

**Codes to be used on Catch Landing Returns**

**Species Codes**

| Common Name                   | Code | Common Name                                | Code |
|-------------------------------|------|--|------|
| Albacore tuna                 | ALB  | Leatherjacket                              | LEA  |
| Alfonsino & Long-finned beryx | BYX  | Ling                                       | LIN  |
| Anchovy                       | ANC  | Lookdown dory                              | LDO  |
| Arrow squid                   | SQU  | Mako shark                                 | MAK  |
| Banded bellowsfish            | BBE  | Marblefish                                 | GTR  |
| Banded wrasse                 | BPF  | Mirror dory                                | MDO  |
| Barracoutaa                   | BAR  | Moonfish                                   | MOO  |
| Basking shark                 | BSK  | Moray eel                                  | MOR  |
| Bigeye tuna                   | BIG  | Munida gregaria                            | MUN  |
| Black (seal) shark            | BSH  | Northern bastard cod                       | BRC  |
| Black cod                     | BCD  | Northern spiny dogfish                     | NSD  |
| Black marlin                  | BKM  | Oarfish                                    | OAR  |
| Blue (english) mackerel       | EMA  | Octopus                                    | OCT  |
| Blue cod                      | BCO  | Oilfish                                    | OFH  |
| Blue maomao                   | BMA  | Orange perch                               | OPE  |
| Blue marlin                   | BEM  | Orange roughy                              | ORH  |
| Blue moki                     | MOK  | Oreo dories*                               | OEO  |
| Blue shark                    | BWS  | Pacific bluefin tuna                       | TOR  |
| Bluenose                      | BNS  | Paddle crab                                | PAD  |
| Broad squid                   | BSQ  | Pale ghost shark                           | GSP  |
| Broadbill swordfish           | SWO  | Parore                                     | PAR  |
| Broadsnouted sevengill shark  | SEV  | Pigfish                                    | PIG  |
| Bronze whaler shark           | BWH  | Pilchard                                   | PIL  |
| Brown stargazer               | BRZ  | Pink maomao                                | PMA  |
| Butterfish (Greenbone)        | BUT  | Porae                                      | POR  |
| Butterfly tuna                | BTU  | Porbeagle shark                            | POS  |
| Cancer crab                   | CAC  | Prawn killer                               | PRK  |
| Cardinal fish                 | CDL  | Prickly shark                              | ECO  |
| Bigeye cardinalfish           | EPL  | Quinnat salmon                             | SAM  |
| Robust cardinalfish           | EPR  | Rattails                                   | RAT  |
| White cardinalfish            | EPD  | Rays bream                                 | RBM  |
| Carpet shark                  | CAR  | Red cod                                    | RCO  |
| Common (blue) warehou         | WAR  | Red (golden) snapper                       | RSN  |
| Conger eel                    | CON  | Red gurnard                                | GUR  |
| Copper moki                   | CMO  | Red moki                                   | RMO  |
| Dark ghost shark              | GSH  | Red scorpion fish                          | RRC  |
| Dealfish                      | DEA  | Redbait                                    | RBT  |
| Deepsea flathead              | FHD  | Ribaldo                                    | RIB  |
| Elephant fish                 | ELE  | Ribbonfish                                 | AGR  |
| Emperor                       | EMP  | Rig (spotted dogfish)                      | SPO  |
| Flatfish*                     | FLA  | Rock cod                                   | ROC  |
| Flying fish                   | FLY  | Rough skate                                | RSK  |
| Frostfish                     | FRO  | Ruby fish                                  | RBY  |
| Garfish                       | GAR  | Rudderfish                                 | RUD  |
| Gemfish (Southern kingfish)   | SKI  | Sailfish                                   | SAI  |
| Giant stargazer               | STA  | Scaly gurnard                              | SCG  |
| Grey mullet                   | GMU  | Scampi                                     | SCI  |
| Hapuku and Bass*              | HPB  | Scarlet wrasse                             | SPF  |
| Hagfish                       | HAG  | School shark                               | SCH  |
| Hake                          | HAK  | Sea perch                                  | SPE  |
| Hammerhead shark              | HHS  | Sharks and dogfish not otherwise specified | OSD  |
| Hoki                          | HOK  | Shortbill spearfish                        | SSF  |
| Jack mackerel                 | JMA  | Short-tailed black ray                     | BRA  |
| Japanese (spotted) gurnard    | JGU  | Shovelnose spiny dogfish                   | SND  |
| Javelin fish                  | JAV  | Silver dory                                | SDO  |
| John dory                     | JDO  | Silver warehou                             | SWA  |
| Kahawai                       | KAH  | Silverside                                 | SSI  |
| Kelpfish                      | KEL  | Skate                                      | SKA  |
| King fish (Yellow tail)       | KIN  | Skipjack tuna                              | SKJ  |
| Koheru                        | KOH  | Slender smooth-hound                       | SSH  |

| Common Name           | Code |
|-----------------------|------|
| Slender tuna          | STU  |
| Slickhead             | SLK  |
| Smooth skate          | SSK  |
| Snapper               | SNA  |
| Southern blue whiting | SBW  |
| Southern bluefin tuna | STN  |
| Southern boarfish     | SBO  |
| Sowfish               | BOA  |
| Spiny dogfish         | SPD  |
| Splendid perch        | SPP  |
| Spotted stargazer     | SPZ  |
| Sprats                | SPR  |
| Starfish              | SFI  |
| Striped marlin        | STM  |
| Sunfish               | SUN  |
| Swollenhead conger    | SCO  |
| Tarakihi              | TAR  |
| Thresher shark        | THR  |
| Trevally              | TRE  |
| Trumpeter             | TRU  |
| Violet cod            | VCO  |
| Wahoo                 | WAH  |
| Warty squid           | WSQ  |
| Whiptail Ray          | WRA  |
| White warehou         | WWA  |
| Witch                 | WIT  |
| Wrasses               | WSE  |
| Yellow-eyed mullet    | YEM  |
| Yellowfin tuna        | YFN  |

\* Note: The Species Code letters for these fish differ from the letters of the fishstock codes to be entered on the Trawl, Catch, Effort and Processing Return

**Landed State Codes**

| Principal Landed State           | Code |
|----------------------------------|------|
| Green (or whole)                 | GRE  |
| Gutted                           | GUT  |
| Headed and gutted                | HGU  |
| Dressed                          | DRE  |
| Fillets: skin-on                 | FIL  |
| Fillets: skin-off                | SKF  |
| Fillets: skin-off untrimmed      | USK  |
| Fillets: skin-on untrimmed       | UTF  |
| Fillets: skin-off trimmed        | TSK  |
| Fillets: skin-on trimmed         | TRF  |
| Surimi                           | SUR  |
| Dressed-straight cut (Stargazer) | DSC  |
| Dressed-V cut (Stargazer)        | DVC  |
| Fish Meal                        | MEA  |
| Tailed (Scampi)                  | SCT  |
| Tailed (Rock Lobster)            | RLT  |
| Tentacles                        | TEN  |
| Fins                             | FIN  |
| Livers                           | LIV  |
| De-fat fillets                   | DFT  |
| Minced, skin-off fillets         | MKF  |
| Minced, headed and gutted        | MGU  |
| Headed, gutted and finned        | HGF  |
| Headed, gutted and tailed        | HGT  |

| Gilled and gutted tail-on            | GGO  |
|--------------------------------------|------|
| Gilled and gutted tail-off           | GGT  |
| Shucked and shelled                  | SHU  |
| Additional Landed State              | Code |
| Roe                                  | ROE  |
| Heads                                | HDS  |
| Heads and tentacles                  | HET  |
| Fish tails                           | FIT  |
| Shark fins                           | SHF  |
| Minced by-product, skin-off fillets  | MBS  |
| Minced by-product, headed and gutted | MBH  |
| Fish meal by-product                 | MEB  |
| Flaps                                | FLP  |
| Beak and mouth                       | BEA  |
| Livers by-product                    | LIB  |
| Cheeks                               | CHK  |
| Lugs or collars                      | LUG  |
| Sounds or swim bladders              | SWB  |
| Squid wings                          | WIN  |
| Oil                                  | OIL  |
| Tentacles by-product                 | TNB  |
| Gut by-product                       | GBP  |

**Quota Management Areas**

Quota Management Areas & Fishstock Codes can be found in Part 1 of the Third Schedule to the Fisheries (Reporting) Regulations 2001.

**Container Type Codes**

| Type of container                      | Code |
|--|------|
| Bin                                    | BIN  |
| Box                                    | BOX  |
| Basket                                 | BAS  |
| Tray                                   | TRA  |
| Block                                  | BLO  |
| Cage                                   | CAG  |
| Bag                                    | BAG  |
| Carton                                 | CAR  |
| Sack                                   | SAC  |
| String                                 | STR  |
| Fish landed under Section 111 approval | FIS  |

**Destination Type Codes**

| Destination Type  | Code |
|---|------|
| Conveyed outside NZ EEZ   | O    |
| ITQ species returned to, abandoned in or accidentally lost at sea | A    |
| Discarded or lost non-ITQ species                                 | D    |
| Eaten on board  | E    |
| Put in a holding receptacle in the water                          | P    |
| Put in a holding receptacle on land                               | Q    |
| Landed to a LFR in NZ   | L    |
| Lost from holding receptacle                                      | H    |
| Retained on board a vessel  | R    |
| Seized by Crown   | S    |
| Sold at wharf   | W    |
| Stored for bait   | B    |
| Transferred to another vessel                                     | T    |
| Used for bait   | U    |
| Fish landed under Section 111 approval                            | F    |

## CATCH LANDING RETURN (CLR) EXPLANATORY NOTES (November 2002)

1. You, the permit holder, must provide a completed CLR if you take fish (or have someone else take fish for you) from a vessel for which you are required to fill out either:
  - a trawl catch effort and processing return (eg TCEPR, HS-TCER), or
  - a squid jiggling catch effort return (eg SJCER, HS-SJCER), or
  - a tuna longlining catch effort return (eg TLCER, HS-TLCER).
2. You may authorise someone (*for example, the vessel's master*) to fill out the CLR for you. 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 CLR for you.
3. Do not use the CLR form to report landing from other types of fishing unless instructed to by the Ministry of Fisheries.
4. You must fill out a separate CLR form for each vessel.
5. You must fill out the CLR as soon as a landing is completed.
6. **It is against the law to fail to complete a CLR 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 CLR 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.
7. These explanatory notes have been written to explain and elaborate on the Fisheries (Reporting) Regulations 2001 and to help you to complete CLRs. 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 the Regulations.**
8. 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 complete the CLR form, you should contact FishServe or seek legal advice.
9. The CLR form and these notes use the words "permit holder". "**Permit holder**" means a person who currently holds a permit issued under Section 91 of the Fisheries Act 1996.
10. Note on the word "**landing**". A simplified definition of the term "landing" is that it is what you did with the fish after you had taken it. The most common type of landing is supplying fish to a Licensed Fish Receiver (LFR), but there are many other types of landings including:
  - storing fish in a holding receptacle (*for example, a holding pot at sea, or a holding tank, or freezer or chiller on land*)
  - discarding fish
  - transhipping fish to another vessel.

Fish that you store (in a holding receptacle), retain on board, or tranship, before supplying to an LFR may be "landed" more than once.

Fish that is "landed" more than once must be reported on a different CLR each time that it is landed.

Note 1: If you store fish in a freezer on land and then supply it to an LFR at a later date, the fish is landed once when you brought it to shore and again when it is supplied to the LFR.

Note 2: If you tranship fish to another vessel, and that vessel supplies the fish to an LFR, the fish is landed once when it is transhipped and again when it is landed to the LFR.

*For example, suppose a fisher called John Smith:*

- on the 1<sup>st</sup> of August 2002 begins a fishing trip that ends on the 3<sup>rd</sup> of August 2002; and
- on the 3<sup>rd</sup> of August 2002 unloads the fish that he caught on this trip and stores it in a freezer on land (without supplying that fish to an LFR); and
- on the 5<sup>th</sup> of August 2002 takes that fish out of the freezer and supplies it to an LFR.

*Then John would fill in:*

- one CLR form that had a trip start date of 01/08/02, and a trip end date of 03/08/02, and a landing date of 03/08/02. In the "Catch Landing Data" section he would write "Q" for the destination type (for the fish that had been put in the freezer).

AND

- John would fill out another CLR form that had a trip start date of "05/08/02", and a trip end date of "05/08/02", and a landing date of "05/08/02". In the "Catch Landing Data" section he would write "L" for the destination type (for the fish that was being supplied to the LFR).

11. Note on the term "**Point of landing**". This means:

- the place where you landed fish (as described in your permit), or
- the place where you removed the vessel from NZ fisheries waters with fish on board.

You will also need to write other things in the "Point of landing" box if:

- you hold fish on board at the end of the fishing year (if you have held 100 000 kilograms or more of Annual Catch Entitlement (ACE) during that year) – write "End of Year"
- the registration is cancelled – write "Registration cancelled"
- the vessel is re-registered – write "Vessel re-registered"
- the permit holder operating the vessel changes – write "New permit holder".

12. **Note on Nil returns:** If no fishing trip has been made in a whole calendar month (*for example, July*), then you must provide a Nil return for that month by filling out the CLR form like this:

- In the top section, which is called "Trip Data", fill out only:
  - the month and year under the heading "Landing date" (*for example, for July 2002 write " /07/02"*), and
  - the vessel registration number, and
  - the vessel name.
- In the section called "Catch Landing Data", write "Nil" in the box under the heading "Greenweight (kilograms)".
- At the bottom of the page:
  - fill out the permit holder's name and client number, and
  - sign and date the form.
- Leave the other boxes blank.

13. Note on Due dates.

**TL CER:** If you have taken fish from a vessel for which you had to fill out a TL CER, your CLR is due 15 days after the last day of the calendar month in which your fishing trip ended. *For example, the CLR forms that you fill out to record the fishing that you did in July 2002, must get to FishServe by the 15<sup>th</sup> of August 2002.*

**SJCER and TCEPR:** If you have taken fish from a vessel for which you had to fill out a SJCER or a TCEPR, your CLR is due 15 days after the last day of your fishing trip. *For example, the CLR forms that you fill out to record a fishing trip that ended on the 15<sup>th</sup> of July 2002, must get to FishServe by the 30<sup>th</sup> of July 2002.*

**Nil return:** Nil returns are due 15 days after the end of the month for which you are reporting a Nil return.

### Trip Data

Fill in all the boxes in the top section, called "Trip Data":

1. **First day of trip:** Write the date of the first day of the trip as day/month/year. *For example, for the 18<sup>th</sup> of August 2002 write "18/08/02".*

A trip begins when a vessel leaves the place where it was berthed or launched (or when it enters the EEZ). If you did not fish and you are simply landing fish that was in storage from a previous trip (see the example in point 10 on the first page of these notes), then write the date of the landing in this space.

2. **Last day of trip:** Write the date of the last day of the trip as day/month/year. *For example, for the 19<sup>th</sup> of August 2002 write "19/08/02".*

A trip ends when a vessel returns to a landing place and fish is removed (or when it leaves the EEZ). If you did not fish and you are simply landing fish that was in storage from a previous trip (see example in point 10 on the first page of these notes), then write the date of the landing in this space.

3. **Landing date:** Write the date of landing. *For example, for the 20<sup>th</sup> of August 2002 write "20/08/02".* If the landing goes over several days, write the date when it began. See the note on the word "landing" in point 10 on the first page of these notes for an explanation of what a landing is.

4. **Vessel registration number:** Write the vessel's registration number. For a NZ 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.

5. **Vessel name:** Write the vessel's name (as recorded on its certificate of registration or licence).

6. **Vessel registration number of other vessel (if pair fishing):** If you fished with another vessel using a pair fishing method (*for example, Bottom Pair Trawl*) on this trip, then write the vessel registration number of the other vessel in the pair. Otherwise leave this blank.

7. **Point of landing:** Write the place you landed fish (*for example, Napier wharf*), or the point of landing as explained in point 11 on the first page of these notes.

8. **Page of:** If you use more than one page to complete your return for one landing, show which page is which. *For example, if you used three pages, the first page should read Page 1 of 3, the second page should read Page 2 of 3, the third page should read Page 3 of 3.*

### Catch Landing Data

1. Fill out the Catch Landing Data as soon as you finish landing. Note that you might land more than once each day. For fish landed to an LFR, fill out the last two columns as soon as you get the information you need from the LFR.

2. Fill out a **new line** whenever any of the information to be reported in any of the columns in this section changes. *For example, when there is a different fishstock code, landed state code, type of container etc.*

3. **Fishstock:** Write the appropriate fishstock code (see Parts 1 and 2 of Schedule 3 of the Regulations). A fishstock code is made up of a species code and a quota management area or a fisheries management area.

- Write the species code for the fish that you are landing.
- Then write the quota management area, (or fisheries management area) that the fish was taken in. Note that quota or fisheries management areas are **not** the same as statistical areas. *For example, the fishstock code for snapper caught in statistical area 011 would be SNA 2.* Make sure that you are looking at the right map. All of the maps are available from FishServe.

4. **Landed state:** Write the landed state code that best describes the state of the fish when landed (*for example, GRE for unprocessed or HGU for headed and gutted*). When a fish is landed in two or more states, the **principal landed state** is the landed state that has the greatest weight after processing and the **additional landed states** are the other landed states.

Landed state codes are listed in Parts 3 (principal landed states) and 4 (additional landed states) of Schedule 3 of the Regulations or in certificates, issued under Section 188(2) of the Fisheries Act 1996 (vessel specific conversion factor certificates). An explanation of each state is in the Regulations, the current Fisheries (Conversion Factor) Notice or in a vessel specific conversion factor certificate.

5. **Containers:**

- **Number:** Write the number of containers of a particular container type and content weight.
- **Type:** Write the container type code that best describes the type of container the fish was in (see "Container type codes" in Part 5 of Schedule 3 of the Regulations).
- **Content Weight:** Write the weight of fish in kilograms contained in each container.

*For example, if you had 10 bins with a content of 40 kilograms each, you would write:*

| Containers |            |                |
|------------|------------|----------------|
| Number     | Type       | Content Weight |
| <b>10</b>  | <b>BIN</b> | <b>40</b>      |

*If you had another 5 bins with a content of 60 kilograms each, you would write this information on a new line.*

## 6. Destination:

- **Type:** Write the destination type code that best describes what happened to the fish (see "Destination Type Codes" in Part 6 of Schedule 3 of the Regulations). Don't forget you will need to give a greenweight even if the destination type is F (for Section 111 approvals) or E (eaten on board).
- **LFR no. or vessel reg no:** You only fill out this column when the destination code is L (landed to an LFR) or T (transferred to another vessel).
  - For L, write the client number of the Licensed Fish Receiver that received the fish.
  - For T, write the registration number of the vessel that the fish was transferred to.

## 7. Greenweight (kilograms):

- For fish landed to an LFR in a principal landed state, write the weighed greenweight (in kilograms) as soon as you get this information from the LFR.
  - For principal landed states of fish not landed to an LFR, enter the best estimate of the greenweight in kilograms (*for example, if you discard about 100 kilograms of rattails, write "100"*). Principal landed states are listed in Part 3 of Schedule 3 of the Regulations.
  - For fish landed as an additional landed state, write "N/A". Additional landed states are listed in Part 4 of Schedule 3 of the Regulations.
  - Do not include on a CLR form fish that are below the minimum legal size and are returned alive to the sea.
8. **Purchase tax invoice number from LFR:** For fish landed to an LFR, write the number of the purchase tax invoice (or equivalent document) used by the LFR to tell you the greenweight of fish you supplied. Write this as soon as you receive this information from the LFR. For fish not landed to an LFR, leave this blank.

## Permit holder details and signature

1. **Permit holder's name:** Write the name of the permit holder.
2. **Permit holder's client no:** Write the client number given to the permit holder by the Ministry of Fisheries or FishServe.
3. **Signature of master or permit holder:** 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 CLR form.*
4. **Date signed:** The person who signed this CLR form must write the date that they signed it here. Write the date as day/month/year.

## CATCH LANDING RETURN

### Notes about the collection of CLR information

1. Information on CLR forms is being collected for reasons relating to:
  - 1.1 the conservation and management of fisheries and fisheries resources; 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.

You must make sure that your CLR forms arrive at FishServe by the due date (see the note on due dates in point 13 on the second page of these notes). If the forms are late you may have to pay a late fee.

You must send your completed CLR forms to FishServe. Their postal address is:

**PO Box 297  
Wellington  
New Zealand**

If you are unsure about how to fill out a CLR, you should consult FishServe (0800 788228) or seek legal advice.