

Amateur Charter Vessel – Activity Catch Return

Instructions for Users (October 2010)

INTRODUCTION

The Amateur Charter Vessel - Activity Catch Return (ACV-ACR) is used to collect information each time you go on an amateur charter vessel fishing trip. This information is important to both amateur charter vessel operators and the Ministry of Fisheries.

All charter vessel operators are required to report charter vessel fishing activity (section 3). Catch reporting (section 4) is only required for certain species caught in certain areas. See the Catch Reporting Species Codes list for details.

To ensure data accuracy, please carefully follow these instructions when completing your ACV-ACR.

A copy of the ACV-ACR is to be carried on all amateur charter vessel fishing trips.

All information provided is treated as confidential. Information held on any charter vessel operator is available to that charter operator on request, as required by the Privacy Act.

Overview

One return must be completed for each amateur charter vessel fishing trip. Each page of the return is separated into the following five sections:

- **Section 1** records the page number and total number of pages included in an individual return.
- **Section 2** records the date of fishing, vessel details, vessel operator, and port of departure.
- **Section 3** collects information on fishing activity at each new fishing event.
- **Section 4** collects information on the catch of specific species (within defined areas) at each new fishing event. The species and area combinations are included in the Catch Reporting Species Codes list.
- **Section 5** is the declaration section.

General information

- A return is required for each amateur charter vessel fishing trip. A trip begins when the amateur fishers taking part in the trip embark on the vessel and finishes when they disembark at the end of the trip.
- One return may consist of more than one page. A new page must be started at the start of each day of a multi-day trip on which fishing occurs, or when more than three fishing events occur on the same day of a trip. A day lasts from midnight to midnight.
- A page must be completed for each day of an amateur charter vessel fishing trip where fishing occurred, including days where fishing occurred but no fish were caught.
- If a vessel undertakes more than one amateur charter vessel fishing trip in a day then a separate return is required for each trip.
- If an amateur charter vessel is not used for any amateur charter vessel fishing trips during a calendar month you must send in a single nil return. To complete a nil return you must complete sections 1, 2 and 5. A nil return will only be a single page in all cases. Section 2 is completed using the last day of the month to which the nil return applies and the 'Port of departure' box is to be left blank.
- There are specific requirements for completing sections 3 and 4 for the fishing method of trolling for big game fish (TBG). See the 'Specific requirements when trolling for big game fish' section under section 3 below for details.

Instructions

Section 1

1. Complete one return (using as many pages as required) for each fishing trip. For multi-day trips each day must start on a new page.

Page of

- You must complete this section on each page of a return, including if the return is only one page.

Section 2

2.	Date of fishing (dd/mm/yy)	MNZ/MSA number of vessel	Name of vessel	MFish operator number	Port of departure	Nil return?
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>

Date of fishing (dd/mm/yy)

- dd/mm/yy is the date on which the fishing activity and catch information included on the page of the return applies. Note that a new page must be started for each day of a multi-day trip during which fishing occurs.
- When the fishing method involves setting gear (for example potting, fish traps, set netting or bottom long lining) the date is the date at which the pot or trap is retrieved.

MNZ / MSA number

- The Maritime New Zealand registration number of your vessel.

Name of vessel

- The name of the amateur charter vessel.

MFish operator number

- The unique identification number assigned to the amateur charter vessel operator by the registration process.

Port of departure

- The port where the vessel departed with amateur fishers onboard at the start of the trip. Note that the port of departure will be the same on all pages of a return, including each page of a multi-day trip return.

Nil return

- If no fishing occurs in a calendar month a nil return is required. Complete all of section 2 apart from the 'Port of departure' box which should be left blank.
- Put the last day of the month in the 'Date of fishing' box and tick 'Yes' in the 'Nil return?' box.
- Sections 1 and 5 also have to be completed for a nil return.

Additional notes on completing section 2:

- You must complete this section on each page of a return.
- You must complete this section before fishing starts on the day to which the page relates.

Section 3

3. Activity Reporting. Complete a new fishing event column each time the fishing location, fishing method or target species changes.

	New fishing event	New fishing event	New fishing event
Target species			
Fishing method			
People actively fishing			
Latitude: (degrees minutes)	° ' S	° ' S	° ' S
Longitude: (degrees minutes E/W)	° ' E/W	° ' E/W	° ' E/W
Time spent fishing (hh:mm)	-	-	-

Target species

- Choose the appropriate species code from the Main Target Species Codes list. This should be the species you are primarily trying to catch, not the species of which you catch the most.

Fishing method

- Choose the appropriate fishing method code from the Fishing Method Codes list. Where multiple fishing methods are used at a location, a 'New fishing event' column should be completed for each method.
- See the 'Specific requirements when trolling for big game fish' below for how to complete this box if the fishing method is Trolling Big Game (TBG).

People actively fishing

- Enter the total number of people fishing in the fishing event. This could include the skipper and/or guide if they are fishing.

Latitude and longitude

- Enter the latitude and longitude position for each 'New fishing event' at the point where fishing starts. Position must be in degrees and minutes format and must be recorded to the nearest minute. Preferably positions should be taken directly from the vessel's GPS equipment.
- A new fishing event starts when the vessel moves more than 6 nautical miles from the previous fishing location whether by steaming to the new position or by drifting or trolling over 6 nautical miles from where fishing started. When the 'Fishing method' is trolling (T), record the position where lines were first placed in the water.
- See the 'Specific requirements when trolling for big game fish' below for how to complete this box if the fishing method is Trolling Big Game (TBG).

Time spent fishing

- Enter the period of time spent fishing in a single fishing event in hours and minutes. This is the period from when fishing started to when it finished. The end of a fishing event is usually when the fishing activity stops, but it may also

be when the vessel drifts or trolls more than 6 nautical miles from where the fishing event started. In this case, the event should be closed and a new fishing event started.

- When bottom longlining, cod potting, drop/Dahn lining, fish trapping, rock lobster potting or set netting use the soaking time – the period from when pots, traps, nets or lines were set until they were emptied. Note that this period may have started on a previous day.
- See the 'Specific requirements when trolling for big game fish' below for how to complete this box if the fishing method is Trolling Big Game (TBG).

Additional notes on completing Section 3:

- *You must complete this section on each page of a return, other than a nil return.*
- *You must complete this section as soon as is practicable after completing a fishing event and before the next fishing event starts. For example, if you leave a fishing location this section must be completed before fishing starts at a new location. If fishing has been completed for the day you must complete this section before those actively fishing disembark from the vessel or (on a multi-day charter) before the vessel anchors or moors for the night.*
- *You must fill in all the boxes in this section for the separate column that relates to each fishing event undertaken, regardless of whether any fish are caught or landed. A new fishing event occurs each time:*
 - *the target species changes (even if the vessel does not move).*
 - *the fishing method changes (even if the vessel does not move).*

- *the fishing location changes by over 6 nautical miles (0.1 degrees of latitude). Note that one location may include all drifting or steaming within 6 nautical miles of the point where fishing started.*

Specific requirements when trolling for big game fish:

- *The trolling for big game fish method code (TBG) is to be used when trolling for the species listed in the Big Game Fish Species Codes list.*
- *Trolling for big game fish covers large distances. For the fishing method of TBG only, three new fishing events need to be recorded regardless of how far you move during the day. The first new fishing event records where the lines were first put in the water, the second records the position at noon and the third where the lines were removed from the water at the end of the days fishing.*
- *For the fishing method of TBG only, the 'Time spent fishing' box should record 00:00 for the first new fishing event, the time spent fishing before noon in the second new fishing event and the time spent fishing after noon in the third new fishing event.*
- *If the end of fishing occurs before noon, or the start of fishing occurs after noon, only two new fishing events are required. In this situation the 'Time spent fishing' box should record 00:00 for the first new fishing event with the total time spent fishing recorded in the second new fishing event.*
- *All other fields in Section 3 should be completed as for other fishing methods.*
- *If a species is caught that requires catch reporting it should be recorded in the appropriate time period in section 4.*

Section 4

4. Catch Reporting. Complete one line for each species taken for which reporting is required (see Explanatory Notes for the Catch Reporting Species list).	Species caught	Number caught	Number retained	Estimated weight (kg)	Species caught	Number caught	Number retained	Estimated weight (kg)	Species caught	Number caught	Number retained	Estimated weight (kg)
				.0kg				.0kg				.0kg
				.0kg				.0kg				.0kg
				.0kg				.0kg				.0kg
				.0kg				.0kg				.0kg
				.0kg				.0kg				.0kg
				.0kg				.0kg				.0kg
				.0kg				.0kg				.0kg

Species caught

- Choose the appropriate species code from the Catch Reporting Species Codes list.

Number caught

- Record the total number of the species caught. The number caught includes all fish of that species that are caught and released (including undersize fish).

Number retained

- Record the total number of the species that are retained after being caught.

Estimated weight (for southern and Pacific bluefin tuna only)

- Record the best estimate of weight in kilograms for each fish caught (including released fish) to the nearest kilogram. For these species a separate line must be used for each individual fish. Leave this box blank for all other species.

Additional notes on completing Section 4:

- Please fill in the relevant boxes in a column for each fishing event.
- You are only required to report catch of certain species in certain areas. The species and area combinations for which catch reporting is required are listed

in the Catch Reporting Species Codes list. If none of the species in the Catch Reporting Species Codes list are caught, no catch information is required. Catch reporting will be phased in over three years from 1 October 2010 as shown in the list.

- If catch reporting is required, you must complete this section as soon as is practicable after completing a fishing event and before the next fishing event starts. If fishing has been completed for the day you must complete this section before those people who were fishing disembark from the vessel or (on a multi-day charter) before the vessel anchors or moors for the night.
- For the species and area combinations for which catch reporting is required, the following information needs to be included in the return: the species code, the total number of fish of that species caught, and the total number of fish of that species retained. The estimated weights are also required for individual southern bluefin tuna and Pacific bluefin tuna only.

Section 5

5. Sign and date each page.

I declare that the information I have given on this return is correct and complete, and that I have read and understood the explanatory notes supplied with this return.

Name of guide/skipper (e.g. J.SMITH)

Signature

Date signed

Name of guide/skipper

- The person overseeing the fishing activity.
- For a nil return this may be the charter vessel guide/skipper, the charter vessel operator, or a person approved by the charter vessel operator in the operator's listing information.

Signature

- The signature of the named guide/skipper.

Date signed

- The date the return was signed in dd/mm/yy format.

Additional notes on completing Section 5:

- *The declaration must be completed and signed once each page is completed and, on the last page, before fishers disembark from the vessel at the end of a trip at the latest.*
- *Each page of the return must be signed and dated by a person who is onboard when the fishing covered by the return takes place. The details of the person completing the declaration must be included in the operator's listing information as either the operator or as a guide or skipper.*

Codes to be used on Amateur Charter Vessel -

Activity Catch Return (ACV-ACR)

Main Target Species Codes (section 3)

Report the species you are primarily trying to catch

Common name	Species code
Albacore tuna	ALB
Bait (all species targeted as bait)	BAI
Bass	BAS
Black marlin	BKM
Barracouta	BAR
Blue cod	BCO
Blue marlin	BEM
Blue moki	MOK
Blue shark	BWS
Bluenose	BNS
Bronze whaler shark	BWH
Butterfish	BUT
Cockle	COC
Dredge oyster	OYU
Garfish / piper	GAR
Green-lipped mussel	GLM
Hapuku (Groper)	HAP
Jack mackerel	JMA
John dory	JDO
Kahawai	KAH
Kina	SUR
Kingfish	KIN
Mako shark	MAK
Pacific bluefin tuna	TOR
Packhorse rock lobster	PHC
Paua (all species)	PAU
Pilchard	PIL
Pipi	PPI

Red gurnard	GUR
Red moki	RMO
Rock lobster (spiny red)	CRA
Scallop	SCA
Sea perch	SPE
Skipjack tuna	SKJ
Snapper	SNA
Southern bluefin tuna	STN
Striped marlin	STM
Swordfish / Broadbill	SWO
Tarakihi	TAR
Trevally	TRE
Trumpeter	TRU
Tuatua	TUA
Yellowfin tuna	YFN
Yellow-eyed mullet	YEM

Fishing Method Codes (section 3)

Method description	Method code
Beach seine/Drag netting	BS
Bottom longlining	BLL
Diving (includes SCUBA and free diving)	DI
Dredging	D
Drop/Dahn Lines	DL
Fish traps	FP
Hand gathering	H
Potting other than rock lobster potting	POT
Rock lobster potting	RLP
Rod and reel or hand-lining - anchored	HLA
Rod and reel or hand-lining - drifting	HLD
Set netting	SN
Trolling	T
Trolling Big Game	TBG

Big Game Fish Species Codes (section 3)

Trolling Big Game (TBG) method code may be used when targeting these species

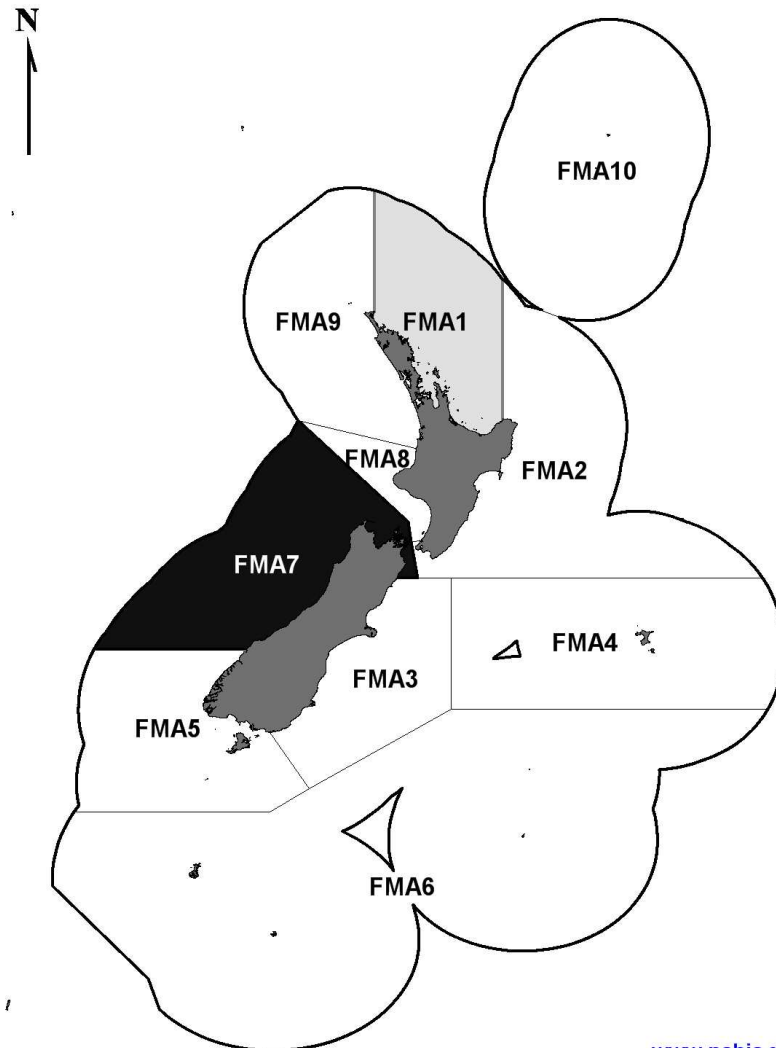
Common name	Species code
Black marlin	BKM
Blue marlin	BEM
Pacific bluefin tuna	TOR
Southern bluefin tuna	STN
Striped marlin	STM
Yellowfin tuna	YFN

Catch Reporting Species Codes (section 4)

Species	Species code	Fisheries Management Areas (FMAs)	Date catch reporting required
Bass	BAS	FMA 1	1 Oct 2011
		FMAs 2 and 9	1 Oct 2012
Blue cod	BCO	FMA 7	1 Oct 2010
		FMAs 3, 5, and 6	1 Oct 2012
Hapuku (Groper)	HAP	FMA 1	1 Oct 2011
		FMAs 2 and 9	1 Oct 2012
Kingfish	KIN	FMA 1	1 Oct 2011
		FMA 2	1 Oct 2012
Pacific bluefin tuna	TOR	FMA 7	1 Oct 2010
		FMA 1	1 Oct 2011
		All FMAs	1 Oct 2012
Rock lobster	CRA	FMA 7*	1 Oct 2010
		FMAs 2, 3, 5, and 6	1 Oct 2012
Southern bluefin tuna	STN	FMA 7	1 Oct 2010
		FMA 1	1 Oct 2011
		All FMAs	1 Oct 2012

*Except in the area between Bruce Bay and Farewell Spit

Amateur Charter Vessel Catch Reporting Requirements



From 1 Nov 2010 catch information is required for the following species when fishing activity is undertaken within this area.

- Blue cod
- Rock lobster (except for the area between Bruce Bay and Farewell Spit)
- Southern bluefin tuna
- Pacific bluefin tuna

In addition

From 1 Oct 2011 catch information is also required for the following species when fishing activity is undertaken within this area.

- Hapuku
- Bass
- Kingfish
- Southern bluefin tuna
- Pacific bluefin tuna

In addition

From 1 Oct 2012 catch information is also required for the following species when fishing activity is undertaken within all NZ fisheries waters.

- Hapuku (in FMA 2 and 9)
- Bass (in FMA 2 and 9)
- Kingfish (in FMA 2)
- Rock lobster (in all of FMAs 2, 3 and 5 and in FMA 8 between Titahi Bay and the Manawatu River)
- Southern bluefin tuna (in all FMAs)
- Pacific bluefin tuna (in all FMAs)



This map is intended to be used as a guide only, in conjunction with other data sources and methods, and should only be used for the purpose for which it was developed. Although the information on this map has been prepared with care and in good faith, no guarantee is given that the information is complete, accurate or up-to-date.

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