

# Notice of Appeal Form (NAF)

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IN THE MATTER OF: An appeal pursuant to Section 137 of Chapter 1 of the Acts of 1994-95, the *Environment Act*,

A person aggrieved by a decision or order of an Administrator or person delegated authority pursuant to Section 17 of the *Environment Act* may, within thirty days of the decision or order, appeal by notice in writing, stating concisely the reasons for the appeal, to the Minister.

## Form Instructions/Submission

- complete all Parts of the form (below) and include any attachments
- make cheque payable to 'Minister of Finance' and include the subject line, "Payment for s.137 Environment Act NAF - (name of Appellant here)"
- attach cheque for the amount indicated in the Fees Regulations (see 'Payment' below)
- attach copy of decision being appealed and all supporting information
- send completed original form and payment to:

Minister  
Nova Scotia Environment  
PO Box 442 Halifax NS  
B3J 2P8

Alternatively: Send by email or by fax  
as below (cheque to be mailed)  
[Minister.Environment@novascotia.ca](mailto:Minister.Environment@novascotia.ca)  
or  
Fax: (902) 424-1599

## Payment

To find the correct amount required for payment, take the following steps:

1. go to <http://www.novascotia.ca/just/regulations/rxaa-l.htm#env>
2. find and click the link next to, '**Fees Regulations**'
3. scroll to section five (5.) '**Application fee for appeal to Minister**' - this section will contain the most current fee amount

## Please Note

This form must be **completed in full** and attached to any submission or supporting information. Failure to submit the completed form **including full payment** of the Application fee may result in a delay in processing or the NAF being returned.

The Minister's decision letter, relating to the appeal at s.137 of the *Environment Act*, may be posted on the Department's website for **public viewing**. In the case of an individual, the address, email, or contact information will be removed before being placed on the website. In the case of a third-party appeal, the NAF submission may be released to the approval or order holder.

**Part 1. Appellant and Contact Information**

Name of Appellant:

Address:

Email:

Phone:

Fax:

If applicable,

Name of Solicitor:

Address:

Email:

Phone:

Fax:

**Part 2. Administrator's Decision**

The Appellant named herein pursuant to Section 137 of the *Environment Act* appeals to the Minister the following Administrator's decision:

1. Date of Decision:

2. Name and title of Nova Scotia Environment staff who made decision:

3. Type of decision based on an application or an approval:

A. Approved/Rejected/Suspended/Cancelled/Amended:

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B. Certificate of Qualification Approved/Rejected/Suspended/Cancelled/Amended:

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C. Other decision or order of an Administrator:

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4. Attach a copy of decision being appealed.

**Part 3. Grounds for the Appeal**

State concisely the grounds for the appeal (the facts & reason or cause - the basis for a belief to support the argument that the Administrator had 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 case law if relied upon.**

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**Signature of Appellant:** (If a company – authorized signature required (Director, President, or Registered Agent) or letter signed by same authorizing appeal on behalf of the company)

Print: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Print: \_\_\_\_\_ Signature: \_\_\_\_\_

**DATED this** \_\_\_\_\_ **day of** \_\_\_\_\_, 20\_\_\_\_.

Extending the decision date (sign here in addition to the above to extend the decision date):  
Please sign here to extend the decision date an additional 30 days, in the event more time is required to render a decision. The Appellant will be notified prior to extending the decision date. Not signing here to authorize the extension will not impact the acceptance or processing of the Notice of Appeal Form.

**Signature of Appellant:** \_\_\_\_\_