

**APPLICATION FOR FOOD ESTABLISHMENT PERMIT**  
**Pursuant to Nova Scotia Food Safety Regulations**  
*The information contained in this application may be subject to public release.*

I (We) hereby apply for a Food Establishment Permit, to operate a Foodservice Facility and provide the following information.

<b>⇒ 1</b>	<b>CONTACT INFORMATION (This will be used as <u>return mailing address info.</u>)</b>
Operator and Contact Name*: _____	
Mailing Address*: _____	
City/Town*: _____	Province*: _____ Postal Code*: _____
Phone*: (1) _____ (2) _____	Fax: _____
Email address: _____	

<b>⇒ 2</b>	<b>FACILITY DETAILS (For more information, please visit our website at <a href="http://www.gov.ns.ca/agri/foodsafety/">www.gov.ns.ca/agri/foodsafety/</a>)</b>
Facility Name*: _____	
Business Address: Civic #* _____	Street* _____
Town* _____	Registered Business #* _____ (required, see page 2)
Anticipated Start Date*: _____	
(To register a business, please visit Service Nova Scotia at <a href="http://www.gov.ns.ca/snsmr/business/starting/default.asp#register">www.gov.ns.ca/snsmr/business/starting/default.asp#register</a> )	

<b>⇒ 3</b>	<b>INSPECTION/PERMIT FEES – Indicate ONE only*</b>																																										
	<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="text-align: right;">FEE</th> <th style="text-align: center;">+</th> <th style="text-align: right;">HST(15%)</th> <th style="text-align: center;">=</th> <th style="text-align: right;">TOTAL</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Eating Establishment</td> <td align="right">\$ 91.46</td> <td align="center">+</td> <td align="right">\$ 13.72</td> <td align="center">=</td> <td align="right">\$105.18</td> </tr> <tr> <td><input type="checkbox"/> Eating Establishment Seasonal (4 months or less)</td> <td align="right">\$ 36.59</td> <td align="center">+</td> <td align="right">\$ 5.49</td> <td align="center">=</td> <td align="right">\$ 42.08</td> </tr> <tr> <td><input type="checkbox"/> Food Shop</td> <td align="right">\$ 60.60</td> <td align="center">+</td> <td align="right">\$ 9.09</td> <td align="center">=</td> <td align="right">\$ 69.69</td> </tr> <tr> <td><input type="checkbox"/> Food Shop Seasonal (4 months or less)</td> <td align="right">\$ 36.59</td> <td align="center">+</td> <td align="right">\$ 5.49</td> <td align="center">=</td> <td align="right">\$ 42.08</td> </tr> <tr> <td><input type="checkbox"/> Mobile</td> <td align="right">\$ 36.59</td> <td align="center">+</td> <td align="right">\$ 5.49</td> <td align="center">=</td> <td align="right">\$ 42.08</td> </tr> <tr> <td><input type="checkbox"/> Mobile - Lobster Fisher (live lobster only)</td> <td align="right">\$ 0.00</td> <td></td> <td align="right">\$ 0.00</td> <td></td> <td align="right">\$ 0.00</td> </tr> </tbody> </table>		FEE	+	HST(15%)	=	TOTAL	<input type="checkbox"/> Eating Establishment	\$ 91.46	+	\$ 13.72	=	\$105.18	<input type="checkbox"/> Eating Establishment Seasonal (4 months or less)	\$ 36.59	+	\$ 5.49	=	\$ 42.08	<input type="checkbox"/> Food Shop	\$ 60.60	+	\$ 9.09	=	\$ 69.69	<input type="checkbox"/> Food Shop Seasonal (4 months or less)	\$ 36.59	+	\$ 5.49	=	\$ 42.08	<input type="checkbox"/> Mobile	\$ 36.59	+	\$ 5.49	=	\$ 42.08	<input type="checkbox"/> Mobile - Lobster Fisher (live lobster only)	\$ 0.00		\$ 0.00		\$ 0.00
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<b>⇒ 4</b>	<b>RETURN COMPLETED FORM WITH PAYMENT:</b>
Forward form with <u>cheque</u> or <u>money order</u> ONLY (no debit, credit or cash) payable to “ <u>Minister of Finance</u> ” to:	
<b>Mail:</b> Department of Agriculture <i>Food Protection &amp; Enforcement Division</i> PO Box 2223 Halifax NS B3J 3C4	<b>Civic:</b> 1741 Brunswick St., Homburg Bldg. 3rd Fl. Halifax NS B3J 3X8
DATE*: _____	SIGNATURE OF APPLICANT*: _____

**PLEASE NOTE:** In the event of owner change or business location change this permit is **not transferable** and a new permit must be applied for.

\*MANDATORY FIELDS

## DESCRIPTIONS

### **EATING ESTABLISHMENT:**

Any premise in which food is **prepared** or **served** for human consumption **on the premises** in exchange for money and served, such as restaurants, take-outs, small lunch counters, cafeterias, canteens, coffee shops and dairy bars, commissary or catering.

### **FOOD SHOP:**

Any premise where foodstuffs are stored, prepared, processed, kept and offered for sale, for consumption off the premises, and **excludes** Eating Establishments as defined above. **Food Shops** include the following: Grocery or Convenience, Delicatessen, Meat and Fish Market or Bakeries.

### **MOBILE FOOD SERVICE:**

Is a self-contained mobile unit, which is used for the preparation and/or retail dispensing of food products. The **unit** is capable of **moving**, or **being moved**, and is **not left** in any **one location** for a period longer than **one week**. This would include push carts, chip trucks and mobile meat/fish vendors, etc.

### **MOBILE, LOBSTER FISHER (live lobster only):**

A lobster fisherman licensed under the Fisheries Act (Canada) for commercial fishing, is required to have a Mobile Food Establishment Permit to sell his own catch of live lobster from a mobile vehicle at roadside. This Permit will contain a condition of "Live Lobster Sales Only". Fee is required if selling species (fish, scallops, etc.) other than live lobster as this would be considered a Mobile Food Service as described above.

### **SEASONAL:**

A facility which operates up to four (4) months during one fiscal year; Apr 1 to Mar 31.

*For example: June to September.*

## **BUSINESS REGISTRY**

Law requires all businesses operating in Nova Scotia to register with the Registry of Joint Stock Companies except:

- New Brunswick corporations and NB partnerships/business names registered in New Brunswick
- Individuals or partners using only their personal names without a descriptive element or attachment such as 'and Associates'
- Partnerships whose sole purpose is farming or fishing

Registration procedures vary depending on what you wish to register: Business Name on Behalf of a Limited Company, Co-operative, Extra-Provincial Company, Incorporated Company, Partnership, Society, and Sole Proprietorship.

You can find more information on the legislation requiring registration from

<http://www.gov.ns.ca/snsmr/access/business/registry-joint-stock-companies/who-needs-to-register.asp>.