

Fish Processing Licensing Board Secretariat

c/o Ian Burford Director, Licensing and Quality Assurance Department of Fisheries and Aquaculture P.O. Box 8700 St. John's, NL A1B 4J6

# **Instructions for Completion of the Fish Processing Licensing Applications**

- 1. Please read all questions on the application sheet.
- 2. Please review the Department of Fisheries and Aquaculture's Policy Manual which is online at www.gov.nl.ca/fishaq or you may contact the Department by calling one of the numbers indicated below for any enquires or for a copy of the manual.
- 3. All sections of the application should be completed; if a question does not apply to your application please indicate with N.A (not applicable).
- 4. If all relevant questions are not completed, the application will be returned to you, which will delay the process and subsequently any approvals.
- 5. If all supporting documents are not submitted with your application, the application will be held pending receipt of the documents.
- 6. It is encouraged that you meet with the Regional Director or Development Officer in your area, prior to completing your application (see contact information below).
- 7. Please submit your completed application to:

Fish Processing Licensing Board Secretariat c/o Ian Burford Director, Licensing and Quality Assurance Department of Fisheries and Aquaculture 30 Strawberry Marsh Road P.O. Box 8700 St. John's, NL A1B 4J6 FPLBSecretariat@gov.nl.ca

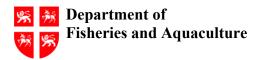
### **Contact Information**:

Rex Matthews Director, Avalon and Eastern Region (709) 832-2860 rmatthews@gov.nl.ca

Nelson Higdon Director, Central Region (709) 292-4109 nhigdon@gov.nl.ca

Ian Burford Director, Licensing and Quality Assurance (709) 729-3736 Iburford@gov.nl.ca Wilson Goosney Director, Western Region (709) 861-3537 wgoosney@gov.nl.ca

Craig Taylor Director, Labrador Region (709) 896-3412 craigtaylor@gov.nl.ca



#### **Fish Processing Licensing Board Secretariat** c/o Ian Burford Director, Licensing and Quality Assurance Department of Fisheries and Aquaculture P.O. Box 8700 St. John's, NL A1B 4J6

# **Application for a Fish Processing Licence**

# Please complete each section; use additional pages, if necessary. It is suggested that a more detailed business plan be attached.

Section A

Please check the appropriate box and submit fee with application.			
□ New primary processing licence (one or more species)	\$7,500.00		
□ New species to be added to a primary processing licence	\$2,500.00		
□ New emerging species to be added to a primary processing licence	\$1,000.00		
□ New secondary processing licence (one or more species)	\$1,000.00		
□ New species to be added to a secondary processing licence	\$1,000.00		
□ New primary processing licence for aquaculture (one or more species)	\$1,000.00		
□ New species added to a primary processing licence for aquaculture	\$1,000.00		

Section B

An applicant must, before filing his or her application with the Secretariat, give notice of intent to apply for a licence, by placing an advertisement in the form prescribed in the Fish Processing Licensing Policy Manual Section 6.1 and in the *Fish Processing Board Act*. Please attach copy of advertisement to this application, or forward to the Secretariat, when available. No consideration will be given to the application until after it has been advertised.

Public advertisement in local and major newspaper for two consecutive weeks  $\Box$  Yes  $\Box$  No?

Name of Major Newspaper:	Dates:
Name of Local Newspaper:	Dates:
Section C	
Company Name (Applicant):	
Address:	
Postal Code:	
Telephone Number:	Fax Number:
Email Address:	
Location of Processing Plant:	
Company Contact Person:	Phone Number:
Plant Contact Person:	Phone Number:

Species to be processed (e.g., cod)	Where will most of your raw material come from? (e.g., Placentia Bay) (use additional pages if necessary)

Section E

## Company Share Structure (provide a separate list, if necessary; sort in descending order).

Names of Major Shareholders	Address	Title	Share Percentage

For non-publicly traded company, if any shareholder has greater than five percent shares in another fish processing company in this province, please submit the following (provide a separate list, if necessary; sort in descending order).

Name of Shareholder with shares in another fish processing company	Name of NL processing company	Percentage shares in that company

Section F

## **Employment - Current Operation**

Year	Number of Individuals	Gross Wages Paid (\$)

## **Total Employment (past three years)**

**Labour Force Profile** 

	Percent	Age Range (years) (percent)			
Male Employees	Female Employees	< 30	30 - 40	40 - 50	> 50

Please list the principal communities where employees live (use additional pages, if necessary)			

Section G

#### **Employment - Anticipated**

Do you anticipate that this proposal will result in: ☐ longer periods of work for your existing work force; ☐ the creation of new jobs; or

 $\Box$  both?

If you anticipate longer periods of work for your existing work force, how many additional hours will be created?

If you are creating new employment opportunities, describe the type of work that will be created; for example: 10 cutters; 3 office workers; etc.

Are the necessary labour supply and skills available to operate your facility? 
 Yes 
 No. Please indicate how this has been determined.

If the necessary skills are not available, how do you plan to fill the gap? (Describe training plan) (use additional pages, if necessary).

# Please list the principal communities where you expect to find new employees

(use additional pages, if necessary).

## Section H

# Production Plan (use additional pages, if necessary)

<b>Principal Product Types</b> (e.g., cod fillet)	Anticipated Production (Finished product weight) (pounds) (e.g., 500 pounds)

Product Type:	Principal Tar	Anticipated Prices	
(e.g., cod fillet)	<b>Place</b> (e.g., U.S.)	Confirmed (yes or no)*	(per unit measure) (e.g., \$4.00 U.S./lb)

## Marketing Plan (use additional pages, if necessary)

\* Where possible, attach letters of intent.

List any factors that could negatively affect the forecasted production and marketing plans (use additional pages, if necessary).

## Waste Disposal Plan

What are your intentions for disposing of waste from the processing operation?

 $\Box$  Ocean dump  $\Box$  Landfill  $\Box$  Process the waste (please specify):

Section I

# Is this an existing processing facility? □ Yes □ No. If no, please go to Section J. If yes, please submit the following and then continue on to Section J.

## History of the Plant

Approximate age of plant:

Condition of plant:

Has the plant been modernized?  $\Box$  Yes  $\Box$  No; if yes, when (year)?

Please check level of processing (check all that apply):  $\Box$  primary  $\Box$  secondary  $\Box$  value-added

Infrastructure - please tick if the current facility has the following equipment:

□ plate freezers	□ blast freezers	□ tunnel freezers	☐ brine freezers
How many?	How many?	How many?	How many?
$\Box$ ice makers	□ off-loading	<b>d</b> cold storage facilities	

List species processed, by year, for the previous two years (use additional pages, if necessary):

Year	Species Processed					

## Estimated Capacity<sup>1</sup> (for principal species)

Species	Capacity <sup>1</sup>	Species	Capacity <sup>1</sup>

<sup>1</sup> How much raw material (pounds) can be processed in a day.



# If a new facility is being built or there will be future expansion/development of current plant, please submit the following:

- A description of the processing plant, including capacity, and all infrastructure and cost of infrastructure.
- Pictures and details of all plant features and a diagram of the production area.
- A list of new equipment being purchased or leased.

re there harbour facilities located at the processing plant? $\Box$ Yes $\Box$ No Yes, what is the condition of the harbour facilities? $\Box$ poor $\Box$ fair $\Box$ good $\Box$ exc	
	cellent
stimated percent of raw material to be landed at the plant?	
stimated percent of raw material to be trucked from other areas?	
lease list location of other principle landing sites:	
there an approved water source for the plant? $\Box$ Yes $\Box$ No	
a water upgrade is necessary, please indicate cost and who is paying:	
there appropriate power supply?	
a power upgrade is necessary, please indicate cost and who is paying:	
There is the nearest school to facility (approximate)? $\Box$ 5 miles $\Box$ 25 miles $\Box$ 50	0 miles
/here is the nearest health service?	
/hat telecommunications are in the area?  I high speed internet I cell phone ser	rvice

Section L

Section K

## The following information must also be provided.

## Financing

Information to demonstrate the ability to obtain the appropriate financing including demonstrations of personal reserves, and/or letters of assurance from banks if the project is equity financed. Indicate source of funding, including private investors.

If applicable, the previous year's financial information is to be prepared by an accountant or other person competent to express an opinion on the financial information provided.

## **Pro-forma Financial Information**

Pro-forma financials should include financial data showing the projected cash flows on a monthly basis for the first year and on a yearly basis for the following three years. Pro-forma balance sheets and income statements should be prepared on a yearly basis for four years.

## Other

Does the company have any outstanding debts with the Government of Newfoundland and Labrador? **D** Yes **D** No. If yes, please indicate the amount:

Please provide details of outstanding debts.

Is the company in good standing with the Workplace, Health, Safety and Compensation Commission of Newfoundland and Labrador? 

Yes 
No.

Please provide a copy of Articles of Incorporation and a Certificate of Good Standing from the Registrar of Companies.

# I certify that the information contained in this application and the related documents is true and correct.

Date

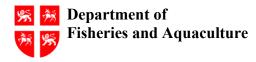
Signature

Print Name

Position in Company

Please affix Corporate Seal

\$



# Application for a Transfer of a Fish Processing Licence

Please complete the following information; use additional pages if necessary. It is suggested that a more detailed business plan be attached.

Section A

Please check the appropriate box and submit fee with application.			
☐ Transfer of a whole licence (all species) between existing fish processing facilities.	\$7,500.00		
Transfer of a whole licence (all species) from an existing fish processing facility to a new fish processing facility.	\$7,500.00		
Transfer of one or more species from an active fish processing facility to another active fish processing facility.	\$2,500.00		
Transfer of all species of an in-province retail processing licence.	\$1,500.00		
Transfer of one or more species from one active retail establishment to another active retail establishment.	\$1,000.00		

Section **B** 

An applicant must, before filing his or her application with the Secretariat, give notice of intent to apply for a licence, by placing an advertisement in the form prescribed in the Fish Processing Licensing Policy Manual Section 6.1 and in the *Fish Processing Board Act*. Please attach copy of advertisement to this application, or forward to the Secretariat, when available. No consideration will be given to the application until after it has been advertised.

Public advertisement in local and major newspaper for two consecutive weeks  $\Box$  Yes  $\Box$  No?

Name of Major Newspaper:	Dates:
Name of Local Newspaper (area from where licence is being transferred):	Dates:
Name of Local Newspaper (area to where licence is being transferred) :	Dates:
Section C	
Company Name (Applicant):	
Address:	
Postal Code:	
Telephone Number:	Fax Number:
Email Address:	
Licence/species transferred from (location):	

Licence/species Transferred to (Location):

Company Contact Person:

Plant Contact Person:

Phone Number: \_\_\_\_\_\_
Phone Number: \_\_\_\_\_

Section D

## If complete licence being transferred:

Is the licence being transferred to an existing fish processing facility?  $\Box$  Yes  $\Box$  No Is the existing facility active?  $\Box$  Yes  $\Box$  No

# If individual species being transferred, please list species being transferred,

Section E

Where will most of your raw material come from? (e.g., Placentia Bay) (use additional pages, if necessary)

Section F

## Company Share Structure (provide a separate list, if necessary; sort in descending order).

Names of Major Shareholders	Address	Title	Share Percentage

For non-publicly traded company, if any shareholder has greater than five percent shares in another fish processing company in this province, please submit the following (provide a separate list, if necessary; sort in descending order).

Name of Shareholder with shares in another fish processing company	Name of NL processing company	Percentage shares in that company



# **Employment - Current Operation** (if existing facility)

## **Total Employment (past three years)**

Year	Number of Individuals	Gross Wages Paid (\$)

## **Labour Force Profile**

Percent	Percent	Age Range (years) (percent)			
Male Employees	Female Employees	< 30	30 - 40	40 - 50	> 50

Please list the principal communities where employees live (use additional pages, if necessary)			

Section H

## **Employment - Anticipated**

For an existing facility

Do you anticipate that this proposal will result in:

 $\Box$  longer periods of work for your existing work force;

 $\Box$  the creation of new jobs; or

□ both?

If you anticipate longer periods of work for your existing work force, how many additional hours will be created?

For a new or existing facility

If you are creating new employment opportunities, describe the type of work that will be created; for example: 10 cutters; 3 office workers; etc.

If the necessary skills are not available, how do you plan to fill the gap? (Describe training plan) (use additional pages, if necessary).

Please list the principal communities from where you expect new employees to be hired (use additional pages, if necessary).

Section I

Production Plan (use additional pages, if necessary)

Principal Product Types (e.g., cod fillet)	Anticipated Production (Finished product weight) (pounds) (e.g., 500 pounds)

<b>Principal Product Types</b> (e.g., cod fillet)	Anticipated Production (Finished product weight) (pounds) (e.g., 500 pounds)

Marketing Plan (use additional pages, if necessary)

Product Type:			Anticipated Prices	
(e.g., cod fillet)	<b>Place</b> (e.g., U.S.)	Confirmed (yes or no)*	(per unit measure) (e.g., \$4.00 US/lb)	

\* Where possible, attach letters of intent.

List any factors that could negatively affect the forecasted production and marketing plans provided

# Waste Disposal Plan

What are your intentions for disposing of waste from the processing operation?

 $\Box$  Ocean dump  $\Box$  Landfill  $\Box$  Process the waste (please specify):

Section J

Is this an existing processing Facility? □ Yes □ No. If no, please go to Section K. If yes, please submit the following and then continue on to Section K.

### History of the Plant

Approximate age of plant: Condition of plant:			
Has the plant been moderni yes, when (year)?	zed? □ Yes □ No; if		
Please check level of proces	ssing (check all that apply):	D primary D secondary	√ □ value-added
Infrastructure - please tick i	f the current facility has the	following equipment:	
□ plate freezers How many?	□ blast freezers How many?	☐ tunnel freezers How many?	☐ brine freezers How many?
□ ice makers	□ off-loading	□ cold storage	

List species processed, by year, for the previous two years (use additional pages, if necessary):

Year	Species Processed				

## Estimated Capacity<sup>1</sup> (for principal species)

Species	Capacity	Species	Capacity

<sup>1.</sup> How much raw material (pounds) can be processed in a day.



# If a new facility is being built or there will be future expansion/development of current Plant; please submit the following:

- A description of the processing plant, including capacity, and all infrastructure and cost of infrastructure.
- Pictures and details of all plant features and a diagram of the production area.
- A list of new equipment being purchased or leased.

Section L

## **Other Information**

Are there harbour facilities located at the processing plant?  $\Box$  Yes  $\Box$  No

If yes, what is the condition of the harbour facilities?  $\Box$  poor  $\Box$  fair  $\Box$  good  $\Box$  excellent

Estimated percent of raw material to be landed at the plant?

Estimated percent of raw material to be trucked from other areas?						
Please list location of ot	her principle landing s	ites:				
Is there an approved wate	er source for the plant?	□Yes □No				
If a water upgrade is nec	essary, please indicate co	ost and who is paying:				
Is there appropriate powe	er supply? 🗆 Ves 🗖 No					
If a power upgrade is nec	cessary, please indicate c	ost and who is paying:				
Where is the nearest scho	ool to facility (approximation)	ate)? □ 5 miles □ 25 miles	□ 50 miles			
Where is the nearest health service?						
What telecommunications are in the area?  Thigh speed internet  cell phone service						
What commercial services are in the area (e.g., financial institutions)?						

# Section M

## The following information must also be provided:

## **Financing:**

Information to demonstrate the ability to obtain the appropriate financing including demonstrations of personal reserves, and/or letters of assurance from banks if the project is equity financed. Indicate source of funding, including private investors.

If applicable, the previous year's financial information is to be prepared by an accountant or other person competent to express an opinion on the financial information provided.

## **Pro-forma Financial Information:**

Pro-forma financials should include financial data showing the projected cash flows on a monthly basis for the first year and on a yearly basis for the following three years. Pro-forma balance sheets and income statements should be prepared on a yearly basis for four years.

### **Other Information:**

### For the company transferring the licence:

Does the company have any outstanding debts with the Government of Newfoundland and Labrador? **¬Yes ¬No.** If yes, please indicate the amount:

Please provide details of outstanding debts.

Is the company in good standing with Workplace, Health, Safety and Compensation Commission of Newfoundland and Labrador? **¬Yes ¬No.** 

Please provide a copy of Articles of Incorporation and a Certificate of Good Standing from the Registrar of Companies.

#### For the company receiving the licence:

Does the company have any outstanding debts with the Government of Newfoundland and Labrador?  $\Box$  Yes  $\Box$  No. If yes, please indicate the amount:

Please provide details of outstanding debts.

Is the company in good standing with Workplace, Health, Safety and Compensation Commission of Newfoundland and Labrador? 
Tyes 
No.

Please provide a copy of Articles of Incorporation and a Certificate of Good Standing from the Registrar of Companies.

I certify that the information contained in this application and the related documents are true and correct.

Date

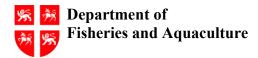
Signature

Print Name

Position in Company

\$

\$



Fish Processing Licensing Board Secretariat c/o Ian Burford Director, Licensing and Quality Assurance Department of Fisheries and Aquaculture P.O. Box 8700 St. John's, NL A1B 4J6

# Application for a Change of Operator of a Fish Processing Licence

Please complete the following information; use additional pages if necessary. It is suggested that a more detailed business plan be attached.

Section A

Please submit fee with application.		
Change of Operator	\$2,500.00	

Section B

An applicant must, before filing his or her application with the Secretariat, give notice of intent to apply for a licence, by placing an advertisement in the form prescribed in the Fish Processing Licensing Policy Manual Section 6.1 and in the *Fish Processing Board Act*. Please attach copy of advertisement to this application, or forward to the Secretariat, when available. No consideration will be given to the application until after it has been advertised.

Public advertisement in local and major newspaper for two consecutive weeks  $\Box$  Yes  $\Box$  No?

Dates:
Dates:
Fax Number:
Phone Number:
Phone Number:

# Section C

# Is there a change in the share structure from the previous company? □ Yes □ No If yes, please complete the following:

Company Share Structure (provide a separate list, if necessary; sort in descending order)

Names of Major Shareholders	Address	Title	Share Percentage

For non-publicly traded company, if any shareholder has greater than five percent shares in another fish processing company in this province, please submit the following (provide a separate list, if necessary; sort in descending order).

Name of Shareholder with shares in another fish processing company	Name of NL processing company	Percentage shares in that company

Section D

Species to be processed (e.g., cod)	Where will most of your raw material come from? (e.g., Placentia Bay) (use additional pages if necessary)

## **Employment - Current Operation**

### **Total Employment (past three years)**

Year	Number of Individuals	Gross Wages Paid (\$)

**Labour Force Profile** 

Percent	Percent Female Employees	Age	Range (ye	ears) (pero	cent)
Male Employees		< 30	30 - 40	40 - 50	> 50

Please list the principal communities where employees live (use additional pages, if necessary).		



**Employment - Anticipated** 

Do you anticipate that this proposal will result in:

□ longer periods of work for your existing work force;

 $\Box$  the creation of new jobs; or

 $\Box$  both?

If you anticipate longer periods of work for your existing work force, how many additional hours will be created?

If you are creating new employment opportunities, describe the type of work that will be created; for example: 10 cutters; 3 office workers; etc.

Is the necessary labour supply and skills available to operate your facility? □ Yes □ No. Please indicate how this has been determined.

If the necessary skills are not available, how do you plan to fill the gap? (Describe training plan) (use additional pages, if necessary).

# Please list the principal communities where you expect new employees to be from (use additional pages, if necessary).

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Section G

Production Plan (use additional pages, if necessary)

Principal Product Types (e.g., cod fillet)	Anticipated Production (Finished product weight) (pounds) (e.g., 500 pounds)

Marketing Plan (use additional pages, if necessary)

<b>Product Type:</b> (e.g., cod fillet)	Principal Targ	Anticipated Prices	
	<b>Place</b> (e.g., U.S.)	Confirmed (yes or no)*	(per unit measure) (e.g., \$4.00 U.S./lb)

Product Type:	Principal Tar	Anticipated Prices	
(e.g., cod fillet)	Place (e.g., U.S.)Confirmed (yes or no)*		(per unit measure) (e.g., \$4.00 U.S./lb)

\* Where possible, attach letters of intent.

List any factors that could negatively affect the forecasted information provided (use additional pages, if necessary).

### Waste Disposal Plan

What are your intentions for disposing of waste from the processing operation?

 $\Box$  Ocean dump  $\Box$  Landfill  $\Box$  Process the waste (please specify):

Section H

### History of the Plant

• • •		C	1 /
Approximate	age	of r	Mant
<i>i</i> uppioximate	ugu	OI h	nam

Condition of plant:

Has the plant been modernized? 
Yes No; if yes, when (year)?
Please check level of processing (check all that apply): 
primary secondary value-added
Infrastructure - please tick if the current facility has the following equipment:
plate freezers blast freezers tunnel freezers brine freezers
How many? \_\_\_\_\_ How many? \_\_\_\_\_ How many? \_\_\_\_\_

□ off-loading

□ cold storage facilities

List species processed, by year, for the previous two years (use additional pages, if necessary).

Year		Sp	ecies Process	sed	

# Estimated Capacity<sup>1</sup> (for principal species)

Species	Capacity	Species	Capacity

<sup>1.</sup> How much raw material (pounds) can be processed in a day.

# Section I

# If there will be future expansion/development of fish processing plant; please submit the following:

- A description of the processing plant, including capacity, and all infrastructure and cost of infrastructure.
- Pictures and details of all plant features and a diagram of the production area.
- A list of new equipment being purchased or leased..

# Section J

## The following information must also be provided.

## **Financing:**

Information to demonstrate the ability to obtain the appropriate financing including demonstrations of personal reserves, and/or letters of assurance from banks if the project is equity financed. Indicate source of funding, including private investors.

If applicable, the previous year's financial information is to be prepared by an accountant or other person competent to express an opinion on the financial information provided.

# **Pro-forma Financial Information:**

Pro-forma financials should include financial data showing the projected cash flows on a monthly basis for the first year and on a yearly basis for the following three years. Pro-forma balance sheets and income statements should be prepared on a yearly basis for four years.

#### **Other:**

Does the company have any outstanding debts with the Government of Newfoundland and Labrador?  $\Box$  Yes  $\Box$  No. If yes, please indicate the amount:

\$

Please provide details of outstanding debts.

Is the company in good standing with the Workplace, Health, Safety and Compensation Commission of Newfoundland and Labrador? **D** Yes **D** No.

Please provide a copy of Articles of Incorporation and a Certificate of Good Standing from the Registrar of Companies.

I certify that the information contained in this application and the related documents are true and correct.

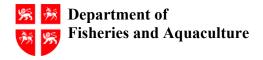
Date

Signature

Print Name

Position in Company

Please affix Corporate Seal



Fish Processing Licensing Board Secretariat

c/o Ian Burford Director, Licensing and Quality Assurance Department of Fisheries and Aquaculture P.O. Box 8700 St. John's, NL A1B 4J6

# Annual Report for 2004 (Calendar Year) To be submitted with the Annual Renewal Application

Company Name:	
Address:	
Postal Code:	
Telephone Number:	Fax Number:
Email Address:	
Location of Processing Plant:	
Contact Person:	

Your production and employment data for 2004 will be compiled from your production reports submitted to the Department.

Please submit the following information for 2004.

# **Market Report**

Principal Product Type (e.g., crab sections)	Principal Markets (e.g., U.S.)	Inventory Beginning of Jan	Inventory End of Dec

# **New Investment**

New investment (e.g., equipment, expansion to plant, etc.)	Cost	Source of funds

If you are planning to make significant changes to your processing operation please submit a detailed description.

I certify that the information contained in this application and the related documents are true and correct.

Date

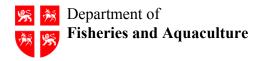
Signature

Print Name

Position in Company

Please affix Corporate Seal

For Department of Fisheries and Aquaculture Use Only.		
Checked against the Annual Processing Plan?  Ves  No		
Checked By:	Date:	
Comments:		



#### Fish Processing Licensing Board Secretariat

c/o Ian Burford Director, Licensing and Quality Assurance Department of Fisheries and Aquaculture P.O. Box 8700 St. John's, NL A1B 4J6

# Annual Processing Plan for 2005 (Calendar Year) To be submitted with the Annual Renewal Application

Company Name:	
Address:	
Postal Code:	
Telephone Number:	Fax Number:
Email Address:	
Location of Processing Plant:	
Contact Person:	

### **Anticipated Production**

Species	Principal Product Types	Anticipated amount to be processed (pounds) (raw material)

### **Anticipated Workforce**

Number of Core Workers:	
Number of Casual Workers:	

Marketing Plan (attach additional pages, if necessary)

If yes, please indicate the expected change?

Anticipated New Investment

New investment (e.g., equipment, expansion to plant, etc.)	Cost	Source of funds

If you are planning to make significant changes to your processing operation please submit a detailed description.

I certify that the information contained in this application and the related documents are true and correct.

Date

Signature

Print Name

**Position in Company** 

**Please affix Corporate Seal**