

Process	Procedure	Responsibility	Period
STEP 1	The licence applicant should contact the Licencing Officer and Section for information for lodging an application. Licence applicants should use the checklist to complete the licence application form.	Licence applicant	In advance
STEP 2	The Licencing unit will receive licence applications and application fees. A receipt will be issued to the applicant along with confirmation that the licence application is lodged for review.	Licencing unit	Upon receipt or up to a week.
STEP 3	The licencing unit will review all licence applications against all licencing requirements. Applicants not meeting the requirements are advised and if the required information is not provided within a reasonable period then the licence application is not considered and returned. All licence applications meeting the requirements are then forwarded to the Vetting Committee composed of the OFMD PFO, SRO, SFO and FOs.	Licencing unit	4 weeks
STEP 4	The Licencing Officer will notify the Permanent Secretary on the outcomes of the Vetting Committee and will make arrangements for a Licencing Committee sitting	Licencing unit	3 weeks
STEP 5	The Licencing Committee will review the licence applications and make recommendations to the Permanent Secretary on either to	Licencing Committee	1 week

	approve or refuse a licence application.		
STEP 6	<p>The Licencing Officer will notify the licence applicant if the licence application has been approved or refused.</p> <p>If approved, the applicant will be advised on the relevant fees payable to finalise the process before the issuance of a licence.</p> <p>The licence applicant is informed in writing if the licence application is declined and may resubmit a new licence application for a licence space that later becomes available.</p>	Licencing unit	2 weeks
STEP 7	Once all fees are received by accounts, a receipt will be issued to the licence applicant together with the licence.	Licencing unit	1 week
STEP 8	The licensee will be monitored to ensure all licence terms, conditions and requirements are satisfied at all times during the tenure of the licence.	The Offshore Fisheries Management Division	On going