.
8. For partnership, company or corporate body applications enter the names and address of all partners or company directors. Please continue on a separate page if necessary.

### Section C – Contact for Further Correspondence

This section allows partnership, company or corporate body applications to provide the Fisheries Departments with the name of a contact person.

1. Enter the name of the contact person within the company who will liaise with the Fisheries Department on your application.
2. Enter the address of the contact person for your application.
3. Enter the telephone number of the contact person for your application.
4. Enter the fax number, if any, of the contact person for your application.
5. Enter the email address, if any, of the contact person for your application.

### Section D – Weighing Facilities

1. Please tick the appropriate box to indicate whether facilities are available for the weighing of fish prior to first sale.
2. If yes, please state who provides the weighing equipment, how many sets of scales are available and whether they are calibrated/verified? If they are calibrated/verified please state 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. Continue on a separate page if necessary.

This places no obligation on the owners of designated auction premises to weigh fish prior to first sale.

### Section E – Declaration and Certification

1. Please read the declaration and sign in the box. For partnership, company or corporate body applications an authorised signatory may sign on behalf of the partnership, company or corporate body. However, we require a photocopy of the Certificate of Incorporation and proof of authority for the signatory to sign on behalf of the partnership, company or corporate body (e.g. a letter signed by all partners or company directors or a letter from the head of the corporate body on letter headed paper stating who the authorised signatory is and providing a copy of their signature). Please enclose proof of your name and address with the application. You should also send a photocopy of the rules of operation of the auction market (or equivalent) along with a photocopy of the local authority hygiene certificate (or equivalent).
2. Completed applications and supporting documentation must be sent to one of the addresses at Annex A. We cannot accept applications by email or fax.
3. The scheme will operate from 1 September 2005. For your site to be registered by 1 September 2005 application forms must be received by the appropriate Fisheries Department by 1 July 2005.
4. No applications received between 2 July 2005 and 31 August 2005 will be processed until 1 September 2005. If you are applying for designation after 1 September 2005, please allow at least 15 working days from receipt of your application by Fisheries Departments for your application to be considered.

### ■ What happens next?

1. Your application for registration will be considered by the Fisheries Department of the geographical area where the premises are situated. We will notify you in writing of any conditions attached to your registered status, if your application is successful. If we require further information on any part of your application we will contact your responsible person in writing before then.
2. You will be required to return a signed copy of the notification to indicate that you accept the conditions of designation.

## Annex A

**Further advice and guidance can be obtained from any of the Fisheries Departments. Completed applications and supporting documentation must be posted to one of the following addresses:**

- Registration of Buyers and Sellers Scheme, Scottish Executive Environment and Rural Affairs and Department (SEERAD), Room 518, Pentland House, 47 Robbs Loan, Edinburgh, EH14 1TY  
Tel: 0131 244 4980, Fax: 0131 244 6288, Email: fishregister@scotland.gsi.gov.uk
- Registration of Buyers and Sellers Scheme, Department for Environment, Food and Rural Arrairs (Defra) Fisheries Enforcement Policy Team, Zone 7-E, 3-8 Whitehall Place, London, SW1A 2HH  
Tel: 020 7 270 8131/8260, Fax: 020 7 270 8843, Email: RBSregister@defra.gsi.gov.uk
- Registration of Buyers and Sellers Scheme, Department of Agriculture and Rural Development NI (DARDNI) Room 19, Annexe 5, Castle Grounds, Stormont, Belfast, BT4 3TW  
Tel: 028 9052 0042, Fax: 028 9052 3121, Email: RBSRegistration.fisheries@dardni.gov.uk
- Registration of Buyers and Sellers Scheme  
National Assembly for Wales (NAW), Fisheries Policy Branch Cathay's Park, Cardiff, CF10 3NQ  
Tel: 029 2082 3184, Fax: 029 2082 3562