

# Notice of Appeal Form (NAF-SBA) – Safe Body Art

---

IN THE MATTER OF: An appeal pursuant to Section 10 of Chapter 44 of the Acts of 2011, the *Safe Body Art Act (the Act)*;

Where an applicant or permit holder has received notification that the Administrator has refused to grant or renew a permit or has suspended or revoked a permit, the applicant or permit holder may appeal to the Minister, by notice in writing, stating concisely the reasons for the appeal.

FURTHER: An appeal pursuant to Section 13 of the *Safe Body Art Regulations (the Regulations)*, made under Section 33 of the *Act*;

An operator who appeals a decision of the Administrator under Section 10 of the Act must serve the Minister with a notice of appeal no later than 30 days after the date they are advised of the Administrator's decision.

## Form Instructions/Submission

- complete all Parts of the form (below) and include any attachments
- attach copy of decision being appealed and all supporting information
- send completed original form and attachments to:

Minister  
Nova Scotia Environment  
PO Box 442 Halifax NS  
B3J 2P8

Alternatively: Send by email or by fax  
as below  
[Minister.Environment@novascotia.ca](mailto:Minister.Environment@novascotia.ca)  
or  
Fax: (902) 424-1599

## Please Note

This form must be **completed in full** and attached to any submission or supporting information. Failure to submit the completed form and attachments may result in a delay in processing or the NAF-SBA being returned. The NAF-SBA submission may be released to the agent, owner, operator or permit holder.

The Minister's decision letter, relating to the appeal at s.10 of the *Safe Body Art Act*, may be posted on the Department's website for **public viewing**. In the case of an individual, the address, email, or contact information will be removed before being placed on the website.

**Part 1. Appellant and Contact Information**

Name of Appellant:

Address:

Email:

Phone:

Fax:

If applicable;

Name of Solicitor:

Address:

Email:

Phone:

Fax:

**Part 2. Administrator's Decision**

The Appellant named herein pursuant to Section 10 of the *Safe Body Art Act* and Section 13 of the *Safe Body Art Regulations* appeals to the Minister the following Administrator's decision:

1. Date of Decision:

2. Name and title of Nova Scotia Environment staff who made decision:

\_\_\_\_\_

3. Type of decision based on an application or a permit under the Act and Regulations:

A. Refusal to grant or renew a permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Suspension or revocation of a permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Attach a copy of decision being appealed.

**Part 3. Grounds for the Appeal**

State concisely the grounds for the appeal (the facts & reason or cause - the basis for a belief to support the argument that the Administrator had erred) when deciding at Section 8 of the Safe Body Art Act;

[https://nslegislature.ca/legc/bills/61st\\_3rd/3rd\\_read/b109.htm](https://nslegislature.ca/legc/bills/61st_3rd/3rd_read/b109.htm)

(1)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2)


Attach additional sheets if necessary. If attaching the ground(s) on a separate sheet, ensure all are numbered and clearly identified.

**Note: Attach all documentation required to support the ground(s) of appeal, including case law if relied upon.**

**Signature of Appellant:** (If a company – authorized signature required (Director, President, or Registered Agent) or letter signed by same authorizing appeal on behalf of the company.)

Print: \_\_\_\_\_ Signature: \_\_\_\_\_

**Signature of Solicitor or other authorized person:** (if acting on behalf of Appellant include letter of authorization)

Print: \_\_\_\_\_ Signature: \_\_\_\_\_

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

[Extending the decision date \(sign here in addition to the above to extend the decision date\):](#)  
Please sign here to extend the decision date an additional 30 days, in the event more time is required to render a decision. The Appellant will be notified prior to extending the decision date. Not signing here to authorize the extension will not impact the acceptance or processing of the Notice of Appeal Form.

**Signature of Appellant:** \_\_\_\_\_