

# Instructions for completing and keeping the Commercial Rock Lobster and Giant Crab Direct Sales Quota Docket

## Personal Information Protection Statement

Your personal information will be collected for the purposes of managing Tasmania's living marine resources under the *Living Marine Resources Management Act 1995* (LMRMA) and will be used by the Department for purposes permitted by this Act. Failure to provide this information may result in your docket not being processed or the service you have requested not being provided.

Your personal information will be used for the primary purpose for which it is collected and may be disclosed to an approved fishing body, an advisory committee, or a service provider nominated by the Department for a specified purpose. This includes the Institute for Marine and Antarctic Studies (IMAS).

By providing the Department with your personal information you consent to information being used for the purposes for which it has been collected. You may access your personal information on written request to the Department, and you may be charged a fee for this service.

You may also be required on this form to provide the Department with personal information of third parties. By providing this information and signing this form, you are declaring that the third parties have read this statement and consent to their personal information being provided to the Department on their behalf, and the use and disclosure of that information by the Department accordingly.

## What is this Commercial Rock Lobster and Giant Crab Direct Sales Quota Docket book for?

This Commercial Rock Lobster and Giant Crab Direct Sales Quota Docket book must be used to record your rock lobster or giant crab that is sold or transferred directly to an **unlicensed** receiver, being a person other than a fish processor or fish handler.

## Why am I legally obliged to use this Commercial Rock Lobster and Giant Crab Direct Sales Quota Docket book?

Section 145 of the LMRMA gives the Secretary of the Department the power to approve the manner and form of records, accounts and other information required to be kept under that Act. The Secretary has approved the form of the dockets in this docket book and requires the dockets to be completed in accordance with the instructions.

You may be prosecuted for an offence under the LMRMA and the Rules made thereunder if you fail to complete these dockets, do not complete these dockets accurately or otherwise deal with these dockets contrary to the instructions or the relevant Rules.

## Your compliance obligations

You are legally required to comply with all licence conditions in addition to the LMRMA and any relevant subordinate legislation. You may be prosecuted if you do not comply.

## Definitions and Expressions

'Instructions' means the Instructions for completing and keeping a Commercial Rock Lobster and Giant Crab Direct Sales Quota Docket.

'Docket' means the Commercial Rock Lobster and Giant Crab Direct Sales Quota Docket.

Unless otherwise defined, words and expressions used in this docket have the same meaning as in the LMRMA and its subordinate legislation.

## Who has to complete and sign the Commercial Rock Lobster and Giant Crab Direct Sales Quota Dockets?

The holder or supervisor of the fishing licence (rock lobster) or fishing licence (giant crab) to which the entitlement number in Part A of the docket relates is responsible for entering information into Part A of the docket book, making the declaration in Part A, and ensuring that Part B is completed by the person who receives the rock lobster or giant crab for export.

A person other than the holder or supervisor of the fishing licence (rock lobster) or fishing licence (giant crab) must complete and make the declaration in Part B.

***The holders of fishing licences (rock lobster) and fishing licence (giant crab) must not complete Part B and are not to sign Part B on behalf of the receiver.***

**NOTE:** Light grey text in text boxes is for guidance only and should not be relied on as a complete instruction on how to complete the docket.

### What is the fold out flap for?

Use the fold-out flap to prevent your docket book entries appearing on more than one set of pages. Place it under the white copy when writing on a docket.

### When must I start a new Commercial Rock Lobster and Giant Crab Direct Sales Quota Docket?

You must start a new docket whenever:

- you consign or deliver rock lobster or giant crab to a person other than the holder of a fish processing or handling licence; or
- you consign or deliver more than 20 rock lobster or more than 5 giant crab to any one person in a single sale; or
- you are summarising the sales of 20 or less rock lobster or 5 or less giant crab for that day

Sales for rock lobster and giant crab must be on separate dockets.

### What must I do with each Commercial Rock Lobster and Giant Crab Direct Sales Quota Docket and when do I have to do it?

You must:

- Send the pink sheet to the Secretary, DPIPWE, within 48 hours after completion of the docket; and
- Make sure the yellow sheet is given to the person receiving more than 20 rock lobster or more than 5 giant crab; or
- Make sure the yellow sheet accompanies the rock lobster or giant crab when it is exported; and

You must keep the white sheet for at least five (5) years.

### What if I make mistakes or errors?

#### If a mistake is made while you are completing Part A:

If you make a mistake whilst completing Part A, cross out the error using a single line, write the correct information next to it, initial and date the correction and complete the docket.

**Note: Dockets must be clear and legible.**

#### If a mistake is made while completing Part B:

If a mistake is made by the person taking possession of the fish for export when completing Part B of the docket, the docket must be cancelled, and a new docket completed. Cancel the docket by crossing the docket with 2 diagonal lines and write the word "Cancelled" across the docket. You must sign and date the docket and send the pink and yellow sheets back to DPIPWE. You must keep the white sheet of the cancelled docket for at least 5 (five) years.

### If you make a mistake in Part A after Part B has been completed:

Do not alter or amend the docket. Please complete a statutory declaration explaining the mistake and the information that the docket should have contained and send the statutory declaration to DPIPWE with your docket. A Departmental Officer may contact you by telephone or in writing.

**Note: A statutory declaration must be completed by you and declared (signed) in front of a person authorised to take the declaration pursuant to section 14 of the Oaths Act 2001, such as a Justice of the Peace or Commissioner for Declarations.**

### What if the Commercial Rock Lobster and Giant Crab Direct Sales Quota Docket book is damaged?

If your docket book is damaged to the extent that you cannot fill it in, then you must send the unused portion to DPIPWE. You will be issued with a replacement book.

### What do I do if I lose this Commercial Rock Lobster and Giant Crab Direct Sales Quota Docket book?

If you lose your docket book, you must notify the Monitoring Section of the Fisheries Compliance and Licensing Branch immediately. A replacement fee of \$30.00 (+GST) will be charged for a new book.

### Where do I send my completed Commercial Rock Lobster and Giant Crab Direct Sales Quota Docket dockets?

The return address for all dockets is:

The Secretary  
Department of Primary Industries, Parks, Water and Environment  
Marine Resources Division  
GPO Box 44  
HOBART TAS 7001

Reply paid envelopes can be obtained from DPIPWE by phoning **(03) 6165 3000** or by sending a request to the above address.

### More information

Contact the Monitoring Section of the Fisheries Compliance and Licensing Branch by:

- Email [fisheries.monitoring@dpiuwe.tas.gov.au](mailto:fisheries.monitoring@dpiuwe.tas.gov.au)
- Phone **(03) 6165 3000** or **1300 368 550**  
– ask for Monitoring Section (toll free within Tasmania, fees apply to mobile calls)

## How to complete the Commercial Rock Lobster and Giant Crab Direct Sales Quota Docket

To be completed by the holder or the supervisor of the fishing licence (rock lobster) or fishing licence (giant crab). Returns must be clear and legible. It is therefore recommended that you use a black or blue pen to fill out the return.

### **PART A – To be completed by the Supervisor for sales to an unlicensed receiver (not a licenced fish processor)**

#### **VESSEL DETAILS**

##### **Entitlement number**

Write your fishing licence (rock lobster) or fishing licence (giant crab) entitlement number.

##### **Vessel Dist. Mark**

Write the distinguishing mark of the vessel that you used to take the rock lobster or giant crab.

##### **Vessel Name**

Write the name of the vessel that you used to take the rock lobster or giant crab.

#### **SALE DETAILS**

##### **Date of Sale(s) in full**

Write the date (in full) that you exported, or made the sale or transfer of rock lobster or giant crab or the summary of sales or transfers for that day. For example, "Tenth of January 2020".

##### **Rock lobster sale**

Tick this box if you are direct selling rock lobster.

##### **Giant crab sale**

Tick this box if you are direct selling giant crab.

#### **SALES SUMMARY (20 OR LESS ROCK LOBSTER OR 5 OR LESS GIANT CRAB)**

You need to fill in this section before midnight of that day, to summarise the total sales or transfers of 20 or less rock lobster or 5 or less giant crab.

##### **Start Receipt Number**

Write the commercial rock lobster and giant crab sales receipt number for the first sale or transfer of the day of 20 or less rock lobster, or 5 or less giant crab.

##### **End Receipt Number**

Write the commercial rock lobster and giant crab sales receipt number for the last sale or transfer of that day of 20 or less rock lobster, or 5 or less giant crab.

##### **Total Number of Fish Sold**

Write the total number of fish sold or transferred for all transactions on that day, of 20 or less rock lobster or 5 or less giant crab.

##### **Total Weight of Fish Sold**

Write the total weight, in kilograms, of fish sold or transferred for all transactions on that day of 20 or less rock lobster, or 5 or less giant crab.

#### **FISH TRANSPORTED FOR SALE WITHIN TASMANIA**

You need to fill in this section when you are transporting rock lobster or giant crab for sale(s) or transfer(s) for that day away from the site of unloading.

##### **Total Number Transported**

Write the total number of fish that you are transporting for sale or transfer away from the site of unloading.

##### **Total Weight Transported**

Write the total weight, in kilograms, of all fish being transported for sale or transfer away from the site of unloading.

##### **Vehicle Registration Number**

Write the registration number of the vehicle being used to transport the rock lobster or giant crab.

##### **Unloading Report No.**

Write the receipt number you were given when you made your unloading report.

##### **Movement Report No.**

Write the receipt number you received from the reporting service when you made your movement report.

#### **RETURN OF UNSOLD FISH TO VESSEL OR CAUF**

You need to fill in this section if a sale or transfer was cancelled after you had left the site of unloading.

##### **Number Returned to Vessel**

Write the number of rock lobster or giant crab you returned to the vessel.

##### **Weight returned to Vessel**

Write the exact weight, in kilograms, of rock lobster or giant crab you returned to the vessel.

##### **Number returned to Cauf**

Write the number of rock lobster or giant crab you have returned to your cauf.

##### **Weight returned to Cauf**

Write the exact weight, in kilograms, of the rock lobster or giant crab you have returned to your cauf.

##### **Return report receipt number**

Write the receipt number that you received from the reporting service when you made your return report.

## **SALE GREATER THAN 20 ROCK LOBSTER OR 5 GIANT CRAB OR AN EXPORT SALE OF ANY AMOUNT**

Fill in this section when exporting (interstate) any amount of rock lobster or giant crab or for a sale or transfer of greater than 20 rock lobster or 5 giant crab in a single transaction.

### **Unloading Report No.**

Write the receipt number you were given when you made your unloading report.

### **Time of Sale**

Write the time that you sold, transferred, or consigned the rock lobster or giant crab. Specify the time in 24-hour time format. For example, 5pm would be written as 17:00.

### **Movement Report No.**

Write the receipt number you received from the reporting service when you made your movement report.

### **Port**

Write the name of the port where the rock lobster or giant crab were sold or transferred from.

### **Name of Receiver**

Write the name of the person or business receiving the rock lobster or giant crab.

### **Address of Receiver**

Write the address of the person or business receiving the rock lobster or giant crab.

### **Where have the Fish come from?**

Tick the relevant box where the rock lobster or giant crab was unloaded from for sale or transfer. For example, if unloaded from cauf, tick "cauf" box.

### **Weight of Fish**

Write the total weight, in kilograms, of the rock lobster or giant crab unloaded for sale or transfer.

### **Number of Fish**

Write the number of rock lobster or giant crab you unloaded from the vessel or cauf for sale or transfer.

## **EXPORT DETAILS**

This section must be completed if you are selling or transferring rock lobster or giant crab directly to the mainland as an export sale. This sale can be to a mainland processor or person whom is not the holder of a Tasmanian fish processing or handling licence.

### **No. of Containers**

Write the number of containers being used to export the rock lobster or giant crab.

### **Airline/Shipping Line**

Write the name of the airline or shipping line used to export the rock lobster or giant crab.

### **Flight Number or Vessel Name**

Write the flight number (if known) or the name of the vessel (not a fishing vessel) that the rock lobster or giant crab will be exported on.

### **Vehicle Registration**

Write the registration number of the vehicle that is being used to transport the rock lobster or giant crab to the Airline or Shipping line.

### **Commercial Rock Lobster Catch Record & Quota Docket Number, or**

### **Commercial Giant Crab Catch Record & Quota Docket Number**

Write the commercial catch record & quota docket number that this docket will be linked to. Example 1: For the end of a season or quota year write the number of the commercial catch record & quota docket that contains, in Part A, the weight held on the fishing vessel at that time. Example 2: For direct sales that occur away from the site of unloading, write the number of the direct sales quota docket that contains the completed "total weight transported" section relevant to those fish transported for sale or transfer.

### **Declaration**

Read the Declaration at the bottom of Part A. To make the Declaration, print your full name and then sign and date the Declaration.

**PART B – To be completed by the person receiving fish for export**

To be completed by a person other than the holder of the fishing licence (rock lobster) or fishing licence (giant crab). Part B should be completed by the person who takes possession of the fish from the licence holder for export. Part B must be completed before the fish are dispatched from Tasmania.

**Date of receipt**

Write the date that you received the rock lobster or giant crab for export.

**Time of receipt**

Write the time that the rock lobster or giant crab were received. You must specify the time in 24-hour format. For example, 5pm would be written as 17:00.

**Weight**

Write the amount of rock lobster or giant crab you have received for export in live wet weight rounded down to the nearest whole kilogram.

Note: It is your responsibility to make sure you have correctly calculated the total weight. The weight recorded will be the weight you will be responsible for.

**No. of fish**

Write the total number of rock lobster or giant crab you have received for export.

**Declaration**

Read the Declaration at the bottom of Part B. To make the Declaration, print your name and then sign and date the Declaration.