

Department of Agriculture, Aquaculture and Fisheries

**PRIMARY PROCESSING LICENCES
SECONDARY PROCESSING CERTIFICATES
FISH BUYING LICENCES**

Application Forms and General Information

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Read

Please read all the instructions and information on this page.

To contact the Leasing & Licensing Branch Services and for all additional information go to page 10 or the website www.gnb.ca/fisheries by clicking the icon "Seafood Processing Licensing & Certificates"

Complete

Please complete the Application Form(s) pages that apply:

Primary Processing: Pages 2, 3, 4 & 5

Secondary Processing: Page 2, 3 & 6

Licence Amendments: Page 7 & 8

Purchasing / Leasing an Existing

Processing Plant: Page 2, 3 & 5

Fish Buying Licence: Page 9

Application & Licence Fees

A non-refundable application fee of \$100 is required before any Primary Processing application is filed.

Fees for the issuance a

Class 1 licence or

Class 1 provisional licence is \$4,500.

Class 2 licence or

Class 2 provisional licence is \$2,500.

Class 3 licence or

Class 3 provisional licence

\$500 flat rate plus a per species fee of

- \$300 per non prescribed species
- \$500 per prescribed species (grandfathered licence only)

Fee for the issuance of a Secondary Processing Certificate is \$100.

Fee for the issuance of a Fish Buying Licence is \$100.

Application Process

All applications shall be filed with the Leasing and Licensing Coordinator in the region nearest you.

Unsigned or incomplete applications shall be returned. Additional information may be requested.

In the case of primary processing licences, the Registrar will advise of his decision in writing. If the application is approved a letter of intent to licence will specify licensing requirements.

Licence Amendment

Fee for the amendment of a licence is \$100.

The following three types of amendments are:

- 1) Expansion of the existing processing capacity where hard cure smoked herring is processed.
- 2) Amendment to add species (Class 3 only)
- 3) Amendment to remove species (Class 3 only)

Fish Buying Licence

Anyone purchasing fish from fishers on a wharf must carry a fish buying licence.

Licence holders may purchase all species of fish.

All fish buying licence holders must ensure that at least one individual per buying station on the wharf has completed the Mandatory Training Program and that individual must carry a photo identification card.

Terms and Conditions of the licence are subject to verification by a compliance officer.

Additional Information on Terms and Conditions and to register for the Mandatory Training Program may be found on the website at www.gnb.ca/fisheries by clicking the icon "Seafood Processing Licensing & Certificates".

Submit Fees

Payment may be submitted or mailed to your regional Leasing and Licensing Coordinator either by cheque/money order made payable to the Minister of Finance or by credit/debit card.

Expiry and Renewal

Licences and certificates expire on March 31 of each year and will require annual renewal.

Record Keeping and Reporting

A licence holder shall keep complete and accurate records for a period of 5 years.

Examples of all records may be found on the website www.gnb.ca/fisheries by clicking the icon "Seafood Processing Licensing & Certificates".

Submit

Completed Application Forms and Fees may be submitted to the Leasing and Licensing Coordinator in the region nearest you (see contact on page 10).

APPLICANT INFORMATION

*Applications from a corporation require the signature
a director or officer authorized by the company*

Business Information

Name to appear on Licence

Mailing Address

Telephone Number(s)

Fax Number

Website Address

Authorized Contact Information

Name

Title

Telephone Number(s)

E-mail Address

Type of Business Entity

Check one:

Sole Proprietorship Partnership Corporation Co-operative

Business Registration

SNB (Service New Brunswick) Corporate Registry Number

If extra-provincial, specify jurisdiction

For internal use only :

Licence Number: _____

Payment method: _____

Cheque / Money Order #: _____

Date received: _____

Corporate Registry Status: _____

Land Registry Status: Owned Leased

Lease Expiry date: _____

Processed by: _____

Information Regarding Processing Facility

FACILITY INFORMATION

New Facility Construction Existing Facility, if yes, specify SP Licence No. _____

Civic address of seafood processing facility and PID# (parcel identification description):

Civic address where the seafood processing records will be kept:

Ownership of the facility (check one of the following) Own Lease

Note: If leasehold interest is not registered in the Service New Brunswick (SNB) Land Registry/Land Titles system, please attach a copy. Unregistered leases must meet the *Standard Forms of Conveyancing Act* requirements.

Purchase of an existing facility: If purchasing an existing facility please attach a copy of the Purchase and Sale Agreement and indicate the closing date (you may redact the purchase price details).

PRIMARY PROCESSING LICENCE APPLICATION

Classes of Primary Processing Plant Licence

There are 3 classes of Primary Processing Plant Licences which vary depending on the species permitted to be processed and the level of third-party food quality certification or audit program standards required.

Prior to obtaining one of the 3 Primary Processing Plant Licences a Provisional Processing Plant Licence is issued for up to 12 months from receipt of the application. This 12 month period provides the operator to obtain the required third party food quality certification or audit program required as determined by the Class of Licence being obtained. Also, a Food Safety Audit Process Plan is required for submission to identify where you are in the audit process.

Class 1

A Class 1 Licence allows for the processing of all species, including the 5 prescribed species which are: American lobster, Snow crab, Herring, Northern shrimp and Atlantic salmon. To qualify for a Class 1 Licence the applicant must obtain the following:

- A Record of Licence issued by Canadian Food Inspection Agency (CFIA)
- A certification to a Global Food Safety Initiative (GFSI) recognized scheme which can be found at: <http://www.mygfsi.com/schemes-certification/recognised-schemes.html>
- A few examples of GFSI schemes are:

British Retail Consortium Food Standards (BRC)
Safe Quality Food (SQF)

Classes of Primary Processing Plant Licence (con't)

Class 2

A Class 2 Licence allows for the processing of all species except for the 5 prescribed species which are: American lobster, Snow crab, Herring, Northern shrimp and Atlantic salmon. To qualify for a Class 2 Licence the applicant must obtain the following:

- A Record of Licence issued by Canadian Food Inspection Agency (CFIA)
- A certification to a Global Food Safety Initiative (GFSI) recognized scheme which can be found at: <http://www.mygfsi.com/schemes-certification/recognised-schemes.html>
- A few examples of GFSI schemes are:

British Retail Consortium Food Standards (BRC)
Food Safety System Certification 22000 (FSSC)
Safe Quality Food (SQF)

Or a certificate of completion of a certified Food Safety Audit Program from either:
Silliker
NSF Supplier Assurance Audit
NSF Food Safety and Quality Systems Audit Program

Class 3

The Class 3 license authorizes the processing of all species listed on the license, with the exception of the 5 prescribed species: American lobster, Snow crab, Herring, Northern shrimp and Atlantic salmon. The applicant must indicate all the species they wish to process on the application. The applicant must also obtain the following documents:

- A Record of Licence issued by Canadian Food Inspection Agency (CFIA)
- A certification to a Global Food Safety Initiative (GFSI) recognized scheme which can be found at: <http://www.mygfsi.com/schemes-certification/recognised-schemes.html>
- A few examples of GFSI schemes are:

British Retail Consortium Food Standards (BRC)
Safe Quality Food (SQF)

Or a certificate of completion of a certified Food Safety Audit Program from either:
NSF Supplier Assurance Audit
NSF Food Safety and Quality Systems Audit Program

Please indicate the Class of Licence you are applying for

Class 1 Provisional Class 2 Provisional Class 3 Provisional

Please specify the name of the GFSI Certification Scheme or Food Safety Audit Program you plan to pursue: **Please complete and provide the appropriate attached Appendices.*

Indicate the specific species you are planning to process:

Describe in what form the product will be received prior to processing in the Processing Plant:

Describe what method of processing will be performed:

Purchasing or Leasing an Existing Plant

In 2014 the Seafood Processing Act was revised. As part of the transition, grandfathering provisions were made allowing the Registrar to issue a Class 2 or Class 3 licence to the holder of an existing primary processing plant licence even if the holder did not have the certification referred to in paragraph 16.3 (1)(b) or 16.6(1)(b), as the case may be in the Regulations. Each licence also allows for the processing of all species of fish prescribed by regulation along with any of the 5 prescribed species that was specified on the holder's primary processing plant licence on September 30, 2013. As well, when a primary processing plant licence is sold or leased for the first time after the commencement of the revised regulations the new owner or lessee may continue to maintain the grandfathered provisions.

If purchasing or leasing a Primary or Secondary processing facility, please check the licence type below:

Class 1 Class 2 Class 3 Secondary

For primary licence only - Please specify the name of the GFSI Certification Scheme or Food Safety Audit Program you presently have or plan to pursue:

For Class 3 licence only: Indicate the specific species you are applying for:

The undersigned hereby confirms the information contained in this application is correct to the best of his/her 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. If the licence is held by a corporation, we require the signature of an authorized signing officer or director.

Signing Officer's Name (*please print*): _____

Signing Officer's Signature: _____

Date Signed (*Day/Month/Year*): _____

Secondary Processing Registration Certificate Application

Secondary Processing Registration Certificate

Any processing plant that is processing fish beyond the primary processing stage must obtain a secondary processing plant registration certificate. Fish must be purchased, already processed, from a licensed primary processing plant or other Canadian Food Inspection Agency registered source.

Business Information	
Name to appear on Licence	
Mailing Address	
Civic Address (if different from above) and PID (parcel identification description)	
Telephone Numbers(s)	Fax Number(s)
Website Address	
Authorized Contact Information	
Name	Title
Telephone Number(s)	
E-mail Address	

Please indicate the specific species you are planning to process:

Describe in what form the product will be received prior to processing in the Processing Plant:

Describe what method of processing will be performed:

The undersigned hereby confirms the information contained in this application is correct to the best of his/her 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. If the licence is held by a corporation, we require the signature of an authorized signing officer or director.

Signing Officer's Name (please print): _____

Signing Officer's Signature: _____

Date Signed (Day/Month/Year): _____

APPLICATION FOR LICENCE AMENDMENTS

Expansion of Existing Processing Area for Hard Cure Smoked Herring Facility
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Section 17(1) of the *Seafood Processing Act* states:

“17(1) No holder of a licence referred to in this Part who processes hard cure smoked herring in a primary processing plant shall expand the capacity of the plant to process hard cure smoked herring without the written approval of the Registrar.”

Processing capacity is defined as the square footage of the smokehouse where fish are being smoked. The total square footage is noted as a Term and Conditions of the primary processing licence issued by the Registrar.

“17(2) The Registrar may refuse approval under subsection (1) if the Registrar is of the opinion that it is not in the public interest to expand the primary processing plant having regard to

- (a) The supply of herring available, and
- (b) The existing primary processing capacity for hard cure smoked herring.

Applicant Information	
Name on Licence	
Contact Person	
Primary Processing Licence Number:	
Telephone Number(s)	Fax Number(s)

A. Please provide the additional square footage being requested specifically for the primary processing of herring through a hard cure smoking process.

B. Please include a plant floorplan identifying existing and proposed expansion including all dimensions.

The undersigned hereby confirms the information contained in this application is correct to the best of his/her 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. If the licence is held by a corporation, we require the signature of an authorized signing officer or director.

Signing Officer's Name (*please print*): _____

Signing Officer's Signature: _____

Date Signed (*Day/Month/Year*): _____

LICENCE AMENDMENT (con't)

Species Amendment

An application fee for the amendment of a Class 3 primary processing licence under Section 17.2 of the *Seafood Processing Act* is \$100.

A fee of \$300 is applicable for each additional species of fish you wish to add to your Primary Plant Processing Class 3 Licence. The following 5 prescribed species; American lobster, Snow crab, Herring, Northern shrimp and Atlantic salmon are not permitted on a Class 3 licence.

Applicant Information

Name on Licence	
Contact Person	
Your Primary Processing Licence Number:	
Telephone Number(s)	Fax Number(s)

Additional Species on Licence

Please specify the additional species you wish to process.

Describe in what form the product will be received prior to processing in the Processing Plant:

Describe what method of processing will be performed:

Removal of Species on Licence

Please specify the species you wish to remove.

The undersigned hereby confirms the information contained in this application is correct to the best of his/her 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. If the licence is held by a corporation, we require the signature of an authorized signing officer or director.

Signing Officer's Name (*please print*): _____

Signing Officer's Signature: _____

Date Signed (*Day/Month/Year*): _____

FISH BUYING LICENCE APPLICATION

Information Regarding Buying Activity
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Anyone purchasing fish directly from a fisher on a wharf shall carry a Fish Buying Licence.

A Fish Buying Licence allows the licensee to purchase all species of fish. The following are exempt from requiring a Fish Buying Licence:

- A person who purchases less than 50 kg of fish per day for personal consumption.
- A not-for-profit organization that purchases fish on an occasional basis for raising funds or for a special event.

Applicant Information	
Name to appear on Licence	
Mailing Address	
Telephone Number(s)	Fax Number(s)
E-mail Address	Website Address
Are you a new Applicant? <input type="checkbox"/> Yes	
If a Fish Buyers Licence was previously held please provide number: _____	

All fish buying licence holders must ensure that at least one individual per buying station on the wharf has completed the Mandatory Training Program and that individual must carry a photo identification card.

For additional information, please refer to the website at www.gnb.ca/fisheries by clicking the icon "Seafood Processing Licensing & Certificates".

The undersigned hereby confirms the information contained in this application is correct to the best of his/her 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. If the licence is held by a corporation, we require the signature of an authorized signing officer or director.

Signing Officer's Name (*please print*): _____

Signing Officer's Signature: _____

Date Signed (*Day/Month/Year*): _____

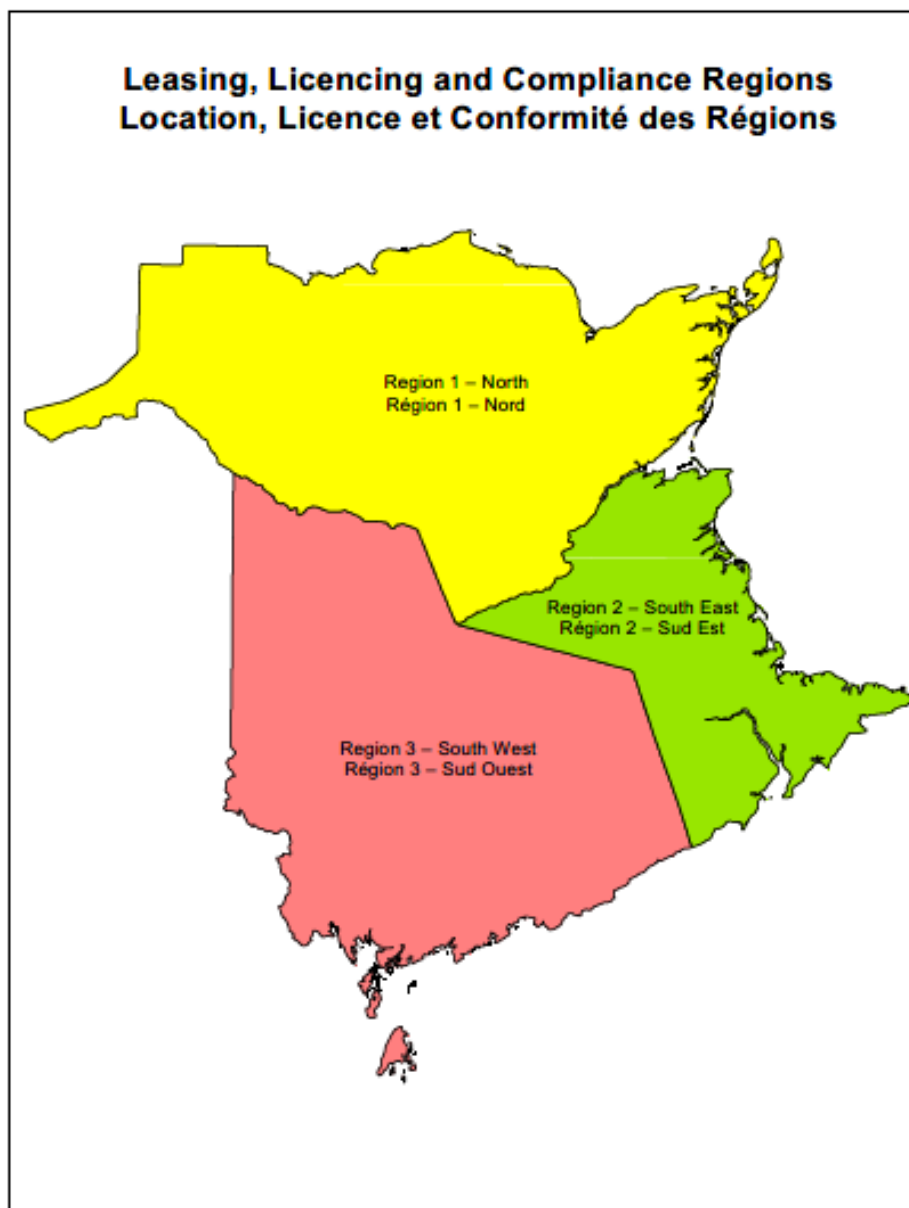
LEASING AND LICENSING BRANCH SERVICES

Please direct the application to the appropriate regional coordinator below:

Region 1 – North	Region 2 – South East	Region 3 – South West
<p>Colette Léger 22 St-Pierre East Boulevard Caraquet, NB E1W 1B6 (506) 726-2400 📞 (506) 726-2419 📠 Colette.Leger@gnb.ca ✉</p>	<p>Lyne Babineau 1350 Regent Street Fredericton, NB E3C 2G6 (506) 453-5388 📞 (506) 453-7978 📠 Lyne.Babineau@gnb.ca ✉</p>	<p>Gail Smith 107 Mount Pleasant Road St. George, NB E5X 3K5 (506) 755-4000 📞 (506) 755-4001 📠 Gail.Smith@gnb.ca ✉</p>

Web site:

www.gnb.ca/fisheries by clicking the icon “Seafood Processing Licensing & Certificates”



APPENDIX A



Department of Agriculture, Aquaculture and Fisheries

GFSI CERTIFICATION PROCESS PLAN

Applicant Name: _____

Contact Person: _____

Name of Certification Scheme: _____

Name of Certification Body: _____

CERTIFICATION PROCESS STEPS:

Please identify where you are in the certification process by providing a completion date or expected date next to each of the following steps.

	Steps	Date
1	Date of application to certifying body	
2	Identification of training needs and provision of training	
3	Completion of self-assessment of compliance with standard	
4	Completion of pre-assessment (gap analysis)	
5	Completion of desk-audit (document review)	
6	Completion of onsite certification audit and identification of corrective actions	
7	Date your facility completes addressing corrective actions	
8	Date of auditors verification / approval of corrective actions	
9	Date of issuance of the certificate	

Date Completed: _____

Print Name: _____

Signature: _____

APPENDIX B



Department of Agriculture, Aquaculture and Fisheries

FOOD SAFETY AUDIT PROCESS PLAN

Applicant Name: _____

Contact Person: _____

Name of Audit Plan: _____

Name of Auditor: _____

FOOD SAFETY AUDIT PROCESS STEPS:

Please identify where you are in the certification process by providing a completion date or expected date next to each of the following steps.

	Steps	Date
1	Date of application to auditor	
2	Review of expectation guidelines	
3	Completion of self-assessment of compliance with standard	
4	Completion of self-identified corrective	
5	Completion of onsite audit and identification of correctives actions	
6	Date of issuance of audit completion certificate	

Date Completed: _____

Print Name: _____

Signature: _____