



## Guidance

# Transport Documents

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.  
This document is also available in Welsh.

# When is a transport document required?

In this guidance 'fish' or 'fisheries products' includes marine fish and shellfish.

If you are transporting fish or shellfish landed into the UK away from the port area where it was landed then it must be accompanied by a transport document until the first sale has taken place.

Exceptions to this requirement are if:

- a copy of the landing declaration or equivalent document accompanies the fish
- an electronic transport document has been submitted
- a take-over declaration has been submitted
- an under 10 metre catch record has been submitted and you then transport your own catch

## 2. Information to be included in a transport document

A transport document must contain the information below, the:

- place of destination of the consignment(s) and the identification of the transport vehicle;
- external identification number (PLN) and name of the fishing vessel(s) that have landed the fish;
- FAO alpha-3 code of each species and the relevant geographical area in which the catches were taken;
- quantities of each species transported in kilograms product weight, broken down by type of product presentation or, where appropriate, the number of individuals.
- name(s) and address(es) of the consignee(s) (Destination)
- place and date of loading
- quantities (where appropriate) in kilograms expressed in net weight, or the number of individuals, below the applicable minimum conservation reference size.

If the fish is weighed before transport then you must use this figure to complete the document. If the fish is to be transported before being weighed then you can use an estimated figure the permitted margin of tolerance for this estimate is 10% for each species. If you use the estimated figure recorded in a vessel's logbook, that weight is recorded in live-weight but you must complete the transport document in product weight.

As the transporter you are responsible for the accuracy of the transport document.

[Suggested transport document template when carrying fish from one vessel](#)  
[Suggested transport document template when carrying fish from multiple vessels](#)

If you transport un-weighed fish you may be required to complete additional information on the transport document in accordance with the UK's sampling plan.

## **3. Submission requirement for transport documents**

### **3.1 For fish moving within the UK**

A transport document containing all the information contained in Section 2 may be submitted to the Welsh Government after the fish has been transported or electronically prior to transport, if you choose not to submit the transport document you may keep it for your own purposes.

### **3.2 For fish moving outside the UK**

If you transport fish from the UK, you must submit a transport document to the Welsh Government by one of the methods explained at Section 4, you must also send a copy of the transport document within 48 hours of loading to the relevant authorities in the country where the first sale takes place.

If the fish is being transported out of the UK then the fish must be fully weighed and this weight used in the transport document.

#### **Transport seals**

As the master (or his authorised representative) of the fishing vessel that has landed the catch you must seal the transport at the place of landing before departure.

You must record the details of all transport seals on the transport document.

You may only open the seals if you are the registered operator at the destination receiving the fish, a member state Official or a Union Inspector.

### **3.4 Split loads**

You may transport fish to more than one destination (within or outside the UK) in accordance with the provisions below.

#### **Before transport**

If you intend to transport the fish to different locations you must complete a separate transport document for each destination prior to departure.

You cannot transport fish outside the UK prior to weighing.

You must ensure that the vessel that landed the catch and the destination of each consignment transported is readily identifiable.

## During Transport within the UK

If, after departure, you are subsequently required to transport fish to more than one location you must complete separate transport documents before the load is split and record the change in destination.

For loads intended to be transported outside the UK, you must immediately advise the UK authorities of the time and place where the load is due to be split. The authorities may:

- instruct you not to break the transport seals until an inspector is present;
- agree a time and place where the splitting or weighing of the catch can be observed.

## On Arrival at a destination outside the UK

If you intend to split the load on arrival at the original destination then all the fish must be weighed before any unsold part of the catch continues its journey.

You must complete a new transport document to cover the consignment reflecting the final destination.

You must advise the authorities of the time and place where the load is due to be split. The authorities may:

- instruct you not to break the transport seals until an inspector is present;
- agree a time and place where the splitting or weighing of the catch can be observed

## 4. Submission of transport documents

Where submission of a transport document is required, it must be submitted to the competent authority (e.g. Welsh Government, MMO or Marine Scotland) within 48 hours of loading or electronically prior to transport

### 4.1 Submission after transport

You may submit:

- by post or hand delivery to the nearest office of the competent authority of the port of landing
- directly to a marine enforcement officer
- by placing it in a designated ports post box
- by sending a scanned copy or a photograph via email to [milfordhavenfisheriesoffice@gov.wales](mailto:milfordhavenfisheriesoffice@gov.wales)

## **4.2 Electronic submission prior to transport**

You may submit the transport document electronically to the competent authority prior to the consignment being moved. This may be a scanned copy or a photograph of the document or a completed electronic form via email.

If the facility is available, you may permit the master of the vessel to submit a transport document using their electronic logbook system: however, you remain responsible for the accuracy of the data.

## **5. Second sale fish**

If you transport fish that has already been sold ('second sale') away from the place of landing, or where the fish was first sold, you must be able to prove with a document, such as a sales note, that a sales transaction has taken place. You must also be able to satisfy your obligations under the traceability requirements.

## **6. Landing Obligation ('Discards ban')**

Fish which have been landed in order to comply with the landing obligation are subject to the regulations outlined above with regard to completion of transport documents.

You can transport undersize fish unsorted by species, providing they're separated from fish above the relevant minimum conservation reference size and that obligations under the Animal By-Product Regulations are also complied with.