

## GUIDANCE NOTES FOR AN APPLICATION TO REGISTER AN AQUACULTURE BUSINESS OPERATING NON COMMERCIAL INSTALLATIONS (NCB) IN ACCORDANCE WITH THE AQUATIC ANIMAL HEALTH (SCOTLAND) REGULATIONS 2009

The Aquatic Animal Health (Scotland) Regulations 2009 ('the 2009 Regulations') require all aquaculture businesses operating non-commercial installations (NCB's) to be registered by Scottish Ministers.

Please complete one form per NCB.

### **GENERAL GUIDANCE:**

A NCB, that operates more than one non commercial installation (site) must provide details of each site separately using the "**Aquatic animal holding site details**" form.

A NCB operating a business which wholly or mainly transports live aquaculture animals, in means of transport specially designed or adapted for that purpose, must also register as a Specialist Transporter Business (STB). This includes road transporters, helicopter transporters and boat (well boat) transporters. Please refer to the 'guidance for registration of a Specialist Transporter Business (STB) and complete the '**Application to Register a Specialist Transporter Business (STB)**' form if this applies to your business.

Upon receipt of a fully completed application form for the registration of an NCB and the provision of details for each aquatic animal holding site at which that NCB holds aquatic animals at, a written notice will be issued by the Fish Health Inspectorate (on behalf of Scottish Ministers) confirming the registration.

### **COMPLETING THE APPLICATION FORM:**

#### **1. Business details**

Please complete with the full business name (including whether the business is a Ltd company etc.) and enter all details for the Chief Executive Officer (CEO) or owner of the business. Please detail the nature of the business (for example a private research establishment, University, experimental facility etc.).

The Companies House registration number should be included if applicable. This will be in the format of SC followed by three digits (for companies registered in Scotland) and by an 8 digit number (for companies registered in England or Wales).

Please detail the number sites owned or operated by the NCB, which are holding aquatic animals.

#### **2. Business contact person details**

Please complete with the details for the person who will be the primary correspondent for the business.

**REGULATION 12(4) AND 12(5) OF THE AQUATIC ANIMAL HEALTH (SCOTLAND) REGULATIONS 2009 MAKE IT AN OFFENCE FOR AN OPERATOR (OF A NCB) TO FAIL TO NOTIFY SCOTTISH MINISTERS, IN WRITING, OF ANY CHANGE TO INFORMATION SUPPLIED IN THIS APPLICATION, WITHIN 30 DAYS OF THE CHANGE.**

For this purpose, it is recommended that a copy of your application is retained for your records.

**REGULATION 12(6) OF THE AQUATIC ANIMAL HEALTH (SCOTLAND) REGULATIONS 2009 MAKES IT AN OFFENCE FOR A PERSON TO PROVIDE INFORMATION THAT IS FALSE, AND WHICH THAT PERSON KNOWS OR SUSPECTS IS FALSE.**

**Completed application forms should be sent via post/ fax or e-mail to:**

**Fish Health Inspectorate,  
The Marine Directorate,  
Marine Laboratory,  
375 Victoria Road,  
Aberdeen,  
AB11 9DB**

**Tel: (0131) 2443498**

**e-mail : [MS.fishhealth@gov.scot](mailto:MS.fishhealth@gov.scot)**

**Additional forms and further information can be found on the [FHI website](#)**