

APPLICATION GUIDE - FOOD PREMISES LICENCE

1. COMPLETING THE APPLICATION

- For all types of Food Premises Applications, a copy of the application form may be obtained at any Service New Brunswick office or online at www.snb.ca.
- Applications requiring a fee may be submitted with the appropriate payment, including the completed application and all attachments (if available) via one of the following:
 - the nearest SNB office
 - online at www.snb.ca
 - SNB's TeleService toll free line at 1-888-762-8600
 - mail to: SNB/Health Licence Applications
140 Alison Blvd.
P.O. Box 1998
Fredericton, NB
E3B 5G4

Note 1: If paying online, please complete the online application form and forward the remaining information required for your application to your public health or agri-food inspector (refer to the back of this guide for contact information).

- Applications that do not require a fee may only be submitted by email, mail, fax or in person to a Health Protection regional office. All contact information can be found at the end of this guide. Attachments to the application may be submitted in the same manner.
- Your file will not be complete until all of the mandatory attachments (see Section 4) have been submitted to the Health Protection regional office.
- Plans for construction should be approved by the inspector prior to beginning the construction to alleviate duplication and extra expenses.
- A floor plan **must** be approved prior to issuing a licence to operate.
- Contact your Health Protection regional office to obtain information regarding additional paperwork from the public health or agri-food inspector that will be reviewing your application.

2. LICENSING FEES

RENEWAL APPLICATION FEE

Type of Food Premises	Class 3	Class 4	Class 5	Class 3-5 Not-for-Profit
Food Premises	\$50.00	\$265.00	\$350.00	\$0
Food Premises at Public Market -operating 160 days/year or more	\$50.00	\$265.00		
Food Premises at Public Market -operating less than 160 days/year	\$0	\$0		
Temporary Food Premises	\$0	\$0		\$0
Maple Syrup Producer			\$50.00	
Abattoir			\$475.00	
Dairy Plant			\$1050.00	
Day Care or Residential Facility	\$0	\$0		

INITIAL (NEW) APPLICATION FEE

Note to Applicants: Following the submission of the application and payment of the fee prescribed in the table below, if a licence is not issued during this time frame, the fee for the quarter at which the licence was issued would apply. Should this happen the initial payment will be refunded.

Fee reductions do not apply to yearly or seasonal food premises renewals.

	Type of Food Premises	Class 3	Class 4	Class 5	Class 3-5 Not-for-Profit
April 1 to June 30, inclusive (No fee reduction). Refer to Renewal Application Fee Table.					
July 1 to September 30, inclusive (25% fee reduction)	Food Premises	\$37.50	\$198.75	\$262.50	\$0
	Food Premises at Public Market -operating 160 days/year or more	\$37.50	\$198.75		
	Food Premises at Public Market -operating less than 160 days/year	\$0	\$0		
	Temporary Food Premises	\$0	\$0		\$0
	Maple Syrup Producer			\$37.50	
	Abattoir			\$356.25	
	Dairy Plant			\$787.50	
	Day Care or Residential Facility	\$0	\$0		
October 1 to December 31, inclusive (50% fee reduction)	Food Premises	\$25.00	\$132.50	\$175.00	\$0
	Food Premises at Public Market -operating 160 days/year or more	\$25.00	\$132.50		
	Food Premises at Public Market -operating less than 160 days/year	\$0	\$0		
	Temporary Food Premises	\$0	\$0		\$0
	Maple Syrup Producer			\$25.00	
	Abattoir			\$237.50	
	Dairy Plant			\$525.00	
	Day Care or Residential Facility	\$0	\$0		
January 1 to March 31, inclusive (75% fee reduction)	Food Premises	\$12.50	\$66.25	\$87.50	\$0
	Food Premises at Public Market -operating 160 days/year or more	\$12.50	\$66.25		
	Food Premises at Public Market -operating less than 160 days/year	\$0	\$0		
	Temporary Food Premises	\$0	\$0		\$0
	Maple Syrup Producer			\$12.50	
	Abattoir			\$118.75	
	Dairy Plant			\$262.50	
	Day Care or Residential Facility	\$0	\$0		

3. TYPES OF LICENCES – CLASSES OF FOOD PREMISES

Class 3

Food premises where potentially hazardous food is stored, handled, displayed, distributed, sold or offered for sale without any processing or preparing on the premises.

Potentially hazardous foods mean a form or state of food that is capable of supporting the growth of pathogenic microorganisms or the production of toxins.

Examples of Non-potentially Hazardous Foods	Examples of Potentially Hazardous Foods
<ul style="list-style-type: none"> • Whole/uncut raw fruit and vegetables • Honey • Jams and jellies • Breads and rolls • Pastries – cakes, muffins, cookies, fruit pies and tarts, but excluding cream-filled pastries and pies and meat-filled pies • Hard candy and fudge • Pickles and relish • Maple products • Apple sauce • Any other foods a public health inspector determines to be non-potentially hazardous 	<ul style="list-style-type: none"> • Meat and meat products • Fish, shellfish and seafood products • Poultry • Eggs • Cream-filled pastries and pies • Cut fruits and vegetables

Examples of food premises included in this class:

- Food warehouses, including cold and frozen storage facilities
- Those convenience stores holding potentially hazardous foods (such as milk, eggs, etc.) with no food prep.
- Grocery stores - sections in which potentially hazardous foods are stored, with no preparation or cooking
- Fish truck peddlers
- Some public market vendors

Class 4

Food premises where food is prepared or processed without any killing, pasteurizing, or, if meat or fish, without thermal processing, for sale or consumption on or off the premises, but is not distributed wholesale.

Examples of food premises included in this class:

- Eating establishments (restaurants/take-outs) who are not wholesaling
- Grocery stores - sections in which food preparation or cooking is occurring

- Bakeries with only over-the-counter sales
- Convenience stores with food preparation or cooking
- Catering kitchen
- Mobile canteen
- Institutional food service
- Industrial worksite food service
- Dairy bars (milkshakes, soft ice cream, etc.)
- Butcher shop
- Fish market
- Public market vendors that cook and serve potentially hazardous foods on-site at a public market
- Soup kitchen
- Lunch truck
- Some not-for-profit groups
- Inns or hotels - where breakfast includes preparation or potential hazardous foods or where lunch and dinner is prepared
- Some temporary event food booths at fairs, festivals and other events

Class 5

Food premises where food is processed for direct sale or wholesale distribution or where food is prepared for wholesale distribution and including an abattoir.

Examples of food premises included in this class:

- Abattoir
- Bakery with distribution networks
- Restaurant with distribution networks [i.e. prepare foods (sandwiches, burgers, etc.) for wholesale in other premises]
- Cannery
- Dairy plants
- Fish salting facility
- Beverage bottling plant
- Bottled water plant

4. MANDATORY ATTACHMENTS

Your file will not be complete until you have submitted all attachments to the nearest Health Protection regional office.

- **Note:** If you are a **food vendor at a public market** please refer to the New Brunswick Guidelines for Food Premises at Public Markets for information on the required attachments.
- **Note:** If you are a temporary food premises, please refer to the New Brunswick Guidelines for Food Premises at Temporary Events for information on the required attachments.

The following attachments must accompany all new applications (if relevant):

1. If a **non-profit organization**, evidence to support that status. Appropriate registration number, paperwork, etc.
2. A detailed floor plan of the food premises showing location of equipment and process flow patterns.
3. The dates and times of intended operation of the food premises (also indicate locations if a temporary event or mobile canteen/cart).
4. Copies of menus to be used (if applicable).
5. Statement of the applicant's experience in operating a food premises or other documentation indicating that the applicant has sufficient knowledge or training to operate the food premises in a safe manner. Submit a statement of your experience and any documentation of food safety training attended.
6. If the premises has a private water supply, a satisfactory water test result for bacteria and inorganic parameters must be submitted. A risk assessment will be completed on your food premises prior to final licensing to determine the minimum water sampling frequency and you will be given a plan to follow.
7. Details of staff training that has been or will be provided. Provide information on any food safety training that staff have attended. Certificates of staff food safety training should be available at the food premises if requested.
8. Details of hygienic practices and procedures to be followed by persons working in the food premises and a copy of the applicant's health policy for staff. For example: details of hand washing expectations of staff (who, what, when, where, how and why), working with cuts, working while ill, when to exclude yourself from work, reporting of illness, etc..
9. Documentation detailing how the premises, equipment and utensils will be kept clean and sanitary, including details on disposal of waste products. Sanitizing procedures must be described in detail. A cleaning schedule must be submitted and should include such details as frequency (daily/monthly/yearly), methods and individuals responsible to complete the tasks.
10. If the premises is serviced by a private sewage disposal system, indicate the type of sewage disposal system, total number of seats in the food premises, and the total number of staff working on each shift.
11. For Classes 4 and 5, documentation on food handling procedures used by the applicant for potentially hazardous food. This should include thawing methods (if applicable), cooking and holding temperatures, cooling methods, etc.. Sufficient information must be provided to allow for a risk assessment of the process by the public health inspector.

12. For Class 4, proof of food handler training and certification to satisfy the following: at least one person present at all times in the area of a food premises where food is being prepared **and** the manager of the food premises must hold a certificate confirming their successful completion of a food handling program as per Section 39(1)(2) of the *Food Premises Regulation*.
 - For more information on approved food safety training and certification courses in New Brunswick, please visit:
http://www2.gnb.ca/content/gnb/en/departments/ocmoh/healthy_environments/content/food_safety_trainingandcertification.html
13. For **abattoirs**, types of species slaughtered.
14. Any other information the Minister requires to assess the application.

NOTES:

- The licence is non-transferable. When there is a change of operator, a new application must be submitted with all above attachments re-submitted for the file.
- If a new construction, also contact your local Planning Commission Office.

Applications that **do not require a fee** may be sent with corresponding documentation by email, mail, fax or in person to one of the Health Protection regional offices listed below. All other applications must be submitted through SNB.

Health Protection Regional Offices		
165 St. Andrew Street 2 nd Floor Bathurst , NB E2A 1C1 Tel: 506-549-5550 Fax: 506-547-2332	113 Roseberry Street Campbellton , NB E3N 2G6 Tel: 506-789-2549 Fax: 506-759-6648	121 Church Street, Suite 330 Edmundston , NB E3V 3L3 Tel: 506-737-4400 Fax: 506-737-4495 (Also for Grand Falls)
300 St. Mary's Street, Suite 1400 Fredericton , NB E3B 2S4 Toll-free: 1-844-553-2830 Tel: 506-453-2830 Fax: 506-453-2848	1780 Water Street, Suite 300 Miramichi , NB E1N 1B6 Tel: 506-778-6765 Fax: 506-778-6756	81 Albert Street, Suite 301 Moncton , NB E1C 1B3 Tel: 506-856-2814 Fax: 506-869-6122
55 Union Street, 5 th Floor P.O. Box 93 Saint John , NB E2L 3X1 Toll-free: 1-888-652-1333 Tel: 506-658-3022 Fax: 506-643-7894 (Also for St Stephen)	30 Moffett Avenue Sussex , NB E4E 1E8 Tel: 506-432-2104 Fax: 506-432-2661	3520 Principale Street Tracadie , NB E1X 1C9 Tel: 506-394-4728 Fax: 506-394-3858 (Also for Caraquet and Shippagan)
Regional Health Protection Email Addresses:		
Central	FoodCentral/AlimentsCentrale@gnb.ca	
East	FoodEast/AlimentsEst@gnb.ca	
North	FoodNorth/AlimentsNord@gnb.ca	
South	FoodSouth/AlimentsSud@gnb.ca	

For inquiries relating to dairy plants and abattoir premises only, please contact:

Dept. of Public Safety 850 Lincoln Road Middle Building Fredericton , NB E3B 5H1 Tel: 1-844-553-2830	Dept. of Public Safety 25 Place Cartier Suite 153 Richibucto , NB E4W 5R5 Tel: 1-844-553-2830	Dept. of Public Safety 30 Moffett Avenue Sussex , NB E4E 1E8 Tel: 1-844-553-2830	Dept. of Public Safety 81 Albert Street Suite 301 Moncton , NB E1C 1B3 Tel: 1-844-553-2830
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