

FISHING LICENCES

VENDOR INSTRUCTIONS 2024

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IMPORTANT
**VERIFY YOUR
INVENTORY
IMMEDIATELY (See Page 6)**

CONTACT INFORMATION

Department of Natural Resources & Renewables (DNR&R) has offices across the province staffed by people who can assist with the programs and services offered. **Replacement licences can only be obtained in person from any office below.**

<u>Office Location</u>	<u>Civic Location</u>	<u>Phone</u>
Antigonish	190 Beech Hill Road	(902)863-4513
Baddeck	2 Campbell Street	(902)295-2554
Bible Hill	626 College Road	(902)893-5620
Coxheath	300 Mountain Road	(902)563-3370
Digby/ Cornwallis	173 Haida Street	(902)638-2385
Guysborough	11210 Hwy 16, Boylston	(902)533-3503
Kentville	136 Exhibition Street	(902)679-6097
Lawrencetown	108 Elliot Road	(902)584-2229
Lunenburg	312 Green Street	(902)634-7555
New Glasgow	459 Coalburn Road	(902)922-4020
Middle Musquodoboit	12086 Hwy 224	(902)384-2290
Milton	552 Main Street	(902)354-3462
Head of Jeddore	9029 Hwy 7	(902)889-2332
Oxford	4917 Main Street	(902)447-2115
Parrsboro	12057 Hwy 209 Crossroads	(902)254-3241
Sheet Harbour	22835 Hwy 7	(902)885-2377
Shelburne	91 Goulden's Lane	(902)875-2501
Shubenacadie	24 Creighton road	(902)758-3437
St. Peter's	10258 Grenville Street	(902)535-2032
Stillwater/ St. Mary's	9240 Hwy 7	(902)522-2024
Tusket	404 Hwy 308 North	(902)648-3540
Waverley	2115 Waverley Road	(902)861-2560
Whycocomagh	110 Provincial Park Road	(902)756-2339
Windsor	55 Wentworth Road	(902)798-2016

Department of Fisheries and Aquaculture
Inland Fisheries Division

www.novascotia.ca/fish/sportfishing
(902)485-5056 or Email: Inland@novascotia.ca

Wildlife Act

<http://nslegislature.ca/legc/statutes/wildlife.pdf>

Service Nova Scotia (SNS), BRU Licensing Section provides service on behalf of the F&A for licence inventory and vendor accounts.

Contact the Licensing Section at:

Service Nova Scotia
1505 Barrington Street, 6 North
P.O. Box 1529, Halifax, NS, B3J 2Y4
(902)424-4821 or (902)424-4467 or
Email: DNRFA@novascotia.ca

Service Nova Scotia

<http://www.novascotia.ca/sns/paal/fish/paal190.asp>

LICENCE VENDOR INSTRUCTIONS FOR THE 2024 - 2025 FISHING SEASON

2024-2025 SEASON UPDATES

1. The prices of the 2024 licences include the 15% HST.
2. The deadline for returning your licences and remitting your final sales is December 31, 2024.
3. Anyone requesting a replacement fishing licence of any type must be directed to the nearest Department of Natural Resources & Renewables office for a replacement licence. ***Vendors are NOT to replace any fishing licences.**
4. Vendors are not permitted to give free licences to persons with disabilities. Please direct the client to the nearest Natural Resources & Renewables office for issuance.

DEFINITIONS

Senior - an individual who is 65 years or older by date licence is purchased. (Born in 1959 or earlier)

Resident – at any time a person permanently or ordinarily a resident in Nova Scotia for two (2) months immediately preceding that time and includes:

- An officer of the diplomatic or consular service of a foreign country stationed within the province;
- A member of the Royal Canadian Mounted Police or the Canadian Armed Forces stationed or born in the province;
- A person born in the province and the owner of real property in the province

Non-resident – means any person who is not a resident of Nova Scotia.

Persons with Disability – a person with a “disability” is defined within the Accessibility Act:

https://nslegislature.ca/legc/bills/62nd_3rd/1st_read/b059.htm

Definition under the Accessibility Act:

(h) "disability" means a physical, mental, intellectual, or sensory impairment that, in the interaction with a barrier, hinders an individual's full and effective participation in society.

Section 9 of the Fishing regulations made under the Wildlife Act:

- (1) In this Section, “person with a disability” means a person with a “disability”, as that term is defined in the *Accessibility Act*.

To demonstrate that they meet the criteria in subsection (2), a resident or non-resident must produce 1 of the following:

- (a) an identification permit issued in respect of a permanent disability under the Identification Permits for Vehicles Transporting Mobility Handicapped Persons Regulations made under the *Motor Vehicle Act*;

- (b) a completed application form for an identification permit in respect of a permanent disability under the Identification Permits For Vehicles Transporting Mobility Handicapped Persons Regulations (Application for Accessible Parking Identification Permits and Plates, issued by the Department of Transportation and Infrastructure Renewal);
- (c) proof of registration with an institution for the sight, speech or hearing impaired;
- (d) written confirmation of being in receipt of, or eligible to receive, benefits from the Canada Pension Plan Disability Program;
- (e) written confirmation of being in receipt of, or eligible to receive, benefits from the Disability Support Program under the *Social Assistance Act*.

GUIDELINES FOR THE SALE OF LICENCES

IMPORTANT:

As of 2023 Salmon licenses can **only** be purchased available online, at the following link:

<https://beta.novascotia.ca/apply-salmon-fishing-licence-sportfishing>

Resident Licence Full Season	<ul style="list-style-type: none"> - Obtain address. Ask for Government issued ID with current address to confirm residency (see regulation book). - Customers who do not live in the province but can provide a copy of their NS birth certificate and a current year NS tax bill in their name can obtain a resident licence - deeds will not be accepted as proof. Copies of these documents must be attached to the licence book cover.
Resident Senior Licence (65+) Full Season	<ul style="list-style-type: none"> - Must be over the age of 65. Customer must self-identify as a senior. - Ask for Government issued ID with a current address and date of birth to confirm. - There will be no refund issued on Resident licences sold instead of Senior licences
Non-Resident General Full Season	<ul style="list-style-type: none"> - Issued to non-residents for the current season.
Resident and Non-Resident 16-17 years of age	<ul style="list-style-type: none"> - Issued to a resident or non-resident for the current fishing season. - Issued to anglers 16 and 17 years of age at no charge
General 1-Day*	<ul style="list-style-type: none"> - Issued to a resident or non-resident for one day of general fishing. Excluding Salmon fishing. - Licence can be dated for date of sale or a future date.

***No limit to the number of licences that can be sold to each person for their use during the season**

VERIFICATION OF INVENTORY RECEIVED

Your vendor account has been charged with the number of licences listed on your Debit Note. You are required to verify your inventory immediately upon receipt. Please follow the three steps outlined in this section.

1. Ensure you received all the items listed below. This checklist is provided for your convenience and should be retained with this set of Vendor Instructions.

Inventory	✓ Verification Required
Vendor Instructions	<input type="checkbox"/> Ensure you have received all pages of this vendor instruction set. There are 10 pages in total.
Debit Note in duplicate	<input type="checkbox"/> Verify name, address and all other Debit Note information is correct.
Resident General Fishing Licences	<input type="checkbox"/> Verify you received the number of Resident General Fishing Licences as indicated on your debit note.
Non-Resident General Fishing Licences	<input type="checkbox"/> Verify you received the number of Non-Resident General Fishing Licences as indicated on your debit note.
One Day General Fishing Licences	<input type="checkbox"/> Verify you received the number of One Day General Fishing Licences as indicated on your debit note.
“Fishing Licences for Sale Here” poster	<input type="checkbox"/> Verify that you have received one.
Re-order Form	<input type="checkbox"/> Verify that you have received 2 Re-order Forms.*
Account Sales Forms	<input type="checkbox"/> Verify that you have received 2 Account Sales Forms.*
2024 Nova Scotia Angler’s Handbooks	<input type="checkbox"/> This book provides information to the licence holder. Each person who purchases a fishing licence should receive a copy of the Angler’s Handbook. It is not necessary to purchase a licence to receive a copy of the Angler’s Handbook, however, please ensure you have sufficient copies to cover the licences issued before copies are given to the general public for their information. However, you may sell fishing licences if you do not have the Anglers Handbook on hand to give to the client. They can view it online. A copy of the Angler’s Handbook can be found on our website http://www.novascotia.ca/fish/laws-and-regulations Note: <i>Anglers’ Handbooks</i> will arrive separately from your licences.

* Forms can be obtained on our website <http://www.novascotia.ca/sns/paal/fish/paal190.asp>

2. If all items are accounted for, please sign the debit note and return one copy to SNS-IS, BRU Licencing Section, P.O. Box 1529, Halifax, NS, B3J 2Y4 or by Fax at 902-424-0602. The Debit Note is always sent in duplicate – one copy is signed and returned, the other copy is retained for your records.

You must return your signed debit note to confirm receipt of inventory.

3. If your delivery is missing information, please contact SNS-IS Licensing Section immediately via email at DNRFA@novascotia.ca, or by phone at 902-424-4821 or 902-484-4467.

Please note: You are charged with the number of licences listed on the debit note and must account for them by cash or by returning unsold licences, a check should be carried out immediately upon receipt of these licences and action taken as stated in (2) and (3) above.

IMPORTANCE OF COMPLETING LICENCES CORRECTLY

Complete all licence information required on the licence book cover and on the actual licence.

Please ensure that you and any employee who may be issuing licences on your behalf, read, understand and keep these instructions available for quick reference.

RECORDING INFORMATION (PLEASE PRINT CLEARLY)

- | | |
|------------------------|--|
| Numerical Order | <ul style="list-style-type: none">- licences must be sold in numerical order- complete one book before moving onto the next |
| Licences | <ul style="list-style-type: none">- the licence number- the date and time of issue- the date licence is valid (if applicable)- record the complete name and mailing address of the licensee- record the date of birth of the licensee- record the fee charged |

ERRORS, DAMAGED OR LOST LICENCES

If, when issuing a licence, a licence is damaged or an error is made, and it is necessary to cancel the licence, the cancelled licence must be kept with the book from which it was taken. Your account will be credited with the cost of the licence when the completed book is returned, and a copy of the credit note will be mailed to you. **In the case of licences lost by the vendor, the vendor is responsible for reimbursing the department for the fee of the licence, as it cannot be returned for credit.** The *WILDLIFE ACT* section 22-25 governs all vendors.
<http://nslegislature.ca/legc/statutes/wildlife.pdf>

ACCEPTING PAYMENT BY CHEQUE

Licences purchased by cheque must be made payable to you, the vendor, not to Service Nova Scotia or the Department of Fisheries and Aquaculture. Payments made to the vendor by cheque are the responsibility of the vendor.

DISTRIBUTION OF FISHING LICENCES

Fishing licences are sent out automatically to all vendors, providing all your previous year's accounts are closed, or not outstanding over 30 days. It is therefore important that you notify us in writing immediately if you no longer wish to sell licences.

The initial number of licences issued to you is determined by the total number of licence sales from the previous season.

FISHING LICENCE FEES AND COMMISSIONS

Licence	Fee (HST included)	Commission (HST included)
Resident Fishing Licence	\$27.60	\$0.86
Resident Senior Fishing Licence	\$6.80	\$0.86
Non-Resident Seasonal Fishing Licence	\$34.80	\$1.15
Resident and Non-Resident 16 or 17 years of age	No Fee	N/A
General 1 Day Fishing Licence	\$13.10	\$1.15
Lost Fishing Licence Fee Only issued by DNR office	\$5.75	N/A

REPORTING MONTHLY SALES

Every vendor who sells fishing licences must report the sales and remit the fees received, for completed books of licences sold, **at least once a month** on an Account Sales form (include all sold inventory). If there are no licences sold, or less than one book sold during the month, you are required to fill an Account Sales Form indicating "No Sales."

Please note, the funds received from the sale of licences, together with all unsold licences, are Crown Funds and must be accounted for in full, no later than thirty (30) days after the close of the respective season. **The final due date for closure (submission of all funds, Account Sales forms and unsold licences) of all fishing licence vendor accounts is December 31, 2024.**

Failure to comply could result in cancellation of your vendorship, submission of your account for collection by a collection agency, and/or enforcement action under the authority of the *Wildlife Act* by Department of Fisheries and Aquaculture.

DOCUMENTS TO INCLUDE WHEN REPORTING SALES

Sold licence book covers, which are complete, must be returned to SNS-BRU Licensing Section, P.O. Box 1529, Halifax, NS, B3J 2Y4, complete with Account Sales form and payment.

RECEIPTS FOR ACCOUNT SALES FORMS

Each month your Account Sales form will be processed by the BRU Licensing Section in Halifax and a receipt will be mailed out to you. When you receive this receipt, please pay close attention to the bottom as it will indicate if you have made a miscalculation on your form. If an overpayment or balance due is showing, please adjust your Account Sales form for the next monthly submission.

If the “Balance (This Payment)” shows a NIL Balance, it means that the payment made for licences recorded on the Account Sales form was correct. It **DOES NOT** mean that your account is closed.

COMMISSION

Commission is calculated on the Account Sales form and is your revenue. The funds you remit as calculated on your Account Sales form are less the allowed commission (subtract out the commission amount when doing sales calculations).

Commission on the fishing licences may be forfeited if account activity is not up to date (all funds, Account Sales forms and unsold licences returned) by the final due date (see section on Reporting Sales above).

COSTS FOR POSTAGE, CHEQUES AND MONEY ORDERS

The Account Sales form allows the vendor to claim the **actual cost of postage**. A receipt is required for any postage cost over \$5.00 and **you may only submit one receipt per package mailed into BRU**.

Please note that postage receipts for previous returns WILL NOT be credited at a later date. The Account Sales form also allows the vendor to claim for the cost of money orders and \$1.00 for cheques. Please note that if you submit one cheque for 3 account types in one package (ie. One remittance for fishing, and one for hunting), you can only claim the amount for the cheque on one of those remittances. There is no provision for postage when returning unsold licences with no remittance.

Postage on the fishing licences may be forfeited if account activity is not up to date (all funds, Account Sales forms and unsold licences returned) by the final due date (see section on Reporting Sales above). *We do not reimburse for the cost of a private courier.*

PAYMENT OF ACCOUNT

Payment may be made by cheque, money order or credit card payable to the Minister of Finance, if paying by credit card please include your credit card number on the Account Sales form for the payment. **Failure to make the payment could result in the cancellation of your vendorship, submission of your account for collection by a collection agency, and/or enforcement action under the authority of the *Wildlife Act* by Department of Fisheries and Aquaculture.**

ORDERING ADDITIONAL INVENTORY & ANGLER HANDBOOKS

If additional licences are required, please use the Re-order Form supplied for this purpose. Re-orders will only be issued once your supplies are low enough to warrant additional licences. Vendors must comply with the following requirements before re-orders will be filled:

- **No additional licences will be issued until the signed Debit Note has been received by SNS-IS.**
- Re-orders will not be filled until the vendor has remitted payment (including account sales forms and completed licence book covers) for all licences sold to date. **Please be sure you have remitted the bulk of your inventory prior to ordering additional licences.**
- Re-orders will **NOT** be processed for any account that has a hold placed on it.

Please note that it can take up to several days to receive new inventory.

To place a re-order, complete the Re-order form and submit via one of the following:

Mail:

SNS-BRU Licencing Section
P.O. Box 1529,
Halifax, NS, B3J 2Y4

Email:

DNRFA@novascotia.ca

Fax:

902-424-0602

Note: Phone orders will no longer be accepted.

HST

Effective April 1, 1997, the Harmonized Sales Tax (HST) was implemented and is applied to all fishing licences. HST will be accounted for on your Account Sales form each time you remit funds. Do not send HST collected from customers to the Canada Revenue Agency.

CLOSING YOUR FISHING ACCOUNT AT THE END OF THE SEASON

All sold licence book covers must be returned, with a final Account Sales form and payment, by **December 31st, 2024**. Any unused Anglers' Handbooks should be discarded at the end of the season.

UNSOLD LICENCES

When vendors return unsold or voided licences to SNS-BRU Licencing, you will be issued a credit note for these licences. This acknowledges that we have received them, and your account has been credited accordingly. **(Please do not deduct the total of these credit notes from the monies owing to the department).**

CLOSING YOUR FISHING ACCOUNT EARLY

Vendors may, if they wish, pay off their account and return all licences prior to December 31st once your sales have decreased. Sold and unsold licences must be returned with a final Account Sales form.

LOST OR DAMAGED FISHING LICENCES

Anyone requesting a replacement fishing licence of any type must be directed to the nearest Department of Natural Resources & Renewables office for a replacement licence. There is a fee of \$5.75 for all replacement licenses. ***Vendors are NOT to replace any fishing licences.**

Appendix A:

2024 Price Breakdown for Vendors (HST and Sportfish Fund)

Resident General Fishing Licence - Senior	5.91
HST	0.89
Sportfish Fund	
Total	6.80

Resident General Fishing Licence	18.86
HST	2.83
Sportfish Fund	5.91
Total	27.60

Non Resident General Fishing (Annual) Licence	25.12
HST	3.77
Sportfish Fund	5.91
Total	34.80

1 Day General Fishing	6.25
HST	0.94
Sportfish Fund	5.91
Total	13.10

Resident and Non-Resident 16 or 17 years of age	0.00
HST	0.00
Sportfish Fund	0.00
Total	0.00