

Application to the Non-Resident Moose Draw for Outfitters



Attention: (1) Use this form if you are the owner of a New Brunswick outfitting business who wishes to apply for a moose licence for use by a non-resident hunting client. For additional information, refer to the *Non-resident Moose Draw for Outfitters - Application Criteria* document, which is available online at www.gnb.ca/naturalresources or contact the Department of Natural Resources and Energy Development at (506) 453-3826.

(2) This application, associated documentation, and photographs may be submitted electronically or in printed format. If submitted electronically, documents should be a scanned pdf (portable document format). Documentation that has been faxed or photographed will not be accepted.

A. Applicant information			
Last name		First name	Middle name
Mailing address (Street, apartment)		Town or City	Province/Territory
		Postal Code	
Telephone (Work) (Home)		Email (if applicable)	
Business name		Business phone	
Business address <input type="checkbox"/> Check this box if your business address is the same as the applicant address. If not, complete the fields below to indicate your business location.			
Street, apartment		Town or City	Postal Code
B. Business eligibility criteria			
1. Business registration			
Requirement Applicants must operate a New Brunswick outfitting business currently registered under one of the following Acts: <ul style="list-style-type: none"> • <i>Business Corporations Act</i> • <i>Companies Act</i> • <i>Limited Partnership Act</i> • <i>Partnerships and Business Names Registration Act</i> Your proof of business registration must be active. Cancelled or inactive registrations will not be accepted.			
Proof Applicants must submit one of the following documents with this form: <ul style="list-style-type: none"> • A copy of current year Service New Brunswick Corporate Affairs Registry Database search results • New Brunswick <i>Business Corporations Act</i> Form 33.1 • New Brunswick Certificate of Business Name or Certificate of Renewal of Business Name 			
Verification			
		By initialing this box, I attest that my outfitting business is currently registered under one of the provincial acts identified above.	

2. Commercial insurance	
Requirement Applicants must hold a minimum of five million dollars (\$5,000,000 CAD) of commercial liability insurance which is specific to hunting outfitters. Vehicle insurance policies such as for off-road vehicles do not constitute proof of commercial outfitter insurance.	
Proof Applicants must submit one of the following documents with this form: <ul style="list-style-type: none"> • Insurance policy documentation clearly identifying \$5,000,000 coverage for hunting outfitters. • A signed letter from the insurance provider, clearly indicating the applicant has \$5,000,000 coverage specific to hunting outfitters. 	
Verification	
	By initialing this box, I attest that my outfitting business holds a minimum commercial liability insurance policy of \$5,000,000 and that this coverage pertains to hunting outfitters as described above.
3. Non-resident client sales history	
Requirement Applicants must have sold a minimum of four non-resident bear licences allocated to their outfitting business prior to September 1 of the application year. Alternatively, the applicant may have been an approved Department of Natural Resources and Energy Development electronic licensing vendor and have sold a minimum of twelve non-resident hunting or angling licences prior to July 1 of the application year.	
Verification (Option 1)	
	By initialing this box, I attest that my outfitting business has sold a minimum of four allocated non-resident bear licences during the current application year.
Verification (Option 2)	
	By initialing this box, I attest that my outfitting business has sold a minimum of twelve non-resident hunting or angling licences during the current application year.
C. Primary lodge eligibility criteria	
1. Primary lodge	
Requirement A primary lodge is a built structure that: <ul style="list-style-type: none"> • is affixed to the ground via in-ground or above-ground support structures (e.g. blocks, piles, or a foundation), and • may be placed or constructed on the lot and may include a modular or prefabricated building that is transported to the lot. <p>A primary lodge must include temporary overnight accommodations. If these accommodations are not part of the primary lodge, they must be located on the same property as the primary lodge and be a built structure that:</p> <ul style="list-style-type: none"> • is affixed to the ground via in-ground or above-ground support structures (e.g. blocks, piles, or a foundation), and • may be placed or constructed on the lot and may include a modular or prefabricated building that is transported to the lot. 	

A primary lodge and sleeping quarters may not be:

- an apartment
- a hotel
- a motel
- a condominium
- a glamping accommodation
- a tent
- a campground
- a university residence
- a storage structure (e.g. garage, shed, baby barn, etc.)
- a travel trailer, motor home, or other wheeled accommodation, regardless of whether wheels are attached
- a houseboat
- a hostel

Proof

Applicants must submit with this form digital or physical photographs of the primary lodge including its accommodations. These photos must display the main entrance of the lodge as well as the entire lodge structure.

If the sleeping quarters are separate from the primary lodge, applicants must also submit digital or physical photographs of the accommodations. These photos must display the main entrance of the sleeping quarters as well as the entire sleeping quarter's structure.

Verification

By initialing this box, I attest that my outfitting business includes a primary lodge that meets the structure and accommodation criteria described above.

2. Primary lodge location

Requirement

A primary lodge must be located in New Brunswick and may only be used in a single application. Any primary lodge located outside New Brunswick or used in more than one application will result in each application being removed from the Non-resident Moose Draw for Outfitters.

Proof

Applicants must provide GPS coordinates for the main entrance of the lodge.

Latitude	Longitude
Degrees -	Degrees -
Minutes -	Minutes -
Seconds -	Seconds -

If the sleeping quarters are separate from the primary lodge, also provide GPS coordinates of the main entrance of one of the sleeping quarter structures.

Latitude	Longitude
Degrees -	Degrees -
Minutes -	Minutes -
Seconds -	Seconds -

Verification

By initialing this box, I attest that my outfitting lodge is located in New Brunswick and meets the criteria described above.

3. Property ownership

Requirement

The primary lodge used in the application must be located on property owned by the applicant. Alternatively, the primary lodge may be located on a private or Crown land commercial lease, provided the lease is held in good standing.

Proof – if property is owned by the applicant

Applicants must submit **one** of the following documents with this form:

- Property tax notice issued by the New Brunswick Department of Finance and Treasury Board
- Property tax assessment notice issued by Service New Brunswick
- New Brunswick Certificate of Registered Ownership

Proof – if property is leased by the applicant

Applicants must submit:

- Commercial lease agreement signed by both the lessee and lessor that is for a period of 12 months or more, **and**
- A signed letter from the lessor indicating the lease is commercial in nature and the lessee is in good standing with the terms and conditions of the lease.

Verification

	By initialing this box, I attest that my outfitting business is located on property which I own, or currently hold a valid lease for as described by the criteria above.
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D. Other eligibility criteria

1. Unpaid accounts

Requirement

Applicants must not have any unpaid debts or amounts owing to the Department of Natural Resources and Energy Development. Examples of unpaid debts include unpaid Crown land leases, harvesting permits, fines and any other sales or services invoiced by the Department.

Verification

	By initialing this box, I attest that I do not have any outstanding debts to the Department of Natural Resources and Energy Development.
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2. Licence privilege cancellations

Requirement

Applicants must not have been convicted of a major offence or an equivalent infraction under provincial or federal natural resource related legislation. Persons who have been convicted of a major offence, or an equivalent infraction, under provincial or federal natural resource legislation are not eligible to apply to the Non-resident Moose Draw for Outfitters until such time as their licence privileges are reinstated.

If the major conviction results in a penalty other than a licence cancellation, the period for which they will be ineligible to apply for a non-resident moose licence for outfitters shall be at the discretion of the Minister of Natural Resources and Energy Development.

This eligibility requirement applies to the following Acts and their regulations:

- *Fish and Wildlife Act*
- *Crown Lands and Forest Act*
- *Protected Natural Areas Act*
- *An Act Respecting Unpaid Fines*
- *Migratory Birds Convention Act (Canada)*
- *Fisheries Act (Canada)*
- *Species At Risk Act*
- *Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act (Canada)*

Verification

By initialing this box, I attest that I have not been convicted of a natural resource infraction as described above.

E. Application process and payment

Applications must be received between the second Monday of September and 4:30 pm of the first Friday of October in the year preceding that which the licence is valid for. Applications received after this deadline will **NOT** be processed. Applications may be submitted to the Fish and Wildlife Branch at the address provided in Section G by mail or email. Payment of a fee is required at the time of application and may be done by cheque, money order, or credit card. Do not send cash.

Application Fee

\$41.69 (HST included)

Payment method

Check only one box. If you are paying for your application by cheque or money order, make it payable to the Minister of Finance, Province of New Brunswick. If paying by credit card, complete the credit card information. Do not send cash.

- | | |
|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Cheque | <input type="checkbox"/> Visa |
| <input type="checkbox"/> Money Order | <input type="checkbox"/> MasterCard |

Card number

Expiry date (mm-yy)

F. Disclosure of licence information

Check the YES or NO box below to indicate if you consent to be included in the list of outfitters who were successful in the Non-resident Moose Draw for Outfitters on the Department of Natural Resources and Energy Development web site. Licensing information provided at this site will include your business name and business phone number.

YES, I consent to be included in a list of outfitting businesses successful in the Non-resident Moose Draw for Outfitters on the Department of Natural Resources and Energy Development web site.

NO, I do not want my outfitting business listed on the Department of Natural Resources and Energy Development web site.

G. Signature

I hereby declare that the statements and information I have provided with this application are accurate and true.

Applicant's signature

Date (yyyy-mmm-dd)

Send this form to:

Draws Administrator
Natural Resources and Energy Development
Fish and Wildlife Branch
P.O. Box 6000
Fredericton, NB
E3B 5H1
Tel: (506) 453-3826
Fax: (506) 453-6699
email: fw_pfweb@gnb.ca

Attention: Failure to provide any of the required information or to meet the eligibility requirements identified by this form will result in your application being rejected. Applicants will be contacted as to the outcome of their application approximately four to six weeks after it is submitted.

Information contained in this application is obtained under authority of the *Fish and Wildlife Act* and will be used to determine an applicant's eligibility to apply to the Non-resident Moose Draw for Outfitters. This information, once submitted, is subject to privacy legislation as described by the *Right to Information and Protection of Privacy Act*.

NOTE

Before submitting this application and payment please check that you have included the following documents:

1. Proof of business registration.
2. Proof of \$5,000,000 minimum commercial liability insurance.
3. Photographs of the primary lodge and its sleeping quarters or, if the sleeping quarters are separate from the primary lodge, photographs of the sleeping quarter's structure(s).
4. Proof of property ownership or, if the property is leased, proof of a commercial business lease agreement **and** a signed letter from the lessor.

For administrative use