

Application to Amend a Fish Buyer and/or Fish Processor Licence

Print or Type. Complete Sections 1, 2, 10, 11, 12, and 13 for **ALL** applications.
Complete additional Sections that are applicable to this application.

Section 1: Type of Amendment Application

Note: The Department of Fisheries and Aquaculture (the Department) is not currently accepting amendment applications to add lobster to existing buyer licences or to add snow crab to existing buyer and processor licences. However, a person may apply to have an existing lobster buyer and/or snow crab buyer and processor licence reissued to them. Please contact the Department for further information.

Species

☐ Add/Remove Species – *Complete Section 3*

Lobster Facility (Fish Buyers)

☐ Relocate a Primary Lobster Holding and Handling Facility – *Complete Section 4*

☐ Add Secondary Lobster Holding and/or Handling Facility – *Complete Section 5a*

☐ Remove a Secondary Lobster Holding and/or Handling Facility – *Complete Section 5b*

Fish Processing Facility

☐ Relocate Processing Facility to Another County – *Complete Section 6*

☐ Add Building as Part of Processing Facility – *Complete Section 7a*

☐ Remove Building as Part of Processing Facility – *Complete Section 7b*

Other

☐ Business Name Change – *Complete Section 8*

☐ Amalgamation – *Complete Section 9*

Section 2: Applicant

The person submitting this application on behalf of the licence holder must be on file with the Department as having signing authority.

Licence Holder

Fish Buyer Licence #

Fish Processor Licence #

First name of authorized representative

Middle initial

Last name

Primary phone No.

Secondary phone No.

Email address

Section 3: Addition or Removal of Species

On the attached species checklist, select all species that you are requesting to add or remove from the Fish Buyer and/or Fish Processor Licence and include the completed checklist with your application.

☐ Add species to the Fish Buyer Licence

☐ Remove species from the Fish Buyer Licence

☐ Add species to the Fish Processor Licence

☐ Remove species from the Fish Processor Licence

Section 4: Relocate Primary Lobster Holding and Handling Facility

Current facility civic address

New Primary Lobster Facility Information

Civic address

Parcel identification number (PID)

Registered owner

Holding Capacity (lbs) of entire facility

Ownership of building: ☐ Deed ☐ Lease ☐ Purchase and Sale Agreement

Is the facility currently used by an existing Nova Scotia-licensed buyer or processor? ☐ Yes ☐ No

If yes, provide their names

Will the facility be used by other Nova Scotia-licensed buyers? ☐ Yes ☐ No

If yes, provide their names

Will the facility be used by harvesters or non-licensed buyers? ☐ Yes ☐ No

If yes, provide their names

Food Safety Requirements

- ☐ I understand that, if I intend to sell live lobster within Nova Scotia, I will be required to submit an approved Nova Scotia Live Lobster Facilities Protocol or a Safe Food for Canadians licence issued by the Canadian Food Inspection Agency for the new facility location, prior to licence issuance.
- ☐ I understand that, if I intend to sell live lobster outside of Nova Scotia, I will be required to provide a Safe Food for Canadians licence issued by the Canadian Food Inspection Agency for the new facility location prior to licence issuance.

Section 5: Secondary Lobster Holding and/or Handling Facility

Section 5a: Add Secondary Lobster Facility

Civic address

Parcel identification number (PID)

Registered owner

Holding Capacity (lbs) of entire facility

Ownership of building: ☐ Deed ☐ Lease ☐ Purchase and Sale Agreement

Is the facility currently used by an existing Nova Scotia-licensed buyer or processor? ☐ Yes ☐ No

If yes, provide their names

Will the facility be used by other Nova Scotia-licensed buyers? ☐ Yes ☐ No

If yes, provide their names

Will the facility be used by harvesters or non-licensed buyers? ☐ Yes ☐ No

If yes, provide their names

Note: Secondary facilities may be subject to the same food safety requirements as primary facilities. Applications will be assessed on a case-by-case basis.

Section 5b: Remove Secondary Lobster Facility

Civic address

☐ I understand that by removing this facility, I will no longer be able to hold/handle live lobster at this location.

Section 6: Relocate Fish Processing Facility to Another County

The Department will issue one Fish Processor Licence, to one licence holder, for one or more buildings on the same parcel identification number (PID) or immediately adjacent PIDs. Provide the civic addresses for all buildings that are to be used. Attach additional pages if necessary.

Current facility civic address:

New Processing Facility Information

Number of buildings as part of the operation: _____

Building 1:

Civic address

Parcel identification number (PID)

Registered owner _____

Ownership of facilities: ☐ Deed ☐ Lease ☐ Purchase and Sale Agreement

Building 2:

Civic address

Parcel identification number (PID)

Registered owner _____

Ownership of facilities: ☐ Deed ☐ Lease ☐ Purchase and Sale Agreement

Building 3:

Civic address

Parcel identification number (PID)

Registered owner _____

Ownership of facilities: ☐ Deed ☐ Lease ☐ Purchase and Sale Agreement

☐ I understand that I will be required to provide a Safe Food for Canadians licence issued by the Canadian Food Inspection Agency for all buildings prior to licence issuance.

Section 7: Add or Remove Building from Fish Processing Facility

The Department will issue one Fish Processor Licence, to one licence holder, for one or more buildings on the same parcel identification number (PID) or immediately adjacent PIDs. Provide the civic addresses for all buildings that are to be used. Attach additional pages if necessary.

Section 7a: Add Processing Building

Civic address

Parcel identification number (PID)

Registered owner _____

Ownership of facilities: ☐ Deed ☐ Lease ☐ Purchase and Sale Agreement

Is the facility currently used by an existing Nova Scotia-licensed buyer or processor? ☐ Yes ☐ No

If yes, provide their names

☐ I understand that I will be required to provide a Safe Food for Canadians licence issued by the Canadian Food Inspection Agency for all buildings prior to licence issuance.

Section 7b: Remove Processing Building

Civic address

☐ I understand that by removing this building, I will no longer be able to process fish and fish products at this location.

Section 8: Business Name Change

Note: This section pertains to a business name change only; not a change in the legal entity that is the licence holder. The legal entity that is the licence holder cannot be amended. If you wish to have the licence issued to a different legal entity, you must apply for a new licence (refer to the *Application for a New Fish Buyer and/or Fish Processor Licence*).

New business name

Section 9: Amalgamation

New company name (i.e., company amalgamating to):

Name to appear on the licence (select one):

- ☐ "Original licence holder name" (a Division of "New company name")
- ☐ "New company name"

Section 10: Application Fees

A non-refundable administration fee of \$33.15 **per licence** is required to process your application. Please visit the online payment portal at: https://accesstobusiness.snsmr.gov.ns.ca/a2b_web/portal/home.jsf.

Section 11: Confirmation on Behalf of Applicant

- ☐ I hereby confirm that the Applicant, its shareholders, directors, officers, agents, or key employees are not aware of any or all of them being under investigation and/or involved in incomplete court proceedings pertaining to matters under the Federal *Fisheries Act*, NS *Fisheries and Coastal Resources Act* or other relevant Acts or Regulations including, but not limited to, those identified in the Nova Scotia Fish Buyers and Fish Processors Licence Policy.
- ☐ I understand that if the Applicant, its shareholders, directors, officers, agents, or key employees have recently been convicted, or are involved in incomplete court proceedings, pertaining to fisheries-related charges, the application process may be delayed.
- ☐ I hereby confirm that the Applicant will adhere to all federal, provincial and municipal rules, regulations, approvals, permits, protocols, licenses and any other permissions required by others.
- ☐ I have read and understood the following regulations and policies: Part 7 of the *Fisheries and Coastal Resources Act*, *Fish Buyers and Fish Processors Regulations*, Fish Buyer Licence Conditions (if applicable), Fish Processor Licence Conditions (if applicable), and the Fish Buyers and Fish Processors Licence Policy.
- ☐ I have authority to bind the Applicant.

Section 12: Signature

The undersigned hereby confirms the information contained in this application is correct to the best of their 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 Authorized Representative
of Applicant (print)

Signature

Date

We use the information collected in this form to process your application, determine your eligibility, to communicate with you regarding your application, and to issue and mail your licence(s) if approved. Any personal information or business confidential information collected in this form is subject to the Freedom of Information and Protection of Privacy Act (FOIPOP). As such, we will not use or disclose any personal information or business confidential information collected in this form for any purpose not set out above unless we are authorized under FOIPOP to do so or have your written consent.

Disclaimer: By completing and signing this application, you agree:

- Any personal information or business confidential information, collected in this form or that you provide in future to the Department further to a requirement under a licence issued further to this application, may be shared with third parties retained by the Department to support or develop the industry as a whole, or to otherwise assist the Department with its operations, if there is a confidentiality agreement in place whereby the third party must protect the confidentiality of any personal or business confidential information shared by the Department with the third party.
- The Applicant, its shareholders, directors, officers, agents, and key employees will be subject to a background check for fisheries-related matters in the Nova Scotia Justice Enterprises Information Network as part of this application, and if a licence(s) is issued, to follow-up monitoring.
- To have the content of a licence issued further to this application (licence holder name, operating locations, species endorsed on licence, and first issued date), listed on the Department's website.
- If any administrative sanctions and/or enforcement actions are applied or taken with respect to the licence holder, its shareholders, directors, officers, agents, or employees, the Department may post an online summary of the sanctions and/or enforcement actions.

Section 13: Checklist and Submission

Incomplete applications will not be accepted by the Department. Please include, at minimum, the following:

- ☐ Complete Application form
- ☐ Proof of application fee payment (e-receipt)
- ☐ Business Plan, for applications to **add species** or **move a processing facility to another county**, in accordance with the 'Business Plan Development Guide for Licence Amendments' document.
- ☐ For applications for **amalgamation**, submit, as it pertains to the new company:
 - ☐ Shareholder Register. Specify which share types are voting. If shareholders are companies, provide those shareholder registers as well (down to the individual level).
 - ☐ Articles of Incorporation / Memorandum of Association (if you use more than one type of share)
 - ☐ Names (first, middle initial and last) of directors and officers
 - ☐ Deed or Lease, or Purchase and Sale Agreement until Deed/Lease is completed
 - ☐ Signed Licence Conditions: [Buyer Licence Conditions](#) and/or [Processor Licence Conditions](#)

Submit the application to the Department by email at fisheries-licensing@novascotia.ca or mail at Nova Scotia Fisheries & Aquaculture, 1575A Lake Road, Sandy Point, NS B0T 1W0. If submitting by mail, please note that you will still be required to submit your business plan electronically, by email, as per the submission guidelines.

Once your application is reviewed, you will be notified, in writing, of the decision. If the minimum requirements are met, you will be issued a Conditional Approval outlining any additional requirements that must be met prior to licence issuance. Additional requirements are outlined below. Please note that the Department may request additional information to be submitted as part of an application.

Buyer Licence	Processor Licence
<p>Fees for Addition of Species:</p> <p>Licence fees</p> <p><i>*If the licence is already endorsed with the species group, fees are not applicable.</i></p> <p>Groundfish - \$1,061.50</p> <p>Pelagic - \$265.30</p> <p>Shellfish - \$530.80</p> <p>Other - \$265.30</p> <p>Aquaculture - \$265.30</p> <p>Note: fees will be pro-rated depending on the date of application</p> <p>Amended Designated Buyer Card Fees</p> <p>\$33.15 per card (if appointment 1 year or less)</p> <p>\$66.30 per card (if appointment 1 year or more)</p> <p>Relocation of Primary Lobster Facility:</p> <ul style="list-style-type: none"> • Food Safety <ul style="list-style-type: none"> ○ <u>Sales within NS:</u> Live Lobster Facilities Protocol ○ <u>Sales outside NS:</u> Safe Food for Canadians licence issued by the Canadian Food Inspection Agency. The licence must contain, at minimum, the activity preparing food for inter-provincial trade and/or preparing food for export, for the sub-commodity crustaceans. • Proof of Property Ownership: Deed or lease that is valid for the duration of the licence. <p>Amalgamation:</p> <p>Revised Safe Food for Canadians licence issued by the Canadian Food Inspection Agency (if applicable).</p>	<p>Relocate, or Add Building to, Fish Processing Facility:</p> <ul style="list-style-type: none"> • CFIA Licence: Safe Food for Canadians licence issued by the Canadian Food Inspection Agency. The licence must contain, at minimum, the activity <u>preparing food for inter-provincial trade, preparing food for export, and/or preparing food for intra-provincial trade</u>, for at least one fish and seafood sub-commodity. • Proof of Property Ownership: Deed or lease that is valid for the duration of the licence. <p>Amalgamation:</p> <p>Revised Safe Food for Canadians licence issued by the Canadian Food Inspection Agency (if applicable).</p>

Questions

Email: fisheries-licensing@novascotia.ca

Phone: 902-875-7443

Eligible Species List

Note: If there is a species that you would like to buy or process, and it is not listed here, please contact the Department. **Only species listed on the licence can be bought or processed.**

Groundfish					
BL	PL		BL	PL	
		Blackbelly Rose Fish			Halibut (Atlantic)
		Catfish			Halibut (Greenland)
		Cod			Lumpfish
		Cusk			Monkfish
		Flounder			Ocean Perch
		Grenadier			Ocean Perch (Bait)
		Haddock			Pollock
		Hake (Red)			Sculpin
		Hake (Silver)			Sculpin (Bait)
		Hake (White)			Skate

Shellfish					
BL	PL		BL	PL	
		Clam (Bar)			Crab (Northern Stone)
		Clam (Cockle)			Crab (Red)
		Clam (Manila)			Crab (Rock)
		Clam (Propeller)			Crab (Rock) (Bait)
		Clam (Quahog)			*Crab (Snow)
		Clam (Razor)			Crab (Toad)
		Clam (Soft shell)			*Lobster
		Clam (Stimpson)			Mussel
		Crab (Dungeness)			Oyster
		Crab (Green)			Periwinkle
		Crab (Green) (Bait)			Scallop
		Crab (Jonah)			Shrimp
		Crab (Jonah) (Bait)			Whelk

Pelagics					
BL	PL		BL	PL	
		Anchovies			Mackerel (Bait)
		Argentine			Mahi-Mahi
		Billfish			Sardine
		Billfish (Bait)			Shark (Blue)
		Capelin			Shark (Dogfish)
		Capelin (Bait)			Shark (Mako)
		Herring			Shark (Porbeagle)
		Herring (Bait)			Swordfish
		Mackerel			Tuna

Aquaculture Products		
BL	PL	
		Aqua-Finfish
		Aqua-Marine Plants
		Aqua-Seedstock
		Aqua-Shellfish

Other		
BL	PL	
		Bloodworms
		Eel (>10 cm)
		Elver (i.e., eel <10 cm)
		Gaspereau
		Gaspereau (Bait)
		Hagfish
		Jellyfish
		Marine Plant (Dulse)
		Marine Plant (False Irish moss)
		Marine Plant (Fucus)
		Marine Plant (Irish moss)
		Marine Plant (Kelp)
		Marine Plant (Nori)
		Marine Plant (Rockweed)
		Marine Plant (Sea lettuce)
		Marine Plant (Sea truffle)
		Salmon
		Sandworms
		Sea Cucumber
		Sea Urchin
		Seal
		Shad
		Shad (Bait)
		Silversides
		Smelt
		Squid
		Squid (Bait)
		Sturgeon

*Applications for lobster buyer and snow crab buyer and processor licences will be accepted on January 2, 2026.