

Fish Buyers/Fish Processors Licence Reissuance Process

1. The existing licence holder submits *Consent to Disclose Information* and *Request to Relinquish* forms to the Department.
2. The proposed recipient submits an *Application to Reissue Licence* and supporting documents to the Department. **Please note that there are 4 different application forms. Review the forms carefully and ensure that you fill out the correct form.**
3. If the preliminary application requirements are met and accepted, the Department will issue:
 - a. a *Conditional Approval* letter to the proposed recipient outlining outstanding compliance requirements and providing a due date to meet the requirements; and
 - b. an *Intent to Reissue Licence* letter to the existing licence holder.
4. If the proposed recipient meets the compliance requirements, an *Agreement to Reissue Licence* document will be circulated to both the existing licence holder and the proposed recipient for signature. The document must be returned to the Department.
5. Once the Department receives the *Agreement to Reissue Licence* document, signed by both parties, the Department will issue a *Licence Issued* letter to the proposed recipient and a *Licence Terminated* letter to the existing licence holder.

Notes:

- The existing licence holder is required to keep the licence in good standing until at least the expiry date of the Conditional Approval.
- The Conditional Approval may be extended and if so, the existing licence holder will be notified
- If the reissuance request is not approved and provided that the licence(s) are kept in good standing, the licence(s) will remain in the name of the existing licence holder.

Questions:

If you have any questions about the licence reissuance process, please contact:

Megan Greenwood, Licensing Coordinator at:

Phone: 902-875-7443

Email: megan.greenwood@novascotia.ca