

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 cubic metres

Premises freezer capacity 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 cubic metres

Premises freezer capacity cubic metres

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.

Collection of Personal Information

In regard to any information being collected on this form that is personal information, notification is hereby provided, in accordance with Principle 3 of the Privacy Act 1993 of the following matters:

This information is being collected for purposes relating to the management of fisheries resources in accordance with the Fisheries Act 1996 and regulations made pursuant to the Act.

The agency that will collect and hold this information is FishServe (PO Box 297, Wellington, 6140).

You are reminded that under Principles 6 and 7 of the Privacy Act 1993, you have the right of access to, and correction of, any personal information which has been provided to FishServe.

The provision of this information is mandatory for the registration of this Fish Receivers Licence application.

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