

Lining Trip Catch Effort Return (LTCER) EXPLANATORY NOTES (October 2007)

1. You, the permit holder, must provide a completed LTCER form if you take fish (or have someone take fish for you):

- by the methods of bottom longlining, surface longlining (targeting species other than tuna and swordfish), and trot lining from a vessel 6 or more metres but not more than 28 metres in overall length; or
- the Ministry of Fisheries has told you that a LTCER is needed for that vessel.

There may also be other times (*for example, if you fish but do not catch anything*) when you must complete a LTCER.

You may authorise someone (*for example, the vessel's master*) to fill out the LTCER for you.

2. These explanatory notes often use the words "you" and "your". From this point on, the words "you" and "your" mean you the permit holder, or any person authorised by you to fill out a LTCER for you.

3. The LTCER form is only to report fishing by the methods of bottom longlining, surface longlining (targeting species other than tuna and swordfish), and trot lining. Use an appropriate form for reporting fishing using other methods. *For example, use a CELR to report rock lobster potting.*

If you regularly use several different methods that require different returns in the same trip, it may be impractical for you to complete a LTCER as well as other forms. In this case, you may apply for an exemption under regulation 41 of the Fisheries (Reporting) Regulations 2001 allowing you to report all your fishing from multiple method trips on a CELR.

4. **It is against the law to fail to complete a LTCER in accordance with the Fisheries (Reporting) Regulations 2001.** It is also against the law to provide false or misleading information. The penalties for failing to fill out and provide an accurate LTCER form to the Ministry of Fisheries are set out in the Fisheries Act 1996 and the Fisheries (Reporting) Regulations 2001. These include fines of up to \$250,000.

5. These explanatory notes have been written to explain and elaborate on the Fisheries (Reporting) Regulations 2001 and to help you to fill out LTCERs. The explanatory notes do not include all of the requirements of those Regulations. It is also possible that the Fisheries (Reporting) Regulations 2001 may have changed since these notes were printed. **Therefore, it is very important that you read and understand those Regulations.**

6. These explanatory notes use the word "Regulations" to mean the Fisheries (Reporting) Regulations 2001.

7. Contact FishServe to find out how to get a copy of the current Regulations. If after reading the explanatory notes and the Regulations, you need further information or are unclear on how to fill out the LTCER form, you should contact FishServe or seek legal advice.

8. The LTCER form and these notes use the words "permit holder". "Permit holder" means a person who holds a current fishing permit issued under section 91 of the Fisheries Act 1996.

Section 1

You must fill out a separate LTCER for each vessel and each fishing trip. A **trip** begins when a vessel leaves the place where it was berthed or launched. A trip ends when a vessel returns to a landing place and fish is removed or the vessel with fish on board is removed from the water.

If you change fishing method or hook spacing, or the person in charge of fishing changes during a trip, you must start a new LTCER.

You must fill out a separate column of catch and effort information for each set. If you run out of space on the form to record that trip's fishing, use an extra LTCER form.

If you land fish then this is the end of a trip. You must start a new LTCER when you begin a new trip.

Section 2: Catch and effort information

The start of a set is when the first anchor enters the water, or if anchors are not used, when the first hook enters the water.

The start of a haul is when the first anchor is taken back on board the vessel, or if anchors are not used, when the first hook is taken back on board the vessel.

Part 1: Trip information

Fill out the following information before completing setting of the first set reported on this form.

- Fishing method:** Write the method code that best describes how you were catching fish. If the fishing method changes during the trip, you must start a new return. The only methods you should be reporting on this form are:
 - BLL Bottom longlining
 - SLL Surface longlining (if you are targeting species other than tuna or swordfish)
 - TL Trot lining
- Hook spacing:** Write the typical distance in metres between each hook on the lines used in sets on this form. The typical distance is the most common distance between each hook, even though some hooks may be closer or further apart. *For example, if you usually set hooks 3 metres apart then write 3.0.*
 - The distance should be measured at the point the hooks (where hook includes the snood or trace) attach to the mainline.
 - If hook spacing changes between sets, you must start a new return.
- Name of fisher:** Write the first letter of the fisher's first name, followed by the first four letters of the fisher's last name (surname). In this case, the fisher is the person in charge of the fishing operation during setting. *For example, for John Smith write "J.SMITH".*

Part 2: Setting information

For each set, fill out the following information as soon as setting for that set is completed.

You must fill out a separate column of catch and effort information for each set. One set may consist of setting a line, and may include any other lines which a) are within 2 nautical miles of the start of the first line, and b) were set as soon as practicable after the first line. If you move more than 2 nautical miles from the start of the first line, or the trip information changes, then you must start a new set. If you set several lines within 2 nautical miles but you haul and land the fish in different trips, then you will need to report this fishing as separate sets on different returns.

If you leave a line in the water while you land fish, and then haul that line as part of a new trip, you should report the setting information along with the hauling and catch information on a new LTCER reporting fishing for the new trip.

- Set number (since start of trip):** Number each set made during the trip, starting at "1" and continuing on for all sets in the trip.
 - If you start a new LTCER during a trip, do not start numbering again from one. *For example, if you complete 3 sets on a return and then change fishing method, the 4th set should be recorded as set number 4 on a new return.*
 - If you start a new LTCER because you have started a new trip then you should start numbering again from one. If a set which was made in a previous trip is hauled as part of a new trip (for instance if you had to leave a line in the water because of bad weather), then that set becomes part of the new trip, and must be given a set number within the new trip and written on a new form. Draw a line through the setting information details on the first trip's form, and copy the setting information to the form for the new trip. *For example, if you leave set number 3 in the water while you land catch from sets 1 and 2, then set 3 will become set 1 in the new trip. Draw a line through the setting information for set 3, and copy it to a new form as set 1.*
- Target species:** Write the three-letter species code (see Part 2 of Schedule 3 of the Regulations) of the main species you were trying to catch. *For example, if you were mainly trying to catch snapper, write "SNA" for snapper.*

The target species is the main species that you were trying to catch. It may not be the species you caught most of.
- Date: start of set (dd/mm/yy):** Write the date at the start of the set as day/month/year. *For example, if the setting started on the 14th of January 2008, write "14/01/08".*
- Time: start of set (24-hr clock):** Write the time at the start of the set in NZST (or NZDT if daylight saving applies) using the 24 hour clock. Write the time between 00:00 and 23:59. *For example, for nine o'clock in the evening write "21:00".*
- Latitude: start of set (degrees minutes):** Write the latitude of the vessel at the start of the set in degrees and minutes (to the nearest minute). *For example, for 41 degrees 34 minutes, write "41" and "34" in the two parts of the box.*
- Longitude: start of set (degrees minutes E/W):** Write the longitude of the vessel at the start of the set in degrees and minutes (to the nearest minute) and write either

East (E) or West (W). For example, for 175 degrees 29.9 minutes East, write "175", "30", "E" in the three parts of the box.

7. **Bottom depth: start of set.** Write the depth (in metres) from the surface of the sea to the bottom of the sea at the start of the set.
8. **Number of hooks in this set:** Write the total number of hooks attached to lines used in this set.

Part 3: Hauling and Catch information

For each set, fill out the following information as soon as hauling for that set is completed.

1. **Date: start of haul (dd/mm/yy):** Write the date at the start of hauling as day/month/year. For example, if a haul started on the 15th of January 2008, write "15/01/08".
2. **Time: start of haul (24-hr clock):** Write the time at the start of hauling in NZST (or NZDT if daylight saving applies) using the 24 hour clock. Write the time between 00:00 and 23:59. For example, for nine o'clock in the evening write "21:00".
3. **Non-fish / Protected species catch?:** Non-fish / Protected species catch includes:
 - Seabirds (for example shags or albatross)
 - Marine mammals (for example dolphins or fur seals)
 - Marine reptiles (for example turtles or sea snakes)
 - Corals
 - Sponges
 - Bryozoans
 - Protected fish species (for example spotted black grouper).

If you catch any of these non-fish / protected species while fishing, then write a tick in the box marked "Yes". Catch of some non-fish / protected species should be reported on a non-fish incidental catch form (books of these forms are available from FishServe). If you did not catch any non-fish / protected species then write a tick in the box marked "No".

4. **Species code and Estimated greenweight:** Record the species and catch weight of the eight species (quota and non-quota) that you caught most of during each set. List the species in order of estimated greenweight (heaviest first).

- **Species code:** Write the three-letter species code of the fish (see Part 2 of Schedule 3 of the Regulations)
- **Estimated greenweight:** Write your estimate of the quantity of the species that you caught. Write your estimate of the greenweight in kilograms. You should estimate the greenweight of fish using the best method available. For example, if you caught 60kg of SCH, and processed it to 30kg, then write 60kg.
- - Make sure you record the estimated weight of the eight species that you caught most of, including both quota and non-quota species whether or not they were discarded.
 - Remember to fill out a line for the target species if it was one of the top eight species.
 - Remember to report the code for the individual species in the estimated catch section where possible. For example, write "HAP" for hapuku not "HPB" for Hapuku and Bass.
 - If you capture tuna (ALB, STN, NTU, YFN, BIG and TOR) or swordfish (SWO), be sure to record the estimated greenweight rather than the number of fish.
 - Fish that are below the minimum legal size and are returned alive to the sea should not be reported on your LTCER.
 - Fish that are returned to the sea under Schedule 6 of the Fisheries Act 1996, must be included on your LTCER.
 - Catch reported on a non-fish incidental catch form should not also be reported in this section.
 - Write your estimate of the greenweight in kilograms. Do not record fractions of a kilogram on a LTCER form. You must round weights down to the next lower whole kilogram. For example 17.6kg as "17". Record weights of less than 1kg as "0".
- 5. **Weight of all other species caught this set:** If you catch more than eight species in a set, you should add up the weight of all species not already listed for the set and write that weight. If you catch eight species or less in a set, write "0" in this box.

Remember that all fish (quota and non-quota) caught during a fishing trip must be reported on a Catch Landing Return (CLR) at the end of the trip. The weight of each species must be reported separately on the CLR, even if you recorded that species using the "Weight of all other species caught this set" box on the LTCER.

Section 3: Permit holder and vessel details

Fill out the following information before completing setting of the first set reported on this form.

1. **Name of permit holder:** Write the name of the permit holder.
2. **Client number of permit holder:** Write the client number given to the permit holder by the Ministry of Fisheries or FishServe.
3. **Name of vessel:** Write the name of the vessel as recorded on its certificate of registration or licence.
4. **Registration number of vessel:** Write the vessel's registration number. For a N.Z. fishing vessel this is the registration number on its certificate of registration. For a foreign fishing vessel this is the vessel's international call sign.

Fill out the following information as soon as all fishing reported on the return is completed.

1. **Signature of permit holder or authorised person:** The permit holder, or a person authorised by the permit holder, must sign the form. *For example, the permit holder may authorise the master of the vessel to fill out and sign the LTCER.*
2. **Date signed:** The person who signed this LTCER form must write the date that they signed it here. Write the date as day/month/year. *For example, if the LTCER was signed on the 15th of January 2008, write "15/01/08".*

Notes about the collection of LTCER information

1. Information on LTCER forms is being collected for reasons relating to:
 - 1.1 the sustainable use of fisheries resources and the protection of the aquatic environment; and
 - 1.2 the administration and enforcement of the Fisheries Act 1996 and the regulations made under this Act.
2. The agency that will collect and hold this information is called FishServe (see address below).
3. This information is then sent to the Ministry of Fisheries.
4. Some personal information is being collected.

5. Under Principles 6 and 7 of the Privacy Act 1993 you have the right to access and correct any personal information that has been provided.
6. You must send your completed LTCER forms to FishServe (Commercial Fisheries Services Ltd.). Their postal address is:
**PO Box 297
Wellington
New Zealand.**
7. You must make sure that your LTCER forms arrive at FishServe by the 15th day of the month after the fishing trip ended. *For example, the LTCER forms that you fill out to record the fishing that ended on the 12th of July 2008 must get to FishServe by the 15th of August 2008.* If the forms are late you may have to pay a late fee.
8. If you are unsure about how to fill out a LTCER form you should consult FishServe (04 460 9555) or seek legal advice.
9. Do not forget that you must also complete a Catch Landing Return (CLR) at the end of each trip.