

# Application for a Fish Receivers Licence

## Use this form to apply to be a Licensed Fish Receiver (LFR)

### Applicant

Client Number

Full Legal Name

### Licence Details

What was the status of the business immediately prior to this application?

- New business
- Operating as a 'dealer in fish'
- Purchased as a going concern operating as a 'dealer in fish' }
- Purchased as a licensed going concern } 'Inventory' section on page 3 must be completed

### Principal Premises Details

Please complete a separate Premises Details section for each additional or mobile premises where fish is to be received, stored, sold by wholesale or retail, handled or processed, or otherwise disposed of.

This section applies to the Principal Premises:

Premises Name

Select the following that apply to the Principal Premises:

- Limited Processing Vessel RCS Operator Documented System (RCS Vessel) } Business Identifier
- Risk Management Programme (RMP) } Business Identifier
- Custom Food Control Plan } Registration ID
- Template Food Control Plan } Registration ID

### FishServe Use Only

Receipt No. \_\_\_\_\_

Data Entry Initials \_\_\_\_\_

Fee Required \$ \_\_\_\_\_

Data Entry completed \_\_\_/\_\_\_/\_\_\_

Fee Paid \$ \_\_\_\_\_

OFFICE USE ONLY

DATE PRESENTED

## Principal Premises Details continued

What other registrations apply to the principal business?

<input type="radio"/> Exporter Registration	—————>	Registration ID
<input type="radio"/> Other (specify)	—————>	<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>

Premises Physical Address (number, street, suburb, city)

  

Business records include unloading dockets, purchase invoices, sales invoices, till tapes as well as records required to be kept under the Fisheries Act 1996 or its regulations.

Where are the business records for premises held?

<input type="radio"/> At premises	<input type="radio"/> Other location (give name and street address details)
<input type="text"/>	
<input type="text"/>	

Accounting records include cash books, ledgers, journals and stock records, either manual or computer based.

Where are the accounting records for the premises held?

<input type="radio"/> At premises	<input type="radio"/> Other location (give name and street address details)
<input type="text"/>	
<input type="text"/>	

What is the premises cool storing capacity?

Premises chiller capacity	<input type="text"/>	cubic metres
Premises freezer capacity	<input type="text"/>	cubic metres

## Additional Premises Details

Please complete a separate Premises Details section for each additional premises where fish is to be received, stored, sold by wholesale or retail, handled or processed, or otherwise disposed of.

If there are more additional premises than this page provides for please use a photocopy of this page.

Business records include unloading dockets, purchase invoices, sales invoices, till tapes as well as records required to be kept under the Fisheries Act 1996 or its regulations.

Accounting records include cash books, ledgers, journals and stock records, either manual or computer based.

This section applies to Additional Premises:

Premises Name

Premises Physical Address (number, street, suburb, city)

  

Where are the business records for premises held?

<input type="radio"/> At premises	<input type="radio"/> Other location (give name and street address details)
<input type="text"/>	
<input type="text"/>	

Where are the accounting records for the premises held?

<input type="radio"/> At premises	<input type="radio"/> Other location (give name and street address details)
<input type="text"/>	
<input type="text"/>	

What is the premises cool storing capacity?

Premises chiller capacity	<input type="text"/>	cubic metres
Premises freezer capacity	<input type="text"/>	cubic metres

**Mobile Premises Details**

Please complete a separate Premises Details section for each mobile premises where fish is to be received, stored, sold by wholesale or retail, handled or processed, or otherwise disposed of.

If there are more mobile premises than this page provides for please use a photocopy of this page.

This section applies to Mobile Premises:

**Premises Name**

**Make**

**Model**

**Registration Number**

Business records include unloading dockets, purchase invoices, sales invoices, till tapes as well as records required to be kept under the Fisheries Act 1996 or its regulations.

Where are the business records for premises held?

- At Principal Premises 
  Other location (give name and street address details)

Accounting records include cash books, ledgers, journals and stock records, either manual or computer based.

Where are the accounting records for the premises held?

- At Principal Premises 
  Other location (give name and street address details)

What is the premises cool storing capacity?

Premises chiller capacity  cubic metres

Premises freezer capacity  cubic metres

**Inventory**

Please provide inventory details for the business taken within the last 5 days.

Only complete this section if you have ticked either: Purchased as a going concern operating as a 'dealer in fish' or Purchased as a licensed going concern.

**Species**

A full list of fish species is available on the FishServe website: [www.fishserve.co.nz](http://www.fishserve.co.nz).

**Quantity**

The quantity is measured in kgs, unless otherwise stated in the regulations.

Species	State (See Inventory States page 6)	Quantity

## Vehicles

List all vehicles operated by the business, which are not covered by an LFR Licence. (e.g. those vehicles used for transport only and not used as a mobile premises).

Registration Number	Make	Model	Comments

## Processing and Distribution Details

### Fish Received

Please tick relevant sources that fish are received from at all premises to be covered by the LFR Licence being applied for.

- Foreign-owned vessel/s
- Foreign source, imported by applicant
- Foreign vessels with approval to land in NZ
- NZ fisher, taking fish other than from a vessel
- NZ processors, wholesalers
- NZ vessel leased by applicant
- NZ vessel on a casual supply basis
- NZ vessel owned by applicant
- NZ vessel under contract to supply

### Processing

Please tick the types of processing and handling undertaken at all premises to be covered by the LFR Licence being applied for.

- Canning, bottling, bagging
- Cutting and trimming—manual and/or machine
- Smoking, cooking, freezing or drying
- Weighing, washing, grading, packing
- Shucking and shelling
- Other - specify below



### Product Distribution

Please tick relevant box to indicate how and where fish and fish products are distributed at all premises to be covered by the LFR Licence being applied for. For each relevant category the percentage of product that is to be distributed should be given. The sum of percentages must equal 100%.

- Export by applicant directly  %
- Export through an agent  %
- Retail to domestic market  %
- Sold to licensed fish exporter  %
- Wholesale to domestic market  %
- Other - specify below

  %

  %

### Declaration of Previous Offences

Has the applicant ever been convicted of any offences involving fish?

Yes  No

Has the applicant previously held a fishing related licence which has been cancelled or revoked?

Yes  No

Have any management and/or employees of the applicant ever been convicted of any offences involving fish?

Yes  No

### Supporting Documentation

The following documentation must be provided with your application. Any delays in receiving all required documents will impact the assessment of your licence.

Tick if you have included:

- Copies of all applicable Registrations / Approvals (as specified in the Principal Premises Details section)
- Copies of any other relevant Registrations / Approvals (e.g. Exporter Registration)
- Source Documentation (e.g. example purchase invoices / sales invoices)

### Applicant Declaration

#### I declare that:

- The information I have given on this application is true and correct.
- I am authorised to provide this information and make this declaration.
- I am aware it is an offence to knowingly provide false or misleading information or omit any material information to obtain a benefit under the Fisheries Act 1996.
- I understand the applicant is required to notify FishServe if there are any changes in the particulars I have provided in this application form.
- I have read and understood the "Collection of Personal Information" details supplied with this form.
- I am authorised to complete this application form and at the date hereof I have not received any notice or information of the revocation of my authorisation.

If there are more signatories than space provided make further declarations on a copy of this page.

Full Name of Signatory	Position	Signature	Date
			/ /
			/ /
			/ /
			/ /

### Certification by Accountant

I have examined the source documents, accounting records and systems of the applicant and certify that they meet the requirements of the Fisheries (Recordkeeping) Regulations 1990.

Name of Accountant

Postal Address

  

Signature of Accountant

### General Notes

All information on this application must be typewritten or hand printed in legible letters using ink. Correction fluid may not be used.

All amendments must be initialled by the person/s signing this for.

Only the applicant or authorised signatories of the applicant may sign this form.

This application must be accompanied by the prescribed fee.

The fee for this application can be determined by referring to the Schedule of Fees available from FishServe.

Please make cheques payable to Commercial Fisheries Services Limited.

This fee is inclusive of GST.

Please present this document with the prescribed fee by post to FishServe, P.O. Box 297, Wellington 6140 or in person to Level 6, 135 Victoria Street, Wellington.

If you have any queries regarding this form, please contact the FishServe helpline on 04 460 9555.

### Privacy Act 2020—Collection of Personal Information

Your personal information is being collected for purposes relating to the management of fisheries resources in accordance with the Fisheries Act 1996.

The agency that will collect and hold your personal information is FishServe (Commercial Fisheries Services Limited, PO Box 297, Wellington, 6140).

The provision of this information is required for this application.

It is an offence under the Fisheries Act 1996 to neglect or refuse to supply the information required, to fail to complete and furnish any of the required information, or to make a false or misleading statement or entry of information.

You have the right of access to, and correction of, your personal information.

You may apply to FishServe to prevent the display of your personal address on registers kept under the Fisheries Act 1996 where you consider that disclosure would be prejudicial to your personal safety or to the safety of your family.

### Inventory States

Beak and Mouth  
Cheeks  
Crab legs  
De-fat fillets  
Dressed  
Dressed—Straight cut (Stargazer)  
Dressed—V cut (Stargazer)  
Fillets—Skin off  
Fillets—Skin off trimmed  
Fillets—Skin off untrimmed  
Fillets—Skin on  
Fillets—Skin on trimmed  
Fillets—Skin on untrimmed  
Fish Meal  
Fish Meal by-product  
Fish Tails

Flaps  
Gilled and gutted—tail off  
Gilled and gutted—tail on  
Green (whole)  
Gut by-product  
Gutted  
Headed and gutted  
Headed, gutted, and finned  
Headed, gutted, and tailed  
Heads  
Heads and tentacles  
Livers  
Livers by-product  
Lugs or collars  
Minced by-product, headed and gutted  
Minced by-product, skin off fillets

Minced, headed, and gutted  
Minced, skin off fillets  
Oil  
Roe  
Shark fins  
Shark fins attached  
Shucked and shelled  
Sounds or swim bladders  
Squid wings  
Surimi  
Tailed (Rock Lobster)  
Tailed (Scampi)  
Tentacles  
Tentacles by-product  
Wings