

## **PERMIT RETURNS 2020/21:** **POLICY AND PROCEDURE**

### **Non-returns policy:**

Catch returns are a permit condition and are due every month for commercial shellfish, dredge and trawl permit holders

1. A permit holder is required to send to the Authority by the last day of every calendar month, the previous months catch information. (See Schedule Below For Guidance)
2. On the first and third week of the new month all permit holders who have signed up with NIFCA to receive them, will be sent reminders to send in their returns for the previous month.
3. five weeks after the return is due, the permit holder whose return is still outstanding will receive a letter from the authority reminding them of this, specifying the missing months requiring them to respond within 2 weeks.
4. After six weeks (one week after a letter has been sent) the permit holder will receive a telephone call from the Authority reminding them of the permit conditions they must abide by and informing them they have one week to send a return
5. If no response is received by the seventh week the Authority will issue a Financial Administrative Penalty (Category 13 IFCA Permit, Penalty level 1, First Offence £250).

### **How will we do this:**

Submissions due on last day of every month (for the previous month). Forms will be completed by text, online, by post.

### **For Example:**

On the **1<sup>st</sup> of July 2020**, returns for the month of **June** should start being sent to NIFCA. NIFCA will send an email or text reminder to all permit holders who have signed up for them.

On the **15<sup>th</sup> of July 2020**, NIFCA will send an email or text reminder to all permit holders who have signed up for them again for them.

On the **29<sup>th</sup> of July 2020**, NIFCA would send the letter reminder to those permit holders with outstanding returns for **June**.

On the **5<sup>th</sup> of August 2020**, Permit holders with outstanding returns for **June** will be contacted by telephone.

On the **12<sup>th</sup> of August 2020**, Permit holders with outstanding returns for **June** will be informed of their breach of permit conditions by letter and informed of the FAP they have been issued.