

**Office Use Only**

Date Received: (yyyy/mm/dd) \_\_\_\_\_ Application # \_\_\_\_\_

Print or Type. Complete sections 1, 2, 3, 4 and 7 for **ALL** Applications. Complete areas of sections 5 and 6 that are applicable to the specific activities of this application only. The submission of an application does not guarantee licence approval.

**Note:**

- In the event of owner change or business location change, this licence is not transferable and a new licence must be applied for.
- Applications for meat processing plant licenses will require a separate application for these operations. The application form can be obtained at: <https://novascotia.ca/nse/food-protection/forms.asp>.
- There may be other approvals that are required before operations can commence (Wastewater Industrial approval, for example). Please check with your local NS Environment and Climate Change office.
- If you are conducting activities in different locations, each location must be a separate application.
- If you are conducting activities under different business entities/individuals, each entity will require a license or to co-applicants.
- Each activity that is applied for (Meat Plant (Abattoir) – Red Meat, Meat Plant (Abattoir) – Poultry, and/or Meat Processing) will result in the issuance of a separate licence if approved.

**Type of Application**

New Application    Amendment

If applicable, provide the previous: Licence # \_\_\_\_\_

Licence name \_\_\_\_\_

**1 Applicant**

If there is more than one applicant, attach a complete list of applicants with the information below. The first applicant listed will be considered the primary applicant for this project. You can also apply for your business number, food establishment permit and food hygiene training through the Access to Business portal at <http://novascotia.ca/mybusiness>.

Company/Organization \_\_\_\_\_  
(provide a copy of provincial certificate of registration)

Business number (BN) (if applicable) \_\_\_\_\_

First name \_\_\_\_\_ Middle initial \_\_\_\_\_ Last name \_\_\_\_\_

Phone/fax Primary \_\_\_\_\_ Ext. \_\_\_\_\_ Secondary \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Website/Social Media page(s) \_\_\_\_\_

Civic/street address \_\_\_\_\_

\_\_\_\_\_  
City/town Province Postal code Country

Mailing address  
(if different than  
civic address)

\_\_\_\_\_  
City/town Province Postal code Country

**Note: Following application decision, all correspondence will go to the applicant**

Preferred method of contact?  Email  Letter

## 2 Application Contact

Is the Application Contact the same as Section 1 – Applicant?  Yes  No If yes, skip to Section 3.

If there is more than one contact, attach a complete list of contacts with the information below.

Company/Organization \_\_\_\_\_

(provide a copy of provincial certificate of registration)

Business number (BN) (if applicable) \_\_\_\_\_

First name \_\_\_\_\_ Middle initial \_\_\_\_\_ Last name \_\_\_\_\_

Phone/fax Primary \_\_\_\_\_ Ext. \_\_\_\_\_ Secondary \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Website/Social Media page(s) \_\_\_\_\_

Civic/street address \_\_\_\_\_

\_\_\_\_\_  
City/town Province Postal code Country

Mailing address  
(if different than  
civic address)

\_\_\_\_\_  
City/town Province Postal code Country

**Note: Following application decision, all correspondence will go to the applicant**

Preferred method of contact?  Email  Letter

### 3 Meat Facility Site/Location

Meat Facility name \_\_\_\_\_

Civic/street address \_\_\_\_\_

\_\_\_\_\_  
City/town

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal code

\_\_\_\_\_  
Country

Property Identification # (PID), if known \_\_\_\_\_

### 4 Activity

**Proposed Activity** Check (✓) all that apply.

Activity	Complete Sections
<input type="checkbox"/> Meat Plant (Abattoir) – Red Meat (no fee)	5A, 5B, 6A, 6B, 7
<input type="checkbox"/> Meat Plant (Abattoir) – Poultry (no fee)	5A, 5B, 6A, 6B, 7
<input type="checkbox"/> Meat Processing (no fee)	5A, 5C, 6A, 6C, 7

### 5 Activity Details

Complete Section 5A and all other applicable sections to the best of your knowledge.

#### Section 5A

##### Proposed Operating Schedule

# Hours per day \_\_\_\_\_ # Days per week \_\_\_\_\_ # Weeks per year \_\_\_\_\_

Which days of the week do you plan on operating?

Monday  Yes  No Tuesday  Yes  No Wednesday  Yes  No

Thursday  Yes  No Friday  Yes  No

Planned facility start date/opening date, (yyyy/mm/dd) \_\_\_\_\_

Is this a seasonal operation?  Yes  No Seasonal operating start date (Seasonal only) \_\_\_\_\_

Seasonal operating end date (Seasonal only) \_\_\_\_\_

Nova Scotia Premises ID, if known \_\_\_\_\_

Type of water supply  Municipal  Private

Provide any additional information you wish to convey as part of your application (optional).

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**Section 5B Meat Plant** (Abattoir)

Species of animals to be slaughtered per week:

Poultry	Red Meat
<input type="checkbox"/> Chickens, estimated number _____	<input type="checkbox"/> Cattle, estimated number _____
<input type="checkbox"/> Turkeys, estimated number _____	<input type="checkbox"/> Calves, estimated number _____
<input type="checkbox"/> Game, estimated number _____	<input type="checkbox"/> Swine, estimated number _____
<input type="checkbox"/> Other Poultry Species (describe) _____	<input type="checkbox"/> Sheep, estimated number _____
Estimated number of other species _____	<input type="checkbox"/> Goats, estimated number _____
	<input type="checkbox"/> Rabbits, estimated number _____
	<input type="checkbox"/> Game, estimated number _____
	<input type="checkbox"/> Other Species (describe) _____
	Estimated number of other species _____

**Section 5C Meat Processing**

Note: Meat processing activities begin after carcasses have been quartered, cut, and ground (if applicable) and can be defined as curing, smoking, canning, dehydrating, fermenting, emulsifying, cooking, and packaging.

Have you submitted a list of Products and/or a Menu which will be served at the facility?  Yes  No

Have you submitted Product Safety Validation from a third party?  Yes  No

Check off that the list of products or menu includes the following details:

- intended products (include any seasonal items)
- intended supplier(s) and/or licensed abattoir (include plant number)
- intended locations of where product will be sold (distribution at a retail location, farmer’s market, wholesale)

Have you submitted a list of Individual Product Recipes and Processing Steps?  Yes  No

Is the proposed facility serviced by an on-site sewage disposal system? If no, skip next question.  Yes  No

Have you submitted a Qualified Person 1 Report?  Yes  No

Have you provided copy of valid Food Handler Certification?  Yes  No  
If you answered 'No' to question above, provide the reason this has not been included.

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Will any Ready-to-eat products be processed?  Yes  No  
If yes, describe products/product types.

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## 6 Application Checklist: Supporting Documentation

This checklist and all supporting documentation are to be submitted with the application. However, additional information may be requested. If supporting documentation is of poor quality or incomplete, the application may be delayed, returned, or rejected.

Note: A legend must be supplied for all mapping describing symbols used, scale, and north orientation.

### Section 6A

Confirm that the following information has been submitted with your application for Meat Plant (Abattoir):

1. a. A detailed site plan that includes the items listed below.

Yes  No  Waiver requested Reason for Waiver \_\_\_\_\_

b. Check off that the detailed site plan includes the following details:

- building square footage
- location of staff washroom(s)
- location of janitorial facilities
- locations of all equipment including dishwashing equipment, handwashing sink(s), etc.
- materials used for surfaces (floors, walls, ceiling, prep surfaces etc.)
- complete physical separation between raw and ready to eat processing areas
- documentation of approval from the CFIA for the plant's handling of specified risk materials (SRM), if applicable.

2. a. A List of Products and/or Menu that includes the items listed below

Yes  No  Waiver requested Reason for Waiver \_\_\_\_\_

b. Check off that the list of products/menu includes the following details:

- intended products (include any seasonal items)
- intended supplier(s) and/or licensed abattoir (include plant #)
- intended locations of where product will be sold (distribution at a retail location, farmer's market, wholesale)

3. Individual Product Recipes and Processing Steps

Yes  No  Waiver requested Reason for Waiver \_\_\_\_\_

4. Recent Bacterial Water Test Results (if on private supply)

Yes  No  Waiver requested Reason for Waiver \_\_\_\_\_

5. Qualified Person 1 Report (if using existing onsite sewage disposal system)

Yes  No  Waiver requested Reason for Waiver \_\_\_\_\_

6. Copy of Valid Food Hygiene Training

Yes  No  Waiver requested Reason for Waiver \_\_\_\_\_

## 7 Declaration

Information in this application package which the applicant considers to be confidential business information should be clearly identified.

Are you making this request?  Yes  No

If yes, indicate which information in the Supporting Documentation is considered confidential.

- I hereby apply for a licence to engage in the business of operating a meat plant/meat processing plant under the Nova Scotia Meat Inspection Act and Regulations.
- I acknowledge it is an offense under Section 94 of the Health Protection Act and Section 24 of the Meat Inspection Act to provide false information, and confirm to the best of my knowledge and belief the information provided in this form and supporting documentation is true and accurate and complies with the relevant provisions of the Health Protection Act, Meat Inspection Act and Regulations.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
city/town date month year

Applicant: Name \_\_\_\_\_ Signature \_\_\_\_\_

**or**

I certify that I am acting with the applicant's full consent.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
city/town date month year

Name \_\_\_\_\_ Signature \_\_\_\_\_

## Return completed form

Return completed form to your local Nova Scotia Environment and Climate Change District Office.

To locate the nearest ECC district office, visit our website at  
<https://novascotia.ca/nse/dept/regional-office-locations.asp>

## Resources

### Business Registry

Law requires all businesses, with some exceptions, operating in Nova Scotia to register with the Registry of Joint Stock Companies. Visit the following for more information: <https://beta.novascotia.ca/programs-and-services/registry-joint-stock-companies>

To obtain a permit or licence from Nova Scotia Environment and Climate Change, you must apply under your own name or you must be a legal entity registered with the Registry of Joint Stock Companies and have a status of "Active". A legal entity includes "Corporation", "Limited", and "Incorporated" companies, as well as individuals listed within a "Partnership" or that have a registered "Business Name". These companies, or individuals, shall be identified in the "Applicant" section of the application form.

### Information for food processors

<https://novascotia.ca/nse/food-protection/processors.asp>

### To register for a food hygiene course

<https://novascotia.ca/nse/food-protection/food-hygiene-course.asp>

### Register your Public Drinking Water Supply

<https://novascotia.ca/nse/water/publicwater.registered.supply.asp>

### List of QP1s

<https://novascotia.ca/nse/cms/search.asp>

### Locate your PID

Nova Scotia Coordinate Referencing System Viewer – this site is free to use and requires you to identify your property through a street map or high resolution satellite imagery. You will have to click the property box in the Layers menu: <https://gis8.nsgc.gov.ns.ca/NSCRS/>

**Visit our website** at <http://novascotia.ca/nse/food-protection/> for further information on the Food Protection Program.