

Proposal for an Adjudicative Amendment

This form is to be completed by the aquaculture licence/lease holder or, in the case of a corporation, an authorized representative. All sections of this form must be completed and all required information in support of the Proposal must be submitted with this form. The Province reserves the right to request additional information.

Aquaculture Licence/Lease Number:	
Name of Licence/Lease Holder:	
Name of Authorized Representative (if applicable):	

Pre-Request Meeting	
Before submitting this request, you MUST participate in a pre-request meeting with Aquaculture Division staff. To arrange your pre-request meeting please contact the Licensing and Leasing Unit (contact information provided on the last page of this form).	
Record the date that the Pre-Request Meeting was held:	
Indicate the Aquaculture Division staff representative you met with:	

Type of Adjudicative Amendment Proposed	
What is the nature of the proposed adjudicative amendment? <i>(Check all applicable boxes)</i>	
<input type="checkbox"/>	Amend the aquaculture licence and/or lease to authorize the production of a finfish species (where an existing aquaculture licence and/or lease does not currently authorize the production of any finfish species).
<input type="checkbox"/>	Amend the aquaculture licence and/or lease to change the boundaries of an existing aquaculture site resulting in an increase in the area of the site.
<input type="checkbox"/>	Other (specify):

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Section 1 – Description of Proposal (mandatory)

Provide a description of the proposed amendment. Indicate if the amendment would result in a change to your current production plan. If the amendment would result in a change to your current production plan, provide a summary of your proposed production plan (*species and strain, maximum finfish biomass, maximum finfish density, expected annual production in tonnes (finfish) or kg (shellfish/marine plants)*).

Where applicable, in evaluating this section, the Department will review information such as: the biological feasibility of the proposed species and cultivation method, compatibility and technical feasibility of the proposed production scale with the requested area.

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Section 2 – Plans for Engaging with the Public During Scoping (mandatory)

Provide a description of your plans for engaging with the public during the scoping period, should you be successful in obtaining approval to pursue your amendment application.

In evaluating this section, the Department will review information such as: who you will engage with, how will information be provided to the public (including details relating to the required public meeting outlines in regulation that the proponent must hold), how you will receive information from the public and what is the relevant experience of the lead on public engagement during the scoping period.

Section 3 - Site Map

This Section is required when you are proposing to amend the aquaculture licence and/or lease to change the boundaries of an existing aquaculture site. Otherwise, mark this section below as "N/A".

Include a map that clearly identifies the body of water and the boundaries of the proposed geographic area. *You may work with the Department's GIS Specialist to generate a map that defines the area under consideration.*

In evaluating this section, the Department will review information such as: other licenced aquaculture activities in the area and any environmental or physical limitations that would preclude the proposed aquaculture activities from taking place.

N/A

Section 4 – Benefits to the Local Community and the Province

This Section is required when the amendment would result in a change to your current production plan. Otherwise, mark this section below as “N/A”.

Provide a description of how the proposed amendment would benefit the local community and the province. *For example, anticipated direct local jobs created, use of local suppliers, potential secondary industries, impact to other business development in the community and province.*

In evaluating this section, the Department will review information such as: the number of full-time, part-time and seasonal employees directly related to the proposed amendment, sources of labor, types of goods and services, predicted volumes of goods and services, hatchery or seed source, location of processing of product, source and volume of feed.

N/A

Section 5 – Current Aquaculture Activities in the Province

This Section is required when the amendment would result in a change to your current production plan. Otherwise, mark this section below as “N/A”.

Provide a description of your current aquaculture activities in Nova Scotia, including the level of production for each site. If the sites are not being fully utilized, provide the reason(s) why.

In evaluating this section, the Department will review your current aquaculture activities for consistency with the information the Department has on file and the level of site utilization for your existing aquaculture sites.

N/A

Section 6 – Market Plan

This Section is required when the amendment would result in a change to your current market plan. Otherwise, mark this section below as “N/A”.

Provide an updated market plan taking into account the proposed amendment. *For example, product forms, anticipated price, target market, distribution of product and marketing of product.*

In evaluating this section, the Department will review information such as: Clear plans to sell, promote and distribute the product. Feasibility of the market plan.

N/A

Section 7 – Financial Viability

This Section is required when the amendment would result in a change to your current production plan. Otherwise, mark this section below as “N/A”.

Provide a description of your financial ability to carry out the proposed amendment. Include actual revenue, expenses and EBITDA (Earnings Before Interest, Taxes, Depreciation and Amortization) from the past 3 years and projected revenue, expenses and EBITDA for the next 3 years following implementation of the amendment. Include the costs for any equipment, supplies or infrastructure required to implement the amendment. Include the type, amount and source of any financing or funding used to implement the amendment along with the status of any related applications.

In evaluating this section, the Department will review the information provided to determine if the financial resources are adequate for the proposed production level identified and if the sources of financing identified are secure.

N/A

Section 8 – Other Information

If you have any additional information you would like to be considered in review of this request, provide it in the space below or make reference to attachments. Otherwise, mark this section below as “N/A”.

N/A

Public Notice and Disclosure

As part of the process for deciding on an aquaculture application, the Nova Scotia Department of Fisheries and Aquaculture may disclose application information to other government bodies. In accordance with departmental policy, which seeks to promote public involvement in the process for deciding on aquaculture applications, Fisheries and Aquaculture may disclose application information – not including, however, personal or business confidential information – on the departmental website.

Privacy Statement

The personal and business confidential information collected as part of an aquaculture application will only be used or disclosed by the Nova Scotia Department of Fisheries and Aquaculture for the purpose of deciding on the application. All application information collected is subject to the *Freedom of Information and Protection of Privacy Act* (“FOIPOP”) and will only be used or disclosed in accordance with FOIPOP.

By signing and submitting this form, I acknowledge that I have read, understand, and accept the above statements regarding the collection, use, and disclosure of the information provided on this form.

Signature of Licence Holder or Authorized Representative:	
Date:	

Submit completed form to:

Nova Scotia Department of Fisheries and Aquaculture, Licensing & Leasing
1575A Lake Rd.
Sandy Point, NS B0T 1W0
E-mail: aquaculture@novascotia.ca

FOR OFFICE USE ONLY	
Date Received :	