

Application Public Market Permit



Office Use Only

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

- The submission of an application with payment does not guarantee application approval.
- Permits are issued for single market only. Separate permits are required to operate at multiple markets.

Type of Application

New Application Amendment

If applicable, provide the previous: Permit name _____
Permit number _____

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.

Company/Organization (if applicable) _____

First name _____ Middle initial _____ Last name _____

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

Email _____

Business number (BN) (if applicable) _____

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

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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. _____

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 Public Market Site/Location

Public market name _____

Civic address _____

City/town Province Postal code Country

Property Identification # (PID), if known _____

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4 Activity (Permit Type)

Choose one from below (all fees include HST).

Enclose payment in the form of cash or a cheque or money order made payable to "Minister of Finance".

Type	Term of Permit	Fee
<input type="checkbox"/> Public Market Vendor (Schedule A Only)	1 year	\$44.51
<input type="checkbox"/> Public Market Organizer	1 year	no fee

5 Public Market Permit Details

Public market organizer/vendor operating name _____

Start date/opening date (yyyy/mm/dd) _____

Proposed Operating Schedule

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

Public Market Organizer _____

Address _____

City/town

Province

Postal code

Country

Phone _____ Email _____

6 Public Market 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.

6A Vendors Complete this Section

Answer all the following questions.

1. a. Have you submitted a list of all menu items to be served? Yes No

b. Where will food be prepared? (including address and Food Establishment Name)

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2. Have you provided the "Permission to Use a Permitted Eating Establishment Form"?
(if required by Public Health Officer) Yes No Not Applicable

3. If transporting food, how is it transported, describe in detail.

4. a. Have you submitted a detailed floor/booth plan with your application which includes the items listed below? Yes No

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

location of all equipment including hot and cold holding equipment, dishwashing equipment (if required), and handwashing facilities

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

5. Who will be preparing food for sale at the market?

6. Have you provided copy of valid Food Handler Certification? Yes No

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

6B – Organizers Complete this Section

Answer all the following questions.

1. a. Have you submitted a detailed site plan with the application which includes the items below?
 Yes No

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

location of all equipment including communal dishwashing equipment, handwashing sink(s), washroom facilities (either portable or part of a permanent structure)

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- materials used for surfaces (floors, walls, ceiling, prep surfaces)
- vendor locations and what services are offer at each booth including handwashing sinks, dedicated dishwashing sinks, electrical service etc.

2. Have you included results from a recent bacterial water test? (if on private supply) Yes No

3. Have you provided a copy of valid Food Handler Certification? (if required by Public Health Officer)
 Yes No

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

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

Facility Type	Submitted	Waiver Requested - Reason
Detailed Menu Must include: <ul style="list-style-type: none"> • All menu items being served at the public market • Where foods are to be prepared and who is preparing the food. 	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
Public Market Vendor Permission to Use a Permitted Eating Establishment Form (if required by Public Health Officer)	<input type="checkbox"/>	<hr/> <hr/>
Floor/Booth Floor Plan Must include: <ul style="list-style-type: none"> • location of all equipment including hot and cold holding equipment, dishwashing equipment (if required), and handwashing facilities • materials used for surfaces (floors, walls, ceiling, prep surfaces) 	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
Copy of Valid Food Hygiene Training (if required by Public Health Officer)	<input type="checkbox"/>	<hr/>

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Facility Type	Submitted	Waiver Requested - Reason
Detailed Floor Plan Must include: <ul style="list-style-type: none"> • location of all equipment including communal dishwashing equipment, handwashing sink(s), washroom facilities (either portable or part of a permanent structure) • materials used for surfaces (floors, walls, ceiling, prep surfaces) • vendor locations and what services are offer at each booth including handwashing sinks, dedicated dishwashing sinks, electrical service etc. 	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____ _____
Public Market Organizer		
Recent Bacterial Water Test Results (if on private supply)	<input type="checkbox"/>	_____
Copy of Valid Food Hygiene Training (if required by Public Health Officer)	<input type="checkbox"/>	_____

8 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 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, and Food Safety Regulations

Name _____

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

or

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

Name _____

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

9 Payment

Enclose payment (cash, cheque or money order) and return completed form to your local Nova Scotia Environment District Office.

- Enclosed is a cheque or money order made payable to “**Minister of Finance.**”
- Enclosed cash

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

Resources

Private Food Handler Courses <https://novascotia.ca/nse/food-protection/food-hygiene-course.asp>

Public Market Guidelines

<https://www.novascotia.ca/nse/food-protection/docs/publicmarketguide.pdf>

Permission to use a Permitted Food Establishment Form

<https://novascotia.ca/nse/food-protection/docs/permission-to-Use.pdf>

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.