

Application For a Licence to Carry Out Licensed Activities

under O. Reg. 465/19 (Fish Processing) made under
the *Food Safety and Quality Act, 2001*

Instructions

Fields marked with an asterisk (*) are mandatory.

Complete all sections. Please note, incomplete applications will not be processed.

Note:

1. Any words used in this form that are defined in O. Reg. 465/19 have the meaning that they have in O. Reg. 465/19.
2. Any information and all supporting documents required for this application are collected for and will be used to verify eligibility for a licence pursuant to O. Reg. 465/19 (Fish Processing). Questions regarding this application form should be directed to:
The Director appointed under the *Food Safety and Quality Act, 2001*
Ministry of Agriculture, Food and Rural Affairs
Fish Inspection Program
1 Stone Road West, 5 North West
Guelph ON N1G 4Y2
1-877-424-1300
Email: foodsafetylicensing@ontario.ca
3. Prior to completing this application form, email foodsafetylicensing@ontario.ca to confirm if a fish processing licence is required for your operation.

You will be required to attach the following documents:

- The fish processing operation's schedule of operation for the current calendar year, including the daily start and end time and days and periods when the operation is closed.
- Information regarding whether the fish processing plant is a meat plant.
- A list of the following:
 - Any ready-to-eat fish products processed or packaged by the fish processing operation.
 - Any fish products packaged by the fish processing operation using modified atmosphere packaging or vacuum packaging.
 - Any other fish products processed by the fish processing operation.
- Water testing results - dated within 30 days of date application was signed.
- If you are a provincially licensed meat plant under O. Reg. 31/05 and you are exempt from submitting water testing results as per subsection 8 (2) of O. Reg. 465/19, provide your meat plant licence number here: A document identifying every potable and non-potable water system that supplies water to the fish processing plant and is used by the fish processing operation.
- The identification of at least one supervisor who works at the fish processing operation and will meet the training requirements set out in s. 50 (2) of O. Reg. 465/19.
- A detailed and to-scale sketch of the layout of the fish processing plant that clearly shows the following:
 - The location and dimensions of all rooms and an indication of whether they are refrigerated.
 - Any interior walls, partitions, interior and exterior doors, interior doorways, windows and ramps.
 - Any equipment on the floor, including refrigerators.
 - Any equipment mounted on walls and ceilings.

- The pattern of fish product and ingredient flow in the fish processing plant in the fish processing operation's normal course of operations.
- The pattern of employee movement in the fish processing plant in the fish processing operation's normal course of operations.
- The pattern of movement of inedible materials and waste in the fish processing plant in the fish processing operation's normal course of operations.
- The pattern of movement of chemicals, labelling materials and packaging materials in the fish processing plant in the fish processing operation's normal course of operations.
- The pattern of movement of air in the fish processing plant in the fish processing operation's normal course of operations.

Glossary

Where:

“consumer” means an individual who obtains a fish product for the purpose of consumption by themselves or others and does not intend to resell it or barter or trade it for consideration.

“fish product” means fish, or any food that contains fish, but does not include,

- food that contains fish if the amount of fish contained constitutes 25 per cent or less of the product, by weight, unless the food is a ready-to-eat fish product that contains raw fish,
- fish or any food that contains fish that is used to make a product, other than a ready-to-eat fish product that contains raw fish, described in clause (a), or
- food that contains both fish and meat if that food is regulated under Ontario Regulation 31/05 (Meat) made under the *Food Safety and Quality Act, 2001*.

“meat plant” means

- a meat plant that requires a licence under Ontario Regulation 31/05
- a meat plant that holds a licence under Ontario Regulation 31/05, or
- an establishment that is identified in a licence issued under the *Safe Food for Canadians Act* (Canada), if that licence is for activities relating to a meat product or food animal

If you meet one of the following exemptions, a CRA Business Number is not mandatory:

CRA Business Number Exemption

(My business has no employees and/or it earns under \$30,000 in gross revenue. Therefore, I confirm I am not legally required to obtain a CRA business number under the *Income Tax Act* (Canada).

Religious Exemption

(I confirm although I am legally required to obtain a CRA business number under the *Income Tax Act* (Canada), I have not obtained one because I have a sincerely held belief that doing so would be or is contrary to my religion, belief or conscience).

Note: Except under the conditions listed in section 11 of the O. Reg. 465/19 of the *Food Safety and Quality Act, 2001*; a licence to operate a fish plant is not transferable.

Activities *

I am applying for a licence under section 6 of O. Reg. 465/19 to conduct the following activities (check all that apply).

- ☐ Processing or packaging a ready-to-eat fish product that is processed or packaged for persons who are not consumers, or is sold, offered for sale or otherwise transferred, with respect to ownership, to persons who are not consumers.
- ☐ Packaging of a fish product using modified atmosphere packaging or vacuum packaging where the fish product is packaged for persons who are not consumers or where the product will be sold, offered for sale or otherwise transferred, with respect to ownership, to persons who are not consumers.
- ☐ Processing a fish product in a fish processing plant and the plant is also a meat plant and not all the fish products processed or packaged at the plant by the fish processing operation are processed or packaged for persons who are consumers or sold, offered for sale or transferred, with respect to ownership, to persons who are consumers.

1. Applicant Information

Legal Name of Operator *

Carrying on Business As (if applicable)

Business Licence Number (9-digit CRA Business Number)		Premises Identification Number
Business Telephone Number *	Extension	Business Email

2. Business Mailing Address of Operator

Unit Number	Street Number *	Street Name *	PO Box
City/Town *		Province *	Postal Code *

3. Fish Processing Operation Contact Information

Last Name *	First Name *	Middle Initial
Title *		
Business Telephone Number *	Business Email	

4. Owner of the Fish Processing Plant

Same as Applicant Information? * ☐ Yes ☐ No

Legal Name *

Business Telephone Number *	Extension	Business Email
-----------------------------	-----------	----------------

5. Fish Processing Plant Information

Physical Address

Unit Number	Street Number *	Street Name *	PO Box
City/Town *		Province *	Postal Code *

6. Business Mailing Address of the Owner and the Fish Processing Plant

Unit Number	Street Number *	Street Name *	PO Box
City/Town *		Province *	Postal Code *

7. Application Checklist for all documents that are required to be submitted with this application *

Please check the box to confirm you have included the following documentation when submitting your application form.

- ☐ The fish processing operation's schedule of operation for the current calendar year, including the daily start and end time and days and periods when the operation is closed.
- ☐ Information regarding whether the fish processing plant is a meat plant.
- ☐ A list of the following:
- Any ready-to-eat fish products processed or packaged by the fish processing operation.
 - Any fish products packaged by the fish processing operation using modified atmosphere packaging or vacuum packaging
 - Any other fish products processed by the fish processing operation.
- ☐ Water testing results – dated within 30 days of date application was signed.
If you are a provincially licensed meat plant under O. Reg. 31/05 and you are exempt from submitting water testing results as per subsection 8 (2) of O. Reg. 465/19, provide your meat plant licence number here:
- _____
- ☐ A document identifying every potable and non-potable water system that supplies water to the fish processing plant and is used by the fish processing operation.
- ☐ The identification of at least one supervisor who works at the fish processing operation and will meet the training requirements set out in s. 50 (2) of O. Reg. 465/19.
- ☐ A detailed and to-scale sketch of the layout of the fish processing plant that clearly shows the following:
- The location and dimensions of all rooms and an indication of whether they are refrigerated.
 - Any interior walls, partitions, interior and exterior doors, interior doorways, windows and ramps.
 - Any equipment on the floor, including refrigerators.
 - Any equipment mounted on walls and ceilings.
- ☐ The pattern of fish product and ingredient flow in the fish processing plant in the fish processing operation's normal course of operations.
- ☐ The pattern of employee movement in the fish processing plant in the fish processing operation's normal course of operations.
- ☐ The pattern of movement of inedible materials and waste in the fish processing plant in the fish processing operation's normal course of operations.
- ☐ The pattern of movement of chemicals, labelling materials and packaging materials in the fish processing plant in the fish processing operation's normal course of operations.
- ☐ The pattern of movement of air in the fish processing plant in the fish processing operation's normal course of operations.

8. Declaration

I certify that the information provided on this form is true and correct. In submitting this application, I am declaring that I have or will have access to the fish processing premises, equipment and water necessary to operate the fish processing operation in a manner that meets the requirements of the *Food Safety and Quality Act, 2001* and applicable regulations.

- ☐ I certify that the information submitted in this application is true and correct to the best of my knowledge. *

Name (First and Last Name) *	Title	Date (yyyy/mm/dd) *
------------------------------	-------	---------------------

For mail submission, send completed form and support documents to: The Director appointed under the *Food Safety and Quality Act, 2001* Ministry of Agriculture, Food and Rural Affairs, Fish Inspection Program, 1 Stone Road West, 5 North West, Guelph ON N1G 4Y2.