



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

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## **RBS 4: Designation of premises as an auction site in the UK and Isle of Man (IoM) - explanatory leaflet**

### **Introduction**

1. Fisheries departments in Scotland, England, Wales, Northern Ireland and Isle of Man require all auction sites of first-sale fish in those administrations to be designated.
2. 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.
3. 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.

### **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 telephone number of the premises, if any.
3. Enter the address of the premises.
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 offices receive notification at least four 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 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 or Isle of Man driving licence
  - bank statement from the last three months
  - utility bill from the last three months (cannot be used as both proof of name and proof of address).

**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. We require proof of your registered name and will accept photocopies of any of the following as proof of name for partnership, company or corporate body application:
  - current council tax bill or equivalent
  - utility bill from the last three months if not used as proof of name.

We also require a photocopy of your Certificate of Incorporation for limited company applications.

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 three 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**

Where an application is made by a partnership, company or corporate body you must provide the name, address and other contact details of a person within the organisation who will be responsible for this application and any future related correspondence.

1. Enter the full name of the contact person within the partnership, company or corporate body who will be responsible for liaising with the department on any issues relating to your application.
2. Enter the address of the contact person.
3. Enter the telephone number of the contact person.
4. Enter the fax number, if any, of the contact person, partnership or company.
5. Enter the email address, if any, of the contact person.

### **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 (such as 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 in Annex A. We cannot accept applications by email or fax. Please allow at least 15 working days from receipt of your application by fisheries departments for your application to be considered.

### **What happens next?**

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.

### **Annex A**

Further advice and guidance can be obtained from any of the fisheries departments. Completed applications and supporting documentation can be emailed or posted to one of the following addresses.

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  
PO Box 1275  
Newcastle upon Tyne  
NE99 5BN  
Tel: 0191 376 2638  
Fax: 0191 376 2501  
Email: [ops@marinemanagement.org.uk](mailto:ops@marinemanagement.org.uk)

Registration of Buyers and Sellers Scheme  
Welsh Assembly Government  
Suite 3  
Cedar Court  
Havens Head Business Park  
Milford Haven  
Pembrokeshire  
SA73 3LS  
Tel: 01646 693 412  
Fax: 01646 696 030  
Email: [MilfordHavenFisheryOffice@wales.gsi.gov.uk](mailto:MilfordHavenFisheryOffice@wales.gsi.gov.uk)

Registration of Buyers and Sellers Scheme  
Scottish Government Marine Scotland  
Room 535  
Pentland House  
47 Robbs Loan  
Edinburgh  
EH14 1TY  
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, Fisheries and Forestry  
Fisheries Division  
Rose House  
51-59 Circular Road  
Douglas  
Isle of Man  
IM1 1AZ  
Tel: 01624 685 857  
Fax: 01624 685 851  
Email: [fisheries@daff.gov.im](mailto:fisheries@daff.gov.im)