

# Fish Buyer Licence Independent Buyer

To be completed by applicants who do not own or lease  
a licensed fish processing facility in Nova Scotia.

## Application Form and General Information

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# How to Apply

## 1 Read the instructions on this cover sheet and Application Form

Additional information can be obtained from:

- ▶ Licensing Services, Marine Division  
telephone (902) 424-0340 or 424-0342  
fax (902) 424-3948
- ▶ Our web site at  
<http://www.gov.ns.ca/fish/licensing/home.shtml>  
including:  
The Fisheries and Coastal Resources  
Act and regulations  
Nova Scotia Fish Processor and  
Fish Buyer Licence Policy  
Licence Conditions
- ▶ Coastal Resource Coordinators listed on our  
web site at  
[http://www.gov.ns.ca/fish/contactus/rebs/  
fishrebs.shtml](http://www.gov.ns.ca/fish/contactus/rebs/fishrebs.shtml)

## 2 Complete

- ▶ Complete application forms, using extra paper, if necessary.
- ▶ Sign and date the application form (page 3). Print your name above your signature.

## 3 Submit

- ▶ If applying for a fish buyer licence for lobster, and the holding facility is a closed system (no intake pipe from ocean), provide architectural drawings, including details of the chilling system.
- ▶ A non-refundable administration fee in the amount of **\$243.54 for a Fish Buyer Licence** must accompany this application form, with cheque or money order payable to the **Minister of Finance**.
- ▶ Retain a copy of the application and supporting documentation for your records.
- ▶ Mail completed application form and fees to  
**Licence Administrator**  
**Licensing Services, Marine Division**  
**Nova Scotia Department of**  
**Fisheries and Aquaculture**  
**P.O. Box 2223, Halifax, Nova Scotia B3J 3C4**

## 4 Application Process

- ▶ Unsigned or incomplete applications may be returned.
- ▶ The Registrar Fisheries Licensing may defer the application for more information, issue a letter of rejection, or a letter of intent.
- ▶ Letters of intent contain compliance requirements, (*including applicable licence fees - see page 11*) which are to be submitted by a prescribed expiry date.
- ▶ Within 21 days of the Registrar of Licensing receiving **all** information relevant to the application, the applicant will be advised, in writing, of the outcome.
- ▶ Nova Scotia Fisheries and Aquaculture reserves the right to check with the following federal/ provincial departments and agencies to determine if an applicant has ever been charged or convicted of an offence:
  - ▶ Nova Scotia Fisheries and Aquaculture  
Department of Fisheries and Oceans  
Canadian Food Inspection Agency  
Canada Revenue Agency
- ▶ Upon meeting compliance requirements, licences will list eligible species for which you have applied.

## 5 Licence Issue

- ▶ The issuance of a licence to a person does not imply or confer any future right or privilege for that person to be issued a licence of the same type or any other type.

## 6 Renewal Process

- ▶ A licence expires on December 31st of the calendar year in which it is issued.
- ▶ The licence holder must apply to renew the licence.

**Incomplete  
application forms may  
result in processing  
delays**

# Business Information

## TO BE COMPLETED BY ALL APPLICANTS

The Freedom of Information and Protection of Privacy Act (FOIPOP) provides access to most records under the control of the provincial government while protecting the privacy of individuals who do not want their personal information (such as home addresses or telephone numbers) made public. The Act strives for balance between the public's right to know and an individual's right to privacy.

The Department recognizes that your business may be conducted from your personal residence. If the business information you have provided is personal information (such as home addresses or telephone numbers), please check  the appropriate box to indicate that it is personal. This information will remain confidential to the Department for purposes of program administration and enforcement.

Please be aware that the information you provide in this application may be released in accordance with FOIPOP.

Information Under Which Buying Will Be Conducted	
Name to appear on Licence	
<input type="checkbox"/> Mailing Address	
<input type="checkbox"/> Civic Address if different from above	
<input type="checkbox"/> Telephone Number(s)	<input type="checkbox"/> Fax Number(s)
<input type="checkbox"/> Email Address	<input type="checkbox"/> Website Address
Authorized Contact Information	
Name	Name
Title	Title
<input type="checkbox"/> Telephone Number(s)	<input type="checkbox"/> Telephone Number(s)
<input type="checkbox"/> Email Address	<input type="checkbox"/> Email Address
Parent Company (if applicable)	
Name of Parent Company	
<input type="checkbox"/> Mailing Address	
<input type="checkbox"/> Civic Address if different from above	
<input type="checkbox"/> Telephone Number(s)	<input type="checkbox"/> Fax Number(s)
<input type="checkbox"/> Email Address	<input type="checkbox"/> Website Address
Parent Company Authorized Contact Information	
Name	Title
<input type="checkbox"/> Telephone Number(s)	<input type="checkbox"/> Email Address

## Business Information (continued)

### Type of Business Entity

Check  One:     Sole Proprietorship     Partnership     Corporation (a copy of an up-to-date shareholder s register is required)

Names of proprietor, partners, or shareholders


### Registration/Business Numbers

Provincial Registry of Joint Stock Companies Number

Province

Canada Revenue Agency #:

Corporate Applications Require Signature of a  
Director or Authorized Officer of the Company

The undersigned hereby confirms the information contained in this application is correct to the best of his/her knowledge, agrees to abide by the Acts and Regulations governing the Licence, and authorizes the Department to verify with the appropriate sources the information supplied as part of this application.

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Fish Buyer Licence Application

## Information Regarding Buying Activity

Fisheries related background or history


List of ports or locations where you will be buying fish or fish products


Volume of fish (by species) that you intend to buy on a yearly basis


Civic address where records will be kept of all buying and selling activities


Places where you plan to market these products


# Fish Buyer Licence Application

## Information Regarding Buying Activity

Who will market the fish (for example, has another company or broker been contacted to sell the product?)


Employment Commitments - Number of Employees (indicate whether seasonal or year round)


Other Comments


### DESIGNATED AGENTS

If you will be appointing designated agents to engage in activity authorized by your fish buyer licence, you will required to submit information to the Department at a later date.

# Fish Buyer Licence Application

## Eligible Fish and Fish Products

A Nova Scotia fish buyer licence is required when:

- (a) sourcing fish or fish products from a licensed harvester in Nova Scotia.
- (b) buying species authorized by the Department of Fisheries and Oceans to be landed as by-catch to the eligible species for which you have applied.

A Nova Scotia fish buyer licence is not required when

- (a) sourcing fish or fish products from a licensed Nova Scotia fish buyer or processor.
- (b) a fisher buys bait from a fisher to be used as bait
- (c) an aquaculturist buys seed stock from another aquaculturist for grow out purposes.

Check the fish and fish products that you are intending to buy for the purpose of commercial trade.

<input type="checkbox"/> Shellfish	➤	<input type="checkbox"/> Lobster <input type="checkbox"/> Periwinkles
<input type="checkbox"/> By Catch to Eligible Species	➤	<input type="checkbox"/> Jonah Crab <input type="checkbox"/> Rock Crab <input type="checkbox"/> Other - Specify
<input type="checkbox"/> Bait	➤	<input type="checkbox"/> Jonah Crab <input type="checkbox"/> Rock Crab <input type="checkbox"/> Herring <input type="checkbox"/> Mackerel <input type="checkbox"/> Other - Specify
<input type="checkbox"/> Marine Plants	➤	<input type="checkbox"/> Rockweed <input type="checkbox"/> Irish Moss <input type="checkbox"/> Dulse
<input type="checkbox"/> Marine Animals	➤	<input type="checkbox"/> Bloodworms <input type="checkbox"/> Seals <input type="checkbox"/> Sandworms:
<input type="checkbox"/> Aquaculture	➤	<input type="checkbox"/> Finfish <input type="checkbox"/> Shellfish
<input type="checkbox"/> Other	➤	<input type="checkbox"/> Specify:

**If you are applying for lobster, complete pages 7 to 9  
Otherwise, see page 10**

Information Regarding Lobster Holding and Handling facility

**Applicants must meet the Nova Scotia Live Lobster Holding and Handling Criteria  
See Schedule C of the Nova Scotia Fish Processors and Fish Buyers Licence Policy**

[www.gov.ns.ca/fish/licensing/policy.shtml](http://www.gov.ns.ca/fish/licensing/policy.shtml)

- New Construction
- Existing Building

Civic address of the **holding** facility


Civic address of the **handling** facility (if different from above)


**Ownership of the lobster holding and handling facility** (check one of the following):

- Deed
- Lease
- Purchase and sale agreement

If you have indicated a **deed**, provide Property Identification (PID) Number (if available)

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If you have indicated a **lease**, name the present owner of the property and the term of lease

Owner:	
Lease commencement date	Lease expiry date

If **purchase and sale agreement**, provide date that you will acquire ownership of this facility

--

If using additional lobster holding/handling facilities, provide the civic location of each

Civic Location:



# Fish Buyer Licence Application

## Information Regarding Lobster Holding and Handling facility

Is the lobster holding facility an open system (intake pipe from ocean)   
or closed system (no intake pipe)?

If an **open system**, is the intake pipe located below the low tide mark?  Yes  No

Is the intake pipe to this facility shared with other individuals in the building?  Yes  No

What is the distance from the end of the intake pipe to the nearest wharf? \_\_\_\_\_  meters  feet

If a **closed system**, does the re-circulation system have a chilling system  Yes  No

Enclose a diagram of the closed system

Indicate the amount of live lobster holding capacity \_\_\_\_\_  kg  lb

### Live Lobster Protocol

Applicants are required to develop a Protocol for the live lobster handling facility. Either of the following will be accepted:

- (a) Live Lobster Certification Protocol (LLCP) in accordance with the program established by the Canadian Food Inspection Agency (CFIA) for "Non-registered LLCP Exporters, Excluding Exporters of Crated Lobster Shipped Directly" which is available on CFIA's website <http://www.inspection.gc.ca/english/anima/fispoi/manman/fpimip/llcppchve.shtm> Please note that if applicants are intending to export lobster, it may be beneficial to develop this Protocol.
- (b) Nova Scotia Live Lobster Facilities Protocol in accordance with the Guidelines for the Development of a Live Lobster Facilities Protocol, available on this website <http://www.gov.ns.ca/fish/licensing/lobsterprot3.pdf>

Indicate which protocol you plan to develop

CFIA's Live Lobster Certification Protocol  Nova Scotia Live Lobster Facilities Protocol

If facility is currently registered with CFIA, provide LLCP number and name under which registered

Number: \_\_\_\_\_ Name: \_\_\_\_\_

Contact person at CFIA with whom you have had discussions: \_\_\_\_\_

# Fish Buyer Licence Application - Lobster - Retail

## Fish Buyer Licence Fees

**Do not submit licence fees with application forms**

*(See page 1 – Application Process)*

***Fees are calculated per Species Group and not by the number of individual species within that group.***

	<b><u>Species Group</u></b> <b><u>Fee</u></b>
Groundfish .....	\$487.07
Catfish, Cod, Cusk, Flounder, Grenadier, Haddock, Silver Hake, White Hake Atlantic Halibut, Greenland Halibut, Lumpfish, Monkfish, Ocean Perch, Pollock, Skate	
Pelagic .....	\$121.77
Anchovies, Argentine, Capelin, Herring, Mackerel, Mahi-Mahi, Sardine, Blue Shark, Dogfish, Mako, Porbeagle, Swordfish, Tuna	
Shellfish .....	\$243.54
Bar Clams, Cockles, Propeller Clams, Quahogs, Razor Clams, Stimpson Clams, Soft shell Clams, Northern Stone Crab, Green Crab, Jonah Crab, Red Crab, Rock Crab, Snow Crab, Toad Crab, Lobster, Mussel, Oyster, Periwinkle, Scallop, Shrimp	
Other .....	\$121.77
Eels, Gaspereau, Hagfish, Jellyfish, Marine Animals (Bloodworms, Seals, Sandworms), Marine Plants (Irish Moss, Rockweed Dulse), Sea Cucumber, Sea Urchin, Shad, Smelt, Squid, Sturgeon, Whelks	
Aquaculture Products .....	\$121.77
Finfish, Shellfish	

*This list is subject to change*