

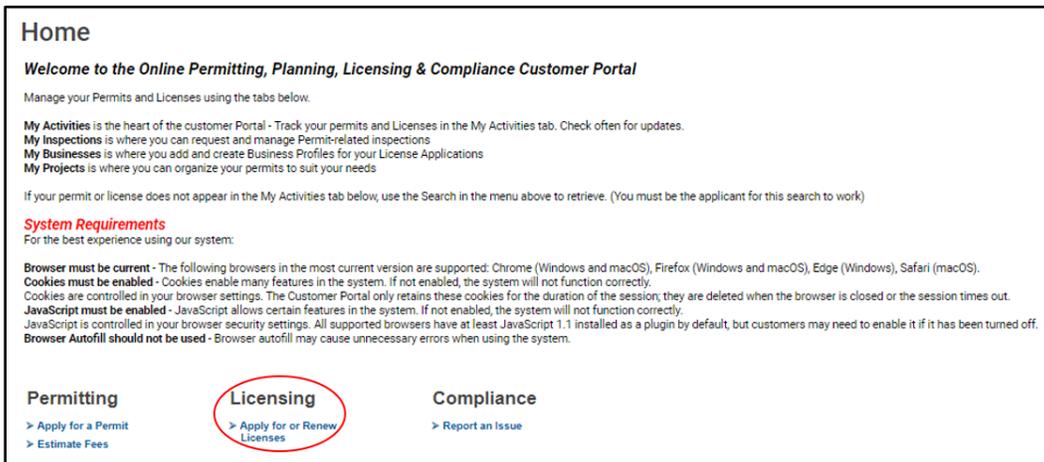
Customer Portal Series

How To: Artisan Vending License Application

Each year, Halifax Regional Municipality (HRM) will update the website with information relative to the first day HRM sells Artisan licences. The selected date will be prior to the start of the Artisan season (first of May) each year.

If you are unable to participate in the first day the municipality sells Artisan licences, you can still apply for an artisan licence, for any of the remaining artisan sites, on first come first service basis.

1. From the Home page of the Customer Portal, select **Apply for or Renew Licenses**.



Home

Welcome to the Online Permitting, Planning, Licensing & Compliance Customer Portal

Manage your Permits and Licenses using the tabs below.

My Activities is the heart of the customer Portal - Track your permits and Licenses in the My Activities tab. Check often for updates.
My Inspections is where you can request and manage Permit-related inspections
My Businesses is where you add and create Business Profiles for your License Applications
My Projects is where you can organize your permits to suit your needs

If your permit or license does not appear in the My Activities tab below, use the Search in the menu above to retrieve. (You must be the applicant for this search to work)

System Requirements
For the best experience using our system:

Browser must be current - The following browsers in the most current version are supported: Chrome (Windows and macOS), Firefox (Windows and macOS), Edge (Windows), Safari (macOS).
Cookies must be enabled - Cookies enable many features in the system. If not enabled, the system will not function correctly.
Cookies are controlled in your browser settings. The Customer Portal only retains these cookies for the duration of the session; they are deleted when the browser is closed or the session times out.
JavaScript must be enabled - JavaScript allows certain features in the system. If not enabled, the system will not function correctly.
JavaScript is controlled in your browser security settings. All supported browsers have at least JavaScript 1.1 installed as a plugin by default, but customers may need to enable it if it has been turned off.
Browser Autofill should not be used - Browser autofill may cause unnecessary errors when using the system.

Permitting
> Apply for a Permit
> Estimate Fees

Licensing
> Apply for or Renew Licenses

Compliance
> Report an Issue

Customer Portal Series

2. Select the Vendor – Artisan license type.

Apply for a Business License

Select license type below to open application
For tips on completing your application visit halifax.ca

<h3>Vendor</h3> <p>To sell food (stand or truck) or handmade crafts (artisan) on municipal land, you must have a vendor's license for a specific site.</p> <p>Vendor - Artisan Vendor - Food</p>	<h3>Signs</h3> <p>Temporary signs are any signs NOT intended for permanent installation to be used for a limited time.</p> <p>NS Highway Directional Signs are for businesses or organizations wanting to display an ad along Hwy 333 or Hwy 3.</p> <p>Temporary Sign NS Highway Directional Signs</p>	<h3>Vehicle for Hire</h3> <p>(Taxi, Limo, and TNC)</p> <p>All taxi brokers, independent brokers and transportation network companies (TNCs), and related drivers must be licensed to operate in HRM.</p> <p>If you have a concern about either your driver abstract or criminal record report, please email the Taxi Office at licensing@halifax.ca or by contacting 311 before completing the English test or applying.</p> <p>Vehicle for Hire - Broker / TNC Vehicle for Hire - Driver - Conditional Vehicle for Hire - Driver - Permanent Vehicle for Hire - Owner Vehicle for Hire - Owner - Waitlist</p>
<h3>Newspaper Box</h3> <p>A Newspaper Box is a license to have an unattended box for the purpose of vending or distributing newspapers or periodicals.</p> <p>Newspaper Box</p>	<h3>Sidewalk Café</h3> <p>Sidewalk café means a deck, patio, ramp, temp sidewalk, group of tables/chairs situated on a street/ sidewalk for consumption of food/beverages sold to the public.</p> <p>Seasonal Cafés: Apr 15 to Nov 15 (same calendar year). Annual Cafés: one calendar year (renewable).</p> <p>NOTE: CAFE CONSTRUCTION IS NOT PERMITTED BEFORE LICENSE IS ISSUED</p> <p>Sidewalk Café Seasonal Sidewalk Café Annual</p>	
<h3>Update a Business License</h3> <p>To make changes to an existing license select Amend a Business License</p> <p>To renew an existing license about to expire select Renew a Business License</p> <p>Amend a Business License Renew a Business License</p>		

3. Enter the requested Activity Start Date – this is any time after May 1 to October 1.

Business License Application BA-2022-000651 (Draft)

DETAILS

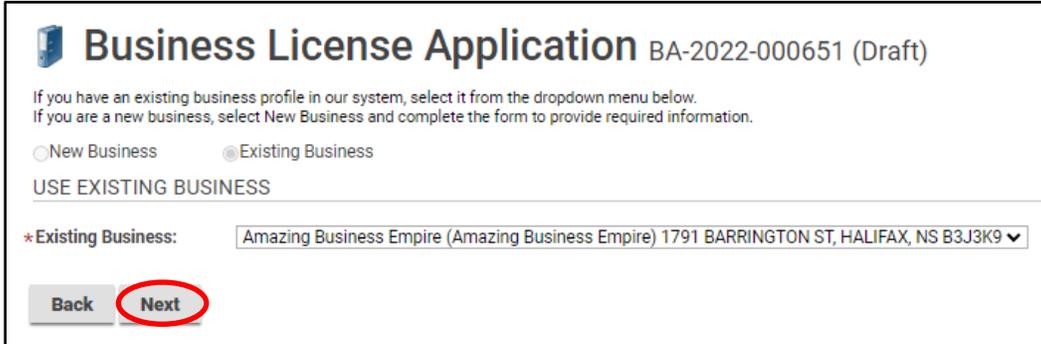
License Type: Vendor - Artisan
Select the date you intend to begin your licensed work.

* Activity Start Date:

[Next](#)

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4. Select Existing Business or New Business (for more information on this process see related How To). Click Next.



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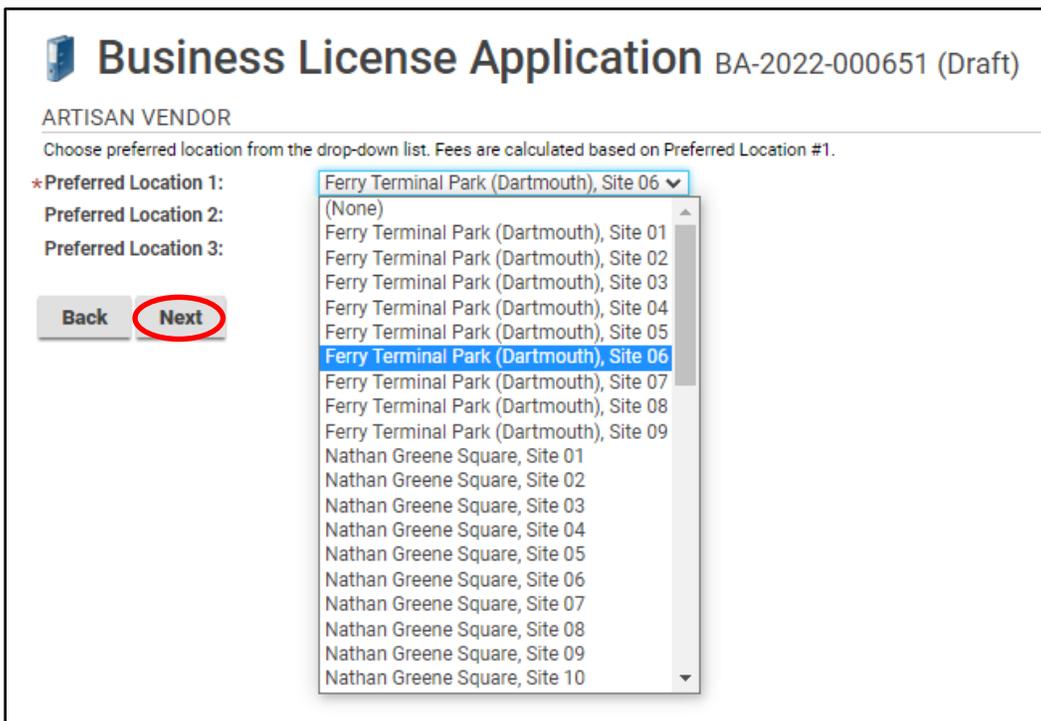
If you have an existing business profile in our system, select it from the dropdown menu below.
If you are a new business, select New Business and complete the form to provide required information.

New Business Existing Business

USE EXISTING BUSINESS

*Existing Business:

5. An Artisan Vendor can choose up to three Preferred Locations.
All locations are listed in the drop down menu.
Select preferred site 1, 2 & 3 from the drop down.
Click Next



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ARTISAN VENDOR

Choose preferred location from the drop-down list. Fees are calculated based on Preferred Location #1.

*Preferred Location 1:

Preferred Location 2:

Preferred Location 3:

- (None)
- Ferry Terminal Park (Dartmouth), Site 01
- Ferry Terminal Park (Dartmouth), Site 02
- Ferry Terminal Park (Dartmouth), Site 03
- Ferry Terminal Park (Dartmouth), Site 04
- Ferry Terminal Park (Dartmouth), Site 05
- Ferry Terminal Park (Dartmouth), Site 06
- Ferry Terminal Park (Dartmouth), Site 07
- Ferry Terminal Park (Dartmouth), Site 08
- Ferry Terminal Park (Dartmouth), Site 09
- Nathan Greene Square, Site 01
- Nathan Greene Square, Site 02
- Nathan Greene Square, Site 03
- Nathan Greene Square, Site 04
- Nathan Greene Square, Site 05
- Nathan Greene Square, Site 06
- Nathan Greene Square, Site 07
- Nathan Greene Square, Site 08
- Nathan Greene Square, Site 09
- Nathan Greene Square, Site 10

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6. A Catalog of items to be sold including: price list, photos, and a statement to confirm the applicant made the handicrafts or that they have been made in Nova Scotia must be uploaded. This is the only required document at time of application. Click Next.

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Upload the required documents outlined below.
All required documents must be uploaded in order to submit application.
Maximum File Size is 100Mb per document.

DOCUMENTS TO ATTACH

Uploaded	Document Type	Description	Sample Form	
	Optional Documents - Business Licensing		None	Optional
<input checked="" type="checkbox"/>	Catalog	Catalogue of the items you will be selling. The catalogue must include: price list, photos of the types of crafts being sold, and a statement to indicate that applicant made or manufactured the handcraft, or the handcrafts are made within Nova Scotia.	None	Required

UPLOADED DOCUMENTS

[+ Upload File](#)

* Attachment Type	Description	Acceptance Status
Catalog	Artisan Statement and Item Price List.docx Jun 28, 2022 at 15:17 PM	Pending

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7. A summary page outlining the application allows for payment of fees. Fees are determined by Preferred Location 1.

Business License Application BA-2022-000651 (Draft)

SUBMIT APPLICATION

LICENSE INFORMATION

Activity Start Date: Jul 4, 2022

BUSINESS

Existing Business: Amazing Business Empire (Amazing Business Empire)
1791 BARRINGTON ST, HALIFAX, NS B3J3K9

BUSINESS OWNERSHIP

Legal Entity: Amazing Business (Individual)

LICENSE TYPE

Name	Category	NAICS
Vendor - Artisan	Vendor	454390

ARTISAN VENDOR

Preferred Location 1: Ferry Terminal Park (Dartmouth), Site 06
Preferred Location 2: Ferry Terminal Park (Dartmouth), Site 07
Preferred Location 3: Ferry Terminal Park (Dartmouth), Site 03

FEES

The following fees must be paid as part of your license application.

Description	Amount	Balance
Artisan Vendor Application Fee	\$100.00	\$100.00

[Back](#) [Save](#) [Pay Fees & Submit Now](#) [Pay & Submit Later](#)

If the final approved location has a higher fee, this difference must be paid before the license will be issued.

If the final approved location has a smaller fee, this difference will be refunded to the applicant.

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8. Complete the Payment

Checkout

Contact information

First Name Last Name

Email Phone Number

Shipping Information

Address Line 1

Address Line 2 (optional)

City

Country Province Postal Code



Cardholder Name

Card Number MMY Y CW

Billing Address

Same as shipping address

Order Summary

Total **\$100.00**

[Back](#) [Checkout](#)

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9. Confirmation Page with Application Number opens with link to new license file.

Business License Application BA-2022-000651 (Submission Pending)

CONFIRMATION

Your Business License Application was submitted successfully. You will be notified when your Business License is ready to issue.

Application Number: BA-2022-000651

To view the information and status for this Business License Application, [click here](#).

Application File:

Business License Application BA-2022-000651 (Submitted)

LICENSE INFORMATION		APPLICATION ACTIVITIES
Activity Start Date:	Jul 4, 2022	<i>This is where you can make requests on your application. The eligible request types will appear depending on what your application status is. The requests can include:</i>
BUSINESS		WITHDRAW APPLICATION
Existing Business:	Amazing Business Empire (Amazing Business Empire) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9	Withdraw Application
BUSINESS OWNERSHIP		FEES
Legal Entity:	Amazing Business (Individual)	You have no outstanding fees.
LICENSE TYPE		
Name	Category	NAICS
Vendor - Artisan	Vendor	454390
ARTISAN VENDOR		
Preferred Location 1:	Ferry Terminal Park (Dartmouth), Site 06	
Preferred Location 2:	Ferry Terminal Park (Dartmouth), Site 07	
Preferred Location 3:	Ferry Terminal Park (Dartmouth), Site 03	
RELATED INFORMATION		
Type	Description	
 Business	Amazing Business Empire (Amazing Business Empire) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9	