

Fish Buyer Licence

Lobster - Retail

**To be completed by retail outlets who purchase lobster directly from fishermen
with sales to final consumer.**

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/rep/s/fishreps.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

- ▶ 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(s) 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 of 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 5*) 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

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Information Regarding Retail Outlet

Check One: Eating Establishment Food Market Mobile Unit

Nova Scotia Food Establishment Permit Number

Name of Food Safety Specialist you have contacted

Civic address of retail outlet

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

List of ports or locations where you will be buying lobster

Volume of lobster that you intend to buy on monthly basis

Comments

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Fish Buyer Licence Fees

Do not submit licence fees with application forms
(See page 1 Application Process)

<u>Species Group</u>	<u>Fee</u>
Shellfish (Lobster)	\$243.54