

The Diseases of Fish Act 1983
The Registration of Fish Farming and Shellfish Farming Businesses Order 1985
Diseases of Fish (Control) Regulations 1994

EXPLANATORY LEAFLET

Registration of a Fish Farming Business

(Please keep this leaflet for future reference)

Registration

The Registration of Fish Farming and Shellfish Farming Businesses Order 1985, as amended by the Diseases of Fish (Control) Regulations 1994 requires:

- the registration of all fish and shellfish farming businesses in Great Britain;
 - that information should be provided about the registered business;
 - that registered businesses maintain records relating to the movements of live fish and shellfish;
 - that registered businesses maintain records relating to observed mortalities of fish;
- and
- that once a year registered businesses should make available a summary of fish and shellfish movements (annual return) and when required, check and update the information held by us in relation to the businesses.

The information gained through registration will assist in the control of fish and shellfish disease in Great Britain. The registered information will show the location of all sites, their facilities and what stocks they hold. This, with the movements records, will help identify those sites which are particularly significant in disease control terms.

Please note that there are different requirements for fish, saltwater shellfish and freshwater shellfish farming businesses.

The following notes relate to the registration of a fish farming business. They offer guidance on completing the registration forms (attached), explain the record keeping requirements and what will be needed in the annual return but you should note that only the Order itself has any legal effect.

If, apart from fish farming, the business is also engaged in freshwater or saltwater shellfish farming, separate explanatory notes in relation to the registration and record keeping requirements for those types of businesses are available from the appropriate address given on page 4 of these notes.

What must be registered and by whom?

Under the 1985 Order, if you:

- occupy an inland fish farm for the purposes of a business of fish farming (whether or not for profit); or

Registration continued

- own or possess any cage, pontoon or other structure which is anchored or moored in marine waters and is used by you for the purposes of a business of fish farming (whether or not for profit);

you must register the business with the appropriate Minister who is:

for England – the Secretary of State for the Department for Environment, Food and Rural Affairs

for Scotland – the First Minister

for Wales – the First Secretary of National Assembly for Wales.

The Order also requires registered businesses to keep specified movement records and provide an annual return.

Registration and record keeping requirements are identical for both inland fish farms which include sites on land using pumped salt water and cages etc. in marine waters.

What is 'fish farming'?

For the purposes of registration etc. 'fish farming' is 'the keeping of live fish with a view to their sale or to their transfer to other waters'. However, the incidental sale or transfer of fish from a fishery does not constitute fish farming: only enterprises where the primary purpose is the sale or transfer of fish are regarded as carrying on the business of fish farming.

When must I register?

Under the Order, all fish farming business existing on 1 October 1985 must have submitted details for registration by 1 December 1985. Any fish farming business which was established after 1 October 1985 must submit details for registration within two months of commencing business.

What information must I give on registration?

This is shown in the attached registration form.

What do I do if the registration details change or I give up the business?

The appropriate department (see General section on page 4 for relevant address) must be notified in writing within one month of this occurring **except** for any changes to the species or type of fish held which need not be notified in advance of the annual return (described later in these notes). If however, shellfish (either freshwater or saltwater) are introduced to the site this must be notified within one month.

What will happen to the information I supply?

Your registration form will be acknowledged and arrangements made for a Fish Health Inspector to visit your site. Following this visit you will be informed of your registration number. By law, the information you supply cannot be passed on to third parties without your permission, unless criminal proceedings are involved.

What charge is made for registration?

There is no charge.

Record keeping

What movement records must be kept?

The following records must be made (within 24 hours of the event taking place):

- in respect of each live movement **on to** the site:
 - date of movement;
 - species;
 - number or weight;
 - size of fish;
 - development stage showing: for salmon whether ova, fry, parr, smolts or post smolts
for other species whether ova, fish up to 5 grams or over 5 grams
 - source;
 - supplier; and
 - name of carrier
- in respect of observed fish mortalities
- in respect of each live movement **from** the site, for stocking other waters (e.g. other fish farms or angling waters):
 - date of movement;
 - species;
 - number or weight;
 - size of fish;
 - development stage showing: for salmon whether ova, fry, parr, smolts or post smolts
for other species whether ova, fish up to 5 grams or over 5 grams
 - destination; and
 - name of carrier

N.B. No other movements to or from the site need be recorded for the purposes of this scheme. The movement records may therefore look like this:

Date of movement	On/Off site	Species	Number or weight	Size of fish	Development stages	Source/Destination	Supplier	Carrier
1/12/95	Off	Rainbow trout	100,000	7-8cm	Up to 5 grams	XYZ fish farm	Jo Bloggs Industry	Harry Haulage Ltd

What do I do with the movement records?

The records should be kept readily accessible for inspection (by a properly authorised officer on production of his/her authority) ideally on the site to which they relate or alternatively at the business' head office. The authorised officer may need to take a copy of the record.

For how long must the records be retained?

They must be retained for four years after which they may be destroyed.

What if I move live fish from one of my sites to another?

This must be recorded in both sites' movement records.

Annual return

What will the annual return involve?

Each year, your site will be visited by a Fish Health Inspector (twice yearly for sites*) who will ask you to correct or update the information we hold about the business. You will also be asked to provide a simple summary of total movements on to and from the site(s) in the preceding year. This should involve little more than simple addition of the movement records. You will also be asked for details of any mortalities and whether during the previous year live or dead fish were moved on to the site to be eviscerated (gutted) or processed.

** holding broodstock of list I or II susceptible species*

General

Where do I send the completed registration forms and ask any questions about registration and record keeping?

For businesses in:

- **England and Wales**

CEFAS
Barrack Road, The Nothe, Weymouth
Dorset DT4 8UB
Telephone No. 01305-206673/4
Fax 01305-206602

- **Scotland**

Scottish Executive Environment and Rural Affairs Department
FRS Marine Laboratory
PO Box 101, Victoria Road,
Aberdeen AB11 9DB.
Telephone No. 01224 295645
Fax 01224 295620

What if I do not comply with the registration and record keeping requirements?

It is an offence under the Diseases of Fish Act 1983 not to comply with the registration and record keeping requirements, to provide false information or to compile false movement records. It is also an offence to obstruct the inspection of movement records. The penalty for these offences is a fine not exceeding level 4 on the standard scale (£2,500 at the time of publication).

GUIDANCE NOTES

for completing the Fish Farming Business Registration Form

Business Form FB 1

Individual Sites Form FB 1A

You will see that one form FB 1 is attached together with several forms FB 1A

Form FB 1 asks for details of the fish farming business' head office, its address, telephone number etc. It also asks how many sites make up the business. If the business is contained all on a single site the answer will be one; if there are several separate sites the total number should be entered. The declaration relating to all the information submitted for registration should be signed and dated.

One form should be completed for each of the sites which make up the fish farming business. Several such forms are attached but please let us know if you require additional copies.

Question 1 (Details of site)

Please identify the site by answering this question.

Question 2 (Description of site)

- (a) If you know the Ordnance Survey grid reference of the site, please enter this (an OS grid reference is usually two letters followed by 6 or 8 numbers e.g. AB 12345678).
- (b) Please say in which Environment Agency Region the site is situated.
- (c) It will help us to know the boundaries of the site and the form contains an explanation of what is required.
- (d) Please complete this box, e.g:

Type of facility	Please say how many of each type are present on site	
Hatchery	1	
Cages	Freshwater	
	Seawater	
Earth ponds	Lined	10
	Unlined	
Concrete ponds		
Raceways	6	
Tanks	4	
Other (please specify)		

In this example the site has a hatchery, 10 lined earth ponds, 6 raceways and 4 tanks.

**Individual Sites
Form FB 1A
(continued)**

(e) Please complete this box e.g.

		Please tick appropriate box(es)
Freshwater	River water (name of river - <i>TRENT</i>)	✓
	Borehole water	✓
	Spring water	
	Still water (e.g. lake, gravel pit etc.)	
	Other source (specify)	
Saltwater	Tidal/Natural exchange	
	Pumped	
	Other source (specify)	

In this example the site takes water from the River Trent and also has a borehole supply.

The 'Tidal/Natural exchange' box should be ticked in cases where, for example, cages are moored in the sea. If the site uses salt water either pumped directly or circulated from a reservoir which fills at high tide, the 'Pumped' box should be ticked.

Question 3 (Nature of stocks and species held)

Please complete this box e.g.

Please list all the species of fish currently held on the site	For each of the species listed in the first column, which of the following are currently held? Please tick appropriate box(es)							
	For salmon only				For other species			
	Brood fish	Ova	Fry, parr or smolts	Post-smolts	Brood fish	Ova	Fish weighing up to 5 grams	Fish weighing over 5 grams
<i>Rainbow Trout</i>			✓	✓	✓	✓		
<i>Atlantic Salmon</i>	✓	✓						

In this example the site is currently holding rainbow trout broodfish, ova and fish weighing both above and below 5 grams. It is also holding Atlantic salmon ova and fry, parr or smolts.

Question 4

Please say whether the site's effluent is discharged into a river, stream or similar watercourse and, if so, which one.

Please keep this leaflet for future reference