

## 2024 First Day HRM Sells Artisan Licenses

### First day HRM sells Artisan Licenses: Friday March 1, 2024

**Time:** Opens at 8:30am

**Before** the Artisan Vendor Licenses become available at **8:30am on Friday, March 1, 2024**, we recommend following these steps:

1. For the Artisans who already created their **Customer Portal Account** and **Business Account** during last year's Artisan season, you will not need to complete step 2 below. However, it is recommended that you go online and verify the information within your **Customer Portal Account** and **Business Account** is up to date.
2. If this is your first year applying for a HRM Artisan license, go online and create your own **Customer Portal Account**. Email HRM Licensing staff at [licensing@halifax.ca](mailto:licensing@halifax.ca) once the customer account is created who will contact you to help you set-up your **Business Account** and link your **Customer Portal Account** to your **Business Account**.

If you have your **Customer Portal Account** set up in advance, it will make the process much more efficient.

Whether you choose to apply for your license online or at a Customer Service Centre, having your **Business Account** set-up and linked to your Customer Portal Account, in advance, will speed up your application process.

### Two ways to apply for an Artisan License:

1. Apply online with the PPLC system, or
2. Apply in person at Bayers Road Customer Service Centre (7071 Bayers Road, Halifax 1st floor) or at Alderney Customer Service Centre (40 Alderney Drive, Dartmouth, 1st floor) between 8:30am – 4:30pm

The following information is required at time of application:

- Photograph(s) of the crafts being sold
- Price list for all items sold
- A statement to the effect that the applicant made or manufactured the handcraft, or the handcrafts are made within Nova Scotia.
- Fee (Spring Garden Road \$35 / Sackville Landing \$250 / Nathan Green \$250, Ferry Terminal Park \$100)
- A statement that you are sharing a site with another Artisan, ***if you are a joint applicant***

**Storm date:** If you are unable to use the online portal, in the event offices are closed on Friday, March 1, 2024, you will be able to apply at the Customer Service Centre beginning **Monday, March 4, 2024**. To confirm if Municipal Offices are open, check [halifax.ca](http://halifax.ca) or contact 311.

**A few reminders to keep in mind when applying in person at a Customer Service Centre:**

- Identify that you are applying for an Artisan license, provide your full name and phone number.
- If you are applying on behalf of another person, you will need to provide the applicant's name, phone number, and all required documents.
- If you are applying for another person and yourself, you will need to identify who is applying first (Note: a person may only apply for an artisan license for themselves and a **maximum of one other applicant**).
- If you are applying to sell your handcraft at more than one artisan site, you will need to submit an application for each site.

**Note:** Artisans are not permitted to hang products for sale from the Public Gardens fence on Spring Garden Road as per section 40(5)(h) of the vending bylaw C-501.

For any questions concerning this correspondence, please contact 311 and Licensing staff will assist you with your request.