

Notice of Appeal Form (NAF)

IN THE MATTER OF: An appeal pursuant to Section 118 of Part X of the Acts of 1996, the *Fisheries and Coastal Resources Act*;

A person who is aggrieved by a decision or order of an employee of the Department may, within thirty days of the date of the decision or order, appeal to the Minister by notice in writing, stating concisely the reasons for the appeal.

INSTRUCTIONS

1. Complete all Parts of this NAF in full and include any attachments.
2. Attach a copy of decision or order being appealed and all supporting information.
3. Submit completed NAF.

SUBMIT

Minister – Department of Fisheries and Aquaculture
1741 Brunswick Street – Suite 410
Halifax, Nova Scotia
B3J 3X8

By e-mail: MINDFA@novascotia.ca
Subject: Appeal under Section 118 of FCRA

This NAF must be completed in full and attached to any submission or supporting information. Failure to submit the completed NAF may result in a delay in processing or the NAF being returned.

Part 1: Appellant and Contact Information

Name of Appellant:

Phone:

Address:

Email:

If applicable,

Name of Solicitor:

Address:

Email:

Phone:

Part 2: Employee's Decision or Order

The Appellant named herein pursuant to Section 118 of the *Fisheries and Coastal Resources Act* appeals to the Minister the following employee's decision or order (**Attach a copy of the decision or order**)

Date of Decision or Order:

Name and title of Nova Scotia Fisheries and Aquaculture employee who made decision or order

Type of decision or order (Describe the specific decision being appealed)

Part 3: Grounds for the Appeal

State concisely the grounds for the appeal (the facts & reasons - the basis for a belief to support the argument that the Department employee has erred). Attach additional sheets if necessary. If attaching the ground(s) on a separate sheet, ensure all are numbered and clearly identified.

Note: Attach all documentation required to support the ground(s) of appeal, including citation of relevant sections of the Act, Regulations, Policy, Guidelines or specific case law if relied upon



Part 4: Signatures

Signature of Appellant: (If a Body Corporate – authorized signature required (Executive Director, Director, President, Chief Executive Officer, or Registered Agent) or letter signed by same authorizing appeal on behalf of the Body Corporate)

Print:

Signature:

Signature of Solicitor or other authorized person: (if acting on behalf of Appellant include letter of authorization)

Print:

Signature:

Date (DD/MM/YYYY)

The Minister's decision letter, relating to this appeal, may be posted on the Department of Fisheries and Aquaculture's website for **public viewing**. If this appeal is made by an individual, contact information will be removed before the decision letter is posted on the website. If this appeal is made by a third party, a copy of the NAF (with any individual's contact information removed) will be provided, for review and with a right of response to the Minister, to the individual or corporation subject to the decision or order being appealed.

The Department of Fisheries and Aquaculture collects the Personal Information provided on this NAF as authorized by the *Fisheries and Coastal Resources Act* and related regulations and the *Freedom of Information and Protection of Privacy Act*.

The information you provide on this NAF will be used by the department to process, investigate, and review your appeal, communicate with you regarding your appeal, gather further information relevant to your appeal, facilitate internal discussions and decision-making related to your appeal, create and maintain a record of your appeal and its outcome.

We use and disclose your information for the purposes described above, as well as for other purposes if permitted by law. By submitting your information to us through this NAF or through any of our official channels for the purpose of appealing a decision or order of the department, you acknowledge that all information provided to us is correct and accurate.

To read more about how government respects your privacy when interacting with us review our full [Privacy statement - Government of Nova Scotia](#). For questions about how your personal information is handled by the department, you may contact us dfapolicy@novascotia.ca