**

Exemption Request**

For official use: Application reference

For official use: date received

Eastern Inshore Fisheries & Conservation Authority
6 North Lynn Business Village
Bergen Way
King’s Lynn
Norfolk
PE30 2JG

 **How to use this form**

Important: before you complete this form, please read our byelaws (available at [http://www.eastern-ifca.gov.uk/byelaws/](http://www.norwichairportparking.co.uk/byelaws/). If you need further guidance, please contact Eastern IFCA.

* This form should be completed if you wish to notify Eastern IFCA of an exemption, whereby a temporary change from our byelaws is needed.
* Complete all sections of the form.
* Write clearly in **black ink** and BLOCK letters. Any alterations must be initialled and dated. Do NOT use correction fluid.
* If you require more space for any section, please continue on a separate sheet and ensure that you sign and date each sheet.
* When completed please take a copy of the exemption notice for your records and post the original to the Eastern IFCA office or send by e-mail marked ‘EXEMPTION’ to: mail@eastern-ifca.gov.uk
* You must not carry out the exemption works until this completed form has been sent to Eastern IFCA and approved. **Approval can take up to 56 working days.**
* We are a small organisation. If you complete your application fully, we will be able to respond to your request in accordance with the Byelaw Exemptions guidance. Please note that a response **could take up to 56 working days**.
* It is your responsibility to check the details are correct before signing the declaration.
* This form is available from the Eastern IFCA office or the Eastern IFCA website: <http://www.eastern-ifca.gov.uk/>

**Section 1: Details of applicant**

Name of Applicant(s)

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| --- | --- | --- |
| **Title** | **Forename** | **Surname** |
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Business Name

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Correspondence Address

Town

County

Postcode

Telephone number (incl. code)

Fax number (incl. code)

Mobile number

E mail address

**Section 2: Request for Exemption**

From which byelaw(s) are you seeking exemption?

 **Location**

Where will this activity take place? Please provide GIS Shape files (.tab or .shp) wherever possible and attach them to the application or, if sending co-ordinates, please give them in Latitude/Longitude Decimal Degrees.

Will the activity take place within a Marine Protected Area?

NB: An interactive map can be found at: <http://jncc.defra.gov.uk/page-5201>

NB: Marine Protected Area includes Marine Conservation Zones, Sites of Special Scientific Interest, RAMSAR sites, Special Areas of Conservation and Special Protection Areas.

 Yes No

If yes, which site(s)?

**Time**

Please provide details of the timetable for this project. Continue on a separate sheet if necessary and attach it to the application.

**Vessel details**

Vessel name

Registry of Shipping Number

Port letters and numbers

Owner of vessel

Skipper of vessel

**Gear description** (including mesh size, tow speed and duration)

 **Details of activity**

Please give a description of the proposed activity including its purpose. Continue on a separate sheet if necessary.

**Mitigation**

Please give details of any mitigation taken to minimise the impact of the proposed activity. Continue on a separate sheet if necessary.

**Section 3: Applicant declaration**

Please enter the number of continuation sheets used in the box

Please enter the number of supporting documents in the box

**I/we declare that:**

I/we have read and understand the Eastern IFCA byelaws and have complied with them, except as otherwise approved by the Eastern IFCA; and

The information given in this form is, to the best of my/our knowledge, correct and I/we accept full responsibility for it.

I/we agree to share any findings and data with the Eastern IFCA.

**This declaration must be signed by all signatories to the agreement.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature(s) | Name(s) in BLOCK capitals | Title | Date |
|  |  |  |  |
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**Warning**

**If you knowingly or recklessly make a false or misleading statement for yourself or anyone else, you risk prosecution.**

**Using and sharing your information**

The data controller is Eastern IFCA, 6 North Lynn Business Village, Bergen Way, PE30 2JG.

Your information will be stored and processed in accordance with the Data Protection Act 1998. This Act gives you, as an individual, the right to know what data we hold on you, how we use it, with whom we share it and for it to be accurate.