

# Application for a New Fish Buyer and/or Fish Processor Licence (Family Members)

## Notes:

- **This application form pertains only to persons interested in taking over a family business (corporation) which holds a Nova Scotia-issued buyer and/or processor licence, where the majority voting shareholder(s) is their family member.** A family member is defined as a spouse, common-law partner living together for at least 1 year, parent, stepparent, sibling, grandparent, grandchild, child, stepchild, parent-in-law, and child-in-law.
- 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.
- 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.

## Section 1: Existing Licence Holder

Licence Holder		Fish Buyer Licence #	Fish Processor Licence #
First name of majority shareholder or authorized representative	Middle initial	Last Name	
Primary phone No.	Secondary phone No.	Email address	

## Section 2: Applicant

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

Company		Business name (if different)
First name of authorized representative	Middle initial	Last name
Primary phone No.	Secondary phone No.	Email address
Business civic address		Business mailing address (if different than civic)

### Section 3: 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](https://accesstobusiness.snsmr.gov.ns.ca/a2b_web/portal/home.jsf).

### Section 4: 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 5: 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.

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Name of Authorized Representative  
of Applicant (print)

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Signature

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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 6: 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)
- ☐ Request to Relinquish Facility form, if applicable
- ☐ Declaration for a New Fish Buyer and/or Fish Processor Licence (Family Members)
- ☐ Proposed or new shareholder register, specify which individuals are voting shareholders.

**The Department strongly advises against changing the holder of the majority of voting shares before a Conditional Approval is issued.**

- ☐ Signed licence Conditions: [Buyer Licence Conditions](#) and/or [Processor Licence Conditions](#)

**Submit** the application package to the Department by email at [fisheries-licensing@novascotia.ca](mailto:fisheries-licensing@novascotia.ca) or mail at Nova Scotia Fisheries & Aquaculture, 1575A Lake Road, Sandy Point, NS B0T 1W0.

Once your application is reviewed internally, you will be notified, in writing, of the decision. If the minimum requirements are met, you may 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><b>2-year licence fees:</b> Groundfish - \$1,061.50 Pelagic - \$265.30 Shellfish - \$530.80 Other - \$265.30 Aquaculture - \$265.30 <b>Note:</b> fees will be pro-rated depending on the date of application</p> <p><b>Designated buyer cards:</b> \$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><b>Facility:</b> Required for elver applications only.</p> <p><b>Proof of Property Ownership:</b> Required for elver applications only. Deed or lease that is valid for the duration of the licence.</p>	<p><b>2-year licence fees:</b> \$530.80 <b>Note:</b> fees will be pro-rated depending on the date of application</p> <p><b>Facility:</b> Required for all applications. A facility is considered all buildings as part of processing operation on one PID or immediately adjacent PIDs.</p> <p><b>Proof of Property Ownership:</b> Required for all applications. Deed or lease that is valid for the duration of the licence</p> <p><b>CFIA Licence:</b> 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</u>, <u>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](mailto:fisheries-licensing@novascotia.ca),

Phone: 902-875-7443