

Office Use Only

Date Received: (yyyy/mm/dd) _____ Application # _____

Note: In the event of owner change or business location change this permit is not transferable and a new licence must be applied for.

Note: The submission of an application with payment does not guarantee application approval.

Type of Application

New Application (**no fee**)

If applicable, provide the previous: Licence # _____

Licence name _____

1 Applicant

If there is more than one applicant, attach a complete list of applicants with the information below. The first applicant listed will be considered the primary applicant for this project. You can also apply for your business number, food establishment permit and food hygiene training through the Access to Business portal at <http://novascotia.ca/mybusiness>.

Company/Organization _____

Business number (BN) (if applicable) _____

First name _____ Middle initial _____ Last name _____

Phone/fax Primary _____ Ext. _____ Secondary _____ Ext. _____ Fax _____

Email _____

Website/Social Media page(s) (if applicable) _____

Civic address _____

City/town Province Postal code Country

Mailing address _____

(if different than
civic address) _____
City/town Province Postal code Country

Preferred method of contact? Email Letter

2 Additional Contact Information

Is the Application Contact the same as Section 1? Yes No If yes, skip to Section 3.

If there is more than one contact, attach a complete list of contacts with the information below.

First name _____ Middle initial _____ Last name _____

Contact title _____

Phone/fax Primary _____ Ext. _____ Secondary _____ Ext. _____ Fax _____

Email _____

Civic address _____

City/town Province Postal code Country

Mailing address _____

(if different than
civic address) _____
City/town Province Postal code Country

Return correspondence? Yes No

Note: Following application decision, all correspondence will go to the applicant.

Preferred method of contact? Email Letter

3 Meat Processing Facility Site/Location

Meat Processing Facility name _____

Civic address _____

City/town Province Postal code Country

Property Identification # (PID), if known _____

4 Activity Details

Proposed Operating Schedule

Hours/Day (e.g. 8am -5pm) _____ Days/Week (e.g. Mon - Fri) _____ Weeks/Year (e.g. 50) _____

Planned facility start date/opening date, (yyyy/mm/dd) _____

Is this a seasonal operation? Yes No

Seasonal operating start date (Seasonal only) _____

Seasonal operating end date (Seasonal only) _____

5 Meat Processing Licence Application Checklist

Supporting Documentation

This checklist and all supporting documentation is to be submitted with the application. However, additional information may be requested.

If supporting documentation is of poor quality or incomplete, the application may be delayed, returned or rejected.

Answer all the following questions.

1. a. Have you submitted a detailed floor plan with your application which includes the items listed below?

Yes No

b. Check off that the detailed floor plan includes the following details:

building square footage

location of staff washroom(s)

location of janitorial facilities

locations of all equipment including dishwashing equipment, handwashing sink(s), etc.

materials used for surfaces (floors, walls, ceiling, prep surfaces etc.)

complete physical separation between raw and ready to eat processing areas

2. a. Have you submitted a list of Products and/or a Menu which will be served at the facility?

Yes No

b. Check off that the list of products or menu includes the following details:

intended products (include any seasonal items)

intended supplier(s) and/or licensed abattoir (include plant #)

intended locations of where product will be sold (distribution at a retail location, farmer's market, wholesale)

3. Have you submitted a list of Individual Product Recipes and Processing Steps? Yes No
4. Is the proposed facility serviced by Municipal drinking water? Yes No If yes, skip question 5.
5. Have you submitted recent Bacterial Water Test Results? Yes No
6. Is the proposed facility serviced by an on-site sewage disposal system? Yes No If no, skip question 7.
7. a. Have you submitted a Qualified Person 1 (Professional Engineer) Report? Yes No
 b. If you answered "No" to question 7. a. (above), provide the reason this has not been included.

8. Have you provided copy of valid Food Handler Certification? Yes No
9. If you answered 'No' to question 8 above, provide the reason this has not been included.

10. Provide any additional information you wish to convey as part of your application (optional).

6 Verify that the following submission items have been included with your application

	Submitted	Waiver Requested - Reason
Detailed Floor Plan		
Must include:		
• building square footage		
• location of staff washroom(s)		
• location of janitorial facilities		
• locations of all equipment including dishwashing equipment, handwashing sink(s), etc.	<input type="checkbox"/>	
• materials used for surfaces (floors, walls, ceiling, prep surfaces etc.)		
• complete physical separation between raw and ready to eat processing areas		

	Submitted	Waiver Requested - Reason
List of Products and/or Menu Must include: <ul style="list-style-type: none"> • intended products (include any seasonal items) • intended supplier(s) and/or licensed abattoir (include plant #) • intended locations of where product will be sold (distribution at a retail location, farmer's market, wholesale) 	<input type="checkbox"/>	_____ _____ _____ _____
Individual Product Recipes and Processing Steps	<input type="checkbox"/>	_____
Recent Bacterial Water Test Results (if on private supply)	<input type="checkbox"/>	_____
Qualified Person 1 (Professional Engineer) Report (if using existing onsite sewage disposal system and report if required by Public Health Officer)	<input type="checkbox"/>	_____
Copy of Valid Food Hygiene Training	<input type="checkbox"/>	_____

7 Declaration

Information in this application package which the applicant considers to be confidential business information should be clearly identified.

Are you making this request? Yes No

If yes, indicate which information in the Supporting Documentation is considered confidential.

I acknowledge it is an offense under Section 94 of the Health Protection Act and Section 24 of the Meat Inspection Act to provide false information, and confirm to the best of my knowledge and belief the information provided in this form and supporting documentation is true and accurate and complies with the relevant provisions of the Health Protection Act, Meat Inspection Act and Regulations.

Signature of Applicant _____ Date _____
(yyyy/mm/dd)

Name _____

or

I certify that I am acting with the applicant's full consent.

Signature _____ Date _____
(yyyy/mm/dd)

Name _____

9 Return completed form

Return completed form to your local Nova Scotia Environment District Office.

To locate the nearest NSE district office, visit our website at
<https://novascotia.ca/nse/dept/regional-office-locations.asp>

Resources

Business Registry

Law requires all businesses operating in Nova Scotia to register with the Registry of Joint Stock Companies except:

- New Brunswick corporations and NB partnerships/business names registered in New Brunswick
- Individuals or partners using only their personal names without a descriptive element or attachment such as 'and Associates'
- Partnerships whose sole purpose is farming or fishing

Registration procedures vary depending on what you wish to register: Business Name on Behalf of a Limited Company, Co-operative, Extra-Provincial Company, Incorporated Company, Partnership, Society, and Sole Proprietorship. You can find more information on the legislation requiring registration from here:

<http://www.novascotia.ca/snsmr/access/business/registry-joint-stock-companies/who-needs-to-register.asp>

Information for food processors

<https://novascotia.ca/nse/food-protection/processors.asp>

To register for a food hygiene course

<https://novascotia.ca/nse/food-protection/food-hygiene-course.asp>

Register your Public Drinking Water Supply

<https://novascotia.ca/nse/water/publicwater.registered.supply.asp>

List of Qualified Person 1s (Professional Engineers)

<https://novascotia.ca/nse/cms/search.asp>

Locate your PID

Nova Scotia Coordinate Referencing System Viewer – this site is free to use and requires you to identify your property through a street map or high resolution satellite imagery. You will have to click the property box in the Layers menu: <https://gis8.nsgc.gov.ns.ca/NSCRS/>

Visit our website at <http://novascotia.ca/nse/food-protection/> for further information on the Food Protection Program.