



Fisheries and Aquaculture

Date Received: _____

PL # _____

BL# _____

For Office Use Only

Fish Processor Licence Fish Buyer Licence

Application Forms and General Information

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SECTION 1 – How to Apply

1 Read the instructions on this cover sheet and Application Forms

Additional information can be obtained from:

- Fisheries Licensing Unit – telephone (902) 424-0340 or 424-0342 fax (902) 424-3948
- Our web site at <http://www.gov.ns.ca/nsaf/licensing/home.htm> including:
 - The Fisheries and Coastal Resources Act and regulations
 - Nova Scotia Fish Processor and Fish Buyer Licence Policy
 - Licence Conditions
- Fisheries Representative – listed on our web site at <http://www.gov.ns.ca/nsaf/contactus/rebs/fishrebs.htm>

2 Complete

- Complete application forms(s), using extra paper, if necessary.
- Sign and date the application form (page 3). Print your name above your signature.
- Corporate applications must be signed under seal and by authorized signatories.

3 Submit

- If applying for a fish processor licence, please submit a detailed business plan. Aquaculturists must also provide proof of at least one year commercial activity (either \$10,000 farm-gate sales or min. \$100,000 in product on-site ready for harvest in immediate future).
- If applying for a fish buyer licence for lobster (and not affiliated with a fish processing facility or retail outlet), provide architectural drawings including details of the chilling system if it is a closed system (no intake pipe).
- A non-refundable administration fee in the amount of **\$213.00 for a Fish Processor Licence** and **\$213.00 for a Fish Buyer Licence** must accompany this application form. Cheques or money orders are to be made payable to the **Minister of Finance**.

- Retain a copy of the application(s) and supporting documentation for your records.

- Mail completed application(s) and fees to:

Licence Coordinator
Fisheries Licensing and
Investigative Services Division
Nova Scotia 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 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
- Licences will list species and/or process endorsements, and may be subject to terms and conditions.

5 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.

SECTION 2 – Business Information of Applicant TO BE COMPLETED BY ALL APPLICANTS FOR A FISH PROCESSOR OR FISH BUYER LICENCE

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 Business Will be Conducted	Authorized Contact Information
Name to appear on licence	Name
<input type="checkbox"/> Mailing Address	Title
	<input type="checkbox"/> Mailing Address
<input type="checkbox"/> Civic Address if different from above	
<input type="checkbox"/> Telephone Number(s) Res. () Bus. ()	<input type="checkbox"/> Civic Address if different from above
<input type="checkbox"/> Cell Number(s)	<input type="checkbox"/> Cell Number(s)
<input type="checkbox"/> Fax Number(s)	<input type="checkbox"/> Telephone Number(s) Res. () Bus. ()
<input type="checkbox"/> Email Address	<input type="checkbox"/> Fax Number(s)
<input type="checkbox"/> Website Address	<input type="checkbox"/> Email Address

Parent Company (if applicable)	Authorized Contact Information
Name of Parent Company	Name
<input type="checkbox"/> Mailing Address	Title
	<input type="checkbox"/> Mailing Address
<input type="checkbox"/> Civic Address if different from above	
<input type="checkbox"/> Telephone Number(s) Res. () Bus. ()	<input type="checkbox"/> Civic Address if different from above
<input type="checkbox"/> Cell Number(s)	<input type="checkbox"/> Cell Number(s)
<input type="checkbox"/> Fax Number(s)	<input type="checkbox"/> Telephone Number(s) Res. () Bus. ()
<input type="checkbox"/> Email Address	<input type="checkbox"/> Fax Number(s)
<input type="checkbox"/> Website Address	<input type="checkbox"/> Email Address

SECTION 2 – General Information

Type of Business Entity

Check ✓ one of the following

Sole Proprietorship

Name of Proprietor

Partnership

Names of Partners

Corporation *(a copy of an up-to-date shareholder's register is required)*

Names of Shareholders

Registration/Business Numbers *(if applicable)*

Provincial Registry of Joint Stock Companies Number

Number	Province
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Canada Revenue Agency Business Number

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If you are an aquaculturist, note commercial activity submission requirement on page 1, and provide the following aquaculture site information:

Lease #	Licence #
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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)*

Date

Signature of Applicant

How did you obtain this information? <input type="checkbox"/> Website <input type="checkbox"/> Department staff: _____ <div style="text-align: right; font-size: small;">NAME</div>

Corporate applications must be signed under seal and by authorized signatories.

SECTION 3 – Fish Processor Application

To be completed by ALL applicants for a Fish Processor Licence

New Construction or Take-over of existing facility

Size of facility ➤

Civic address of the facility ➤
County:

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

Ownership of the fish processing facility: *(check one of the following)*

Do you have a valid deed lease purchase and sale agreement for this property?

If you have indicated a lease or purchase and sale agreement, name the present owner of the property:

➤

Is the establishment currently registered with the Canadian Food Inspection Agency (CFIA)?

Yes No If yes, Certificate of Registration Number? _____ and name under which currently operating ➤

If not currently operating, indicate when facility last held CFIA registration certificate and a provincial processing licence

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

In the past, has this facility been used to process the species for which you are applying?

Previous processing experience:

Contact person at CFIA with whom you have had discussions

Name	Telephone Number
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SECTION 3 – Fish Processor Application

Please check species that you are intending to process. The processing facility must be in compliance with the *Fisheries and Coastal Resources Act*, the *Nova Scotia Fish Inspection Regulations* and the Canadian Food Inspection Agency regulatory requirements for fish processing facilities. Department of Fisheries and Oceans harvest restrictions may apply to certain species.

Groundfish

- Catfish
- Cod
- Cusk
- Flounder
- Grenadier
- Haddock
- Hake (Silver)
- Hake (White)
- Halibut (Atlantic)
- Halibut (Greenland)
- Lumpfish
- Monkfish
- Ocean Perch
- Pollock
- Skate

The above species are eligible for processing only if the facility was in compliance with the *Fisheries and Coastal Resources Act* and Regulations 12 months prior to the date of this application and was licensed to process the species that are being applied for.

Shellfish

- Clams – hard shell (Bar)
- Clams – hard shell (Cockles)
- Clams – hard shell (Propeller)
- Clams – hard shell (Quahogs)
- Clams – hard shell (Razor)
- Clams – hard shell (Stimpson)
- Clams – soft shell (**depuration only**)
- Crab (Northern Stone)
- Crab (Green)
- Crab (Jonah)
- Crab (Red)
- Crab (Rock)
- Crab (Snow)
- Crab (Toad)
- Lobster
- Mussel
- Oyster
- Periwinkle
- Scallop
- Shrimp

Pelagic

- Anchovies
- Argentine
- Capelin
- Herring
- Mackerel
- Mahi-Mahi
- Sardine
- Shark (Blue)
- Shark (Dogfish)
- Shark (Mako)
- Shark (Porbeagle)
- Swordfish
- Tuna

Other

- Eels
- Gaspereau
- Hagfish
- Jellyfish
- Marine Animals –
 - Bloodworms
 - Grey Seals
 - Sandworms
- Marine Plants –
 - Irish Moss
 - Rockweed
- Sea Cucumber
- Sea Urchin
- Shad
- Smelt
- Squid
- Sturgeon
- Whelks

Aquaculture Products

- Finfish
- Shellfish
- Marine Finfish

Indicate the type(s) of process(es) for each species checked on page 5. Compliance with CFIA for these process types is required.

SPECIES

- Fresh/Frozen/Semi-Preserve _____

- Salt/Dried _____

- Pickled/Spiced Marinated _____

- Canned _____

- Molluscan Shellfish _____

- Container/Relay _____

- Ready to Eat _____

- Other _____

Volume of fish that you plan to process on a yearly basis ►

NOTE: A detailed business plan must be submitted with this application



SECTION 4 – Fish Buyer Licence Application

To be completed by ALL applicants for a Fish Buyer Licence

Names of individuals or companies from whom you will be buying fish or fish products ➤

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

Names of individuals or companies to whom you will be selling fish or fish products ➤

Locations where fish or fish products will be sold ➤

Potential markets ➤

Designated Buyers – A licence holder (except retail outlets) may appoint one or more persons as designated buyers to engage in any activity authorized by their fish buyer licence. All activities requiring a buyer licence that are performed by a designated buyer shall be performed as agent and in the name of the licence holder.

Are you planning to appoint designated buyers? Yes No

You will be required to submit to the Department, at a later date, the names and addresses of the individuals you will be appointing.

SECTION 4 – PART A

Fish Buyer Affiliated with Processing Facility

Please check species that you are intending to buy. Note – in order to buy these species, they must appear on your Nova Scotia Processor Licence. Department of Fisheries and Oceans harvest restrictions may apply to certain species.

Groundfish

- Catfish.....
- Cod.....
- Cusk.....
- Flounder.....
- Grenadier.....
- Haddock.....
- Hake (Silver).....
- Hake (White).....
- Halibut (Atlantic).....
- Halibut (Greenland).....
- Lumpfish.....
- Monkfish.....
- Ocean Perch.....
- Pollock.....
- Skate.....

Pelagic

- Anchovies.....
- Argentine.....
- Capelin.....
- Herring.....
- Mackerel.....
- Mahi-Mahi.....
- Sardine.....
- Shark (Blue).....
- Shark (Dogfish).....
- Shark (Mako).....
- Shark (Porbeagle).....
- Swordfish.....
- Tuna.....

Aquaculture Products

- Finfish.....
- Shellfish.....
- Marine Finfish.....

Shellfish

- Clams – hard shell (Bar).....
- Clams – hard shell (Cockles).....
- Clams – hard shell (Propeller).....
- Clams – hard shell (Quahogs).....
- Clams – hard shell (Razor).....
- Clams – hard shell (Stimpson).....
- Clams – soft shell (**depuration only**).....
- Crab (Northern Stone).....
- Crab (Green).....
- Crab (Jonah).....
- Crab (Red).....
- Crab (Rock).....
- Crab (Snow).....
- Crab (Toad).....
- Lobster.....
- Mussel.....
- Oyster.....
- Periwinkle.....
- Scallop.....
- Shrimp.....

Other

- Eels.....
- Gaspereau.....
- Hagfish.....
- Jellyfish.....
- Marine Animals –
 - Bloodworms.....
 - Grey Seals.....
 - Sandworms.....
- Marine Plants –
 - Irish Moss.....
 - Rockweed.....
- Sea Cucumber.....
- Sea Urchin.....
- Shad.....
- Smelt.....
- Squid.....
- Sturgeon.....
- Whelks.....

SECTION 4 – PART B

Fish Buyer Affiliated with Retail Outlet

Please note, a Fish Buyer Licence is required when purchasing **Lobster** directly from fishermen.

Please check ✓ category which describes your business:

- Eating Establishment
- Retail Outlet
- Mobile Unit

Nova Scotia Food
Establishment Permit
Number(s):

SECTION 4 – PART C

Fish Buyer Not Affiliated with Processing Facility or Retail Outlet

Please note: A Fish Buyer Licence is not required where a fisher buys bait from a fisher to be used as bait or an aquaculturist buys seed stock from another aquaculturist for grow out purposes.

A Fish Buyer Licence, or an amendment to an existing licence, may be issued to include species authorized by the Department of Fisheries and Oceans to be landed as a by-catch to the eligible species applied for on the licence.

Check ✓ which of the following you are intending to buy for the purpose of commercial trade.	List the species that you are intending to buy (if applicable)
<input type="checkbox"/> Aquaculture Seed Stock	
<input type="checkbox"/> Bait	
<input type="checkbox"/> Lobster	
<input type="checkbox"/> By-Catch to Eligible Species	
<input type="checkbox"/> Marine Animals	
<input type="checkbox"/> Marine Plants	
<input type="checkbox"/> Petfood	
<input type="checkbox"/> Pharmaceuticals	

Lobster: If you are applying for a Fish Buyer Licence for Lobster, please complete the following. You will be required to comply with the Nova Scotia Live Lobster Handling and Holding Criteria.

Civic number of the lobster facility ➤
(if available)

County:

Location of office where records will be filed ➤
(include civic number)

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

Do you have a valid deed lease purchase and sale agreement for this property?

If you have indicated a lease or purchase and sale agreement, name the present owner of the property:

➤

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What is the lobster holding capacity of the facility? Please indicate if measurement is in pounds or kilograms: _____ – minimum requirement 907 kg (2,000 lbs.)

What is the size of the lobster **handling** area? Do not include the area of the lobster holding facility in this measurement _____
– minimum requirement 13.4 square meters (144 square feet)

Is the lobster handling facility: new construction or an existing facility?

Does facility have its own water intake system? Yes No

Is facility encumbered by other users? Yes No

Is it shared with other licence holders? Yes No

Water Source

Open System

Dryland and tidal pounds will require a permit from the Department of Natural Resources. For a list of DNR regional offices, visit their website at:
<http://www.gov.ns.ca/natr/staffdir/> or call:
Western Region Main Office Bridgewater 543-8167
Central Region Main Office Truro 893-6350
Eastern Region Main Office Sydney 563-3370

Closed System
(No intake pipe from ocean)

Provide architectural drawing of re-circulation system including details of the chilling system.

SECTION 5

Fish Processors and Fish Buyers Licence Fees

	<u>Fee</u>
Fish Processors Licence	\$213.00

Fish Buyers Licence	<u>Fee Per Species Group</u>
(a) Groundfish	\$426.00
(b) Pelagic	\$106.50
(c) Shellfish	\$213.00
(d) Other	\$106.50
(e) Aquaculture Products	\$106.50

Fees are calculated per species group and not by the number of individual species within that group. See page 5 for a list of species within each species group.

*Please do not submit licence fees with application forms.
(See page 1 – Application Process)*