

Reference Number: DAERA/26-470

Marine and Fisheries Division
Sea Fisheries Systems, Data and
Reporting



Department of
**Agriculture, Environment
and Rural Affairs**

An Roinn

**Talmhaíochta, Comhshaoil
agus Gnóthaí Tuaithe**

Depairtment o'

**Fairmin, Environment
an' Kintra Matthers**

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04 August 2026

Dear [REDACTED],

Environmental Information Regulation 2004

With regard to your request for information received by the Department on 12 July 2026 which sought the following information:

I am seeking information about the records maintained by the Department in relation to the administration of sea fishing vessel licences, particularly Category B licences and the associated licence schedules, conditions and annexes.

Specifically, I request the following:

1. A copy of the records inventory, file plan, business classification scheme, file index, information asset register entry, or any equivalent document identifying the classes of records maintained by the business area responsible for the administration of sea fishing vessel licences.

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.

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2. For each class of record identified, please provide, where recorded:
- the title or name of the record series;
 - a brief description of its purpose;
 - the business unit responsible for maintaining it;
 - whether it is maintained electronically, in paper form, or both; and
 - the applicable retention period and disposal action.
3. A copy of the current records retention schedule, records disposal schedule, or equivalent policy applicable to records relating to:
- fishing vessel licences;
 - licence applications;
 - licence variations;
 - licence conditions and annexes;
 - quota administration;
 - effort management;
 - inspections and compliance;
 - enforcement;
 - vessel monitoring;
 - scientific or technical advice supporting licence conditions; and
 - producer organisation administration.
4. If separate document indexes, registers, catalogues, file lists, or inventories are maintained for any of the above record series, please provide copies of those indexes or lists.

I can advise that the Department has completed its search and can confirm that it holds the information you requested which is attached as Annex A.

If you require any clarification, believe that any part of your request has been overlooked, misunderstood or misinterpreted, please contact the team in the first instance.

If you are unhappy with the manner in which your request for information has been handled or the decision to release/withhold information, you have the right to request a formal review by the Department. If you wish to do so, please contact The Review Section either by e-mailing daera.informationmanager@daera-ni.gov.uk or by post at The Department of Agriculture, Environment and Rural Affairs, Data Protection & Information Management Branch, Floor 2, Jubilee House, 111 Ballykelly Road, Ballykelly, Limavady BT49 9HP, within two months from the date of this letter.

If after such an internal review you are still unhappy with the response, you have the right to appeal to the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, CHESHIRE SK9 5AF, who will undertake an independent review of the Department's decision.

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Yours sincerely,

Sea Fisheries Systems, Data and Reporting

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