

Fish Processor/Buyer Licences

To be completed by applicants who own or lease a fish processing facility in Nova Scotia

Application Forms and General Information

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How to Apply

1 Read the instructions on this cover sheet and Application Forms

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/rep/fishreps.shtml>

2 Complete

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

3 Submit

- A non-refundable administration fee in the amount of **\$243.54 for a Fish Buyer Licence** and **\$243.54 for a Fish Processor Licence** must accompany these application forms, with cheque or money order payable to the **Minister of Finance**.
- Retain a copy of the applications and supporting documentation for your records.
- Mail completed application forms 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 applications 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 9) which are to be submitted by a prescribed expiry date.
- Within 21 days of the Registrar of Licensing receiving **all** information relevant to the applications, 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 and process endorsements 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 place a checkmark in 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 Processing/ 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 Processor Licence Application

Information Regarding Processing Activity

- New Construction Existing Building

Size of fish processing facility

Civic address of fish processing facility

Civic address where fish processing records will be kept (if different from above)

Ownership of the facility (check one of the following):

- Deed Lease Purchase and Sale Agreement

If **deed**, provide Property Identification (PID) Number (if available)

If **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 this facility is involved in a receivership, name of receiver or trustee in bankruptcy

Fish Processor Licence Application

Information Regarding Processing Activity

If this facility has held a Canadian Food Inspection Agency Registration Certificate, complete following

CFIA Number:	Name on CFIA Certificate:
Contact Person at CFIA with whom you have had discussions:	
Date when facility last held CFIA registration certificate:	
In the past, has this facility been used to process the species for which you are applying::	

Previous processing experience

Other fisheries related background or history

Previous business experience (not necessarily fisheries)

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

List process types that you are planning to use (fresh, frozen, semi-preserved, salt, dried, pickled, spiced, marinated, canned, molluscan shellfish, container relay, ready-to-eat, other)

Fish Processor Licence Application

Information Regarding Processing Activity

Places where you plan to market these products

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

Financial Commitments - Proposed costs to operate fish processing facility

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

Other Comments

Fish Buyer Licence Application

Information Regarding Buying Activity

A Nova Scotia fish buyer licence is required when sourcing fish or fish products from a licensed harvester in Nova Scotia.

A Nova Scotia fish buyer licence is not required when sourcing fish or fish products from a licensed Nova Scotia fish buyer or fish processor.

I am applying for a Nova Scotia Fish Buyer Licence for the:

- same species as listed on page 7 of this application or
 species listed below

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

DESIGNATED AGENTS

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

Fish Processor and Fish Buyer Licence Fees

Do not submit licence fees with application forms

(See page 1 Application Process)

Fish Processor Licence **Fee**
\$243.54

Fish Buyer Licence

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

Species Group Fee

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