

Application for a New Fish Buyer and/or Fish Processor Licence

Print or Type. Complete Sections 1, 2, 3, 6, 7, 8, and 9 for **ALL** Applications.

Complete additional Sections that are applicable to this application.

Section 1: Type of Application

An independent Fish Buyer Licence, whereby a Fish Processor Licence is not required, is available only for independent species (elvers, periwinkles, marine animals (bloodworms, sandworms, seals), marine plants, aquaculture seedstock, and bait). To obtain a Fish Buyer Licence for all other species, a Fish Processor Licence endorsed with the same species is required.

Note: The Department of Fisheries and Aquaculture (the Department) is not currently accepting new applications for lobster buying and snow crab buying and processing. 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.

☐ Fish Buyer Licence – Complete Section 4

☐ Fish Processor Licence – Complete Section 5

Section 2: Applicant

Company (if applicable)

Business name (if different)

First name of authorized representative

Middle initial

Last name

Primary phone No.

Secondary phone No.

Email address

Civic address

Mailing address (if different than civic)

Registry of Joint Stock Companies Registration No.

Canada Revenue Agency Business No.

Civic address where records will be kept of all buying and/or processing activity

If the company is registered to do business in New Brunswick, provide the name and address of a person authorized to accept service on documents, who resides in Nova Scotia.

First Name

Last Name

Civic address

Mailing address (if different than civic)

Section 3: Authorized Contact

The Department can only communicate information to those individuals who are authorized by the Applicant. Attach additional pages, if necessary.

Who is the main contact regarding this application?

☐ Contact from Section 2 above ☐ Authorized contact from Section 3 below

Type of authorization: ☐ General Correspondence ☐ Signing Authority

First name

Middle initial

Last name

Primary phone No.

Secondary phone No.

Email address

Civic address

Mailing address (if different than civic)

Section 4: Fish Buyer Licence

On the attached species checklist, select all species that you are applying for and include the completed checklist with your application.

Elvers Facility (if applicable)

If you are applying for an elver buyer licence, you must complete this section.

Attach additional pages, if necessary.

Facility address

Parcel identification number (PID)

Registered owner

Ownership of facility: ☐ 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

☐ I understand that I will be required to provide proof of a valid Possession Licence from the Department of Fisheries and Oceans Canada, issued under the authority of the *Possession and Export of Elvers Regulations*, prior to issuance of an elver buyer licence.

Section 5: Fish Processor Licence

On the attached species checklist, select all species that you are applying for and include the completed checklist with your application.

Processing Facility Information

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.

Number of buildings as part of the operation: _____

Are any of the buildings currently used by an existing Nova Scotia-licensed buyer or processor? ☐ Yes ☐ No

If yes, provide their names and specify which building

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 issuance of a fish processor licence.

Section 6: Application Fees

A non-refundable administration fee of \$265.40 **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 7: 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 laws, regulations, rules, 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 8: 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 9: Checklist and Submission

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

- ☐ Complete application form including species checklist
- ☐ Proof of application fee payment (e-receipt)
- ☐ Signed licence conditions: [Buyer Licence Conditions](#) and/or [Processor Licence Conditions](#)
- ☐ Business plan, in accordance with the 'Business Plan Development Guide for Licence Applicants' document.
- ☐ Request to Relinquish Facility form, if facility is currently used by an existing Nova Scotia-licensed buyer or processor.

Submit the application package 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>2-year licence fees: Groundfish - \$1,061.50 Pelagic - \$265.30 Shellfish - \$530.80 Other - \$265.30 Aquaculture - \$265.30 <i>Note: fees will be pro-rated depending on the date of application</i></p> <p>Designated buyer cards: \$33.15 per card (if appointment 1 year or less) \$66.30 per card (if appointment 1 year or more) Required for all persons who will purchase fish or fish products on behalf of the licence holder. At least one designated buyer must be appointed for a corporate licence holder.</p> <p>Facility: Required for elver applications only.</p> <p>Proof of Property Ownership: Required for elver applications only. Deed or lease that is valid for the duration of the licence.</p>	<p>2-year licence fees: \$530.80 <i>Note: fee will be pro-rated depending on the date of application</i></p> <p>Facility: Required for all applications. A facility is considered all buildings as part of processing operation on one PID or immediately adjacent PIDs.</p> <p>Proof of Property Ownership: Required for all applications. Deed or lease that is valid for the duration of the licence</p> <p>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.</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.