



# HAZARDOUS WASTE TRANSPORT LICENCE NEW APPLICATION CHECKLIST

## BEFORE MAILING YOUR TRANSPORT LICENCE APPLICATION PACKAGE TO:

DIRECTOR, *ENVIRONMENTAL MANAGEMENT ACT*  
HAZARDOUS WASTE PROGRAM  
MINISTRY OF ENVIRONMENT

Mail: PO BOX 9377 STN PROV GOVT, VICTORIA BC V8W 9M1

Courier: 2975 JUTLAND ROAD, VICTORIA BC V8T 5J9

## HAVE YOU ENCLOSED THE FOLLOWING?

- Completed **application** form
- A non-refundable licence **fee** (\$500 for new licence and \$200 for renewal). **Cheque** to be made payable to **Minister of Finance**. ("Used Batteries Only" is exempt from fee)
- Copies of vehicle/trailer **registration and insurance** documents stating coverage of Hazardous Waste Transportation. (*With a minimum of \$5 million third party legal liability coverage*) **or**
- A completed and dated **fleet list for 11 or more** vehicles/trailers used to transport hazardous waste. A current Certificate of Insurance/letter from the insurance company must also be included, indicating a minimum \$5 million third party legal liability for all vehicles noted on the fleet list
- Completed **contingency plan**, with completed checklist and certification **attached**.
- List of known **consignors** including contact name, address and phone number
- Consignee** (receiver) confirmation letter(s)
- Proof of **registration** (i.e., Certificate of Registration) of your company with BC Corporate Registry under the *Business Corporations Act* (BC Online). Contact the Corporate Registry at 250-356-2893 or [www.bcregistryservices.gov.bc.ca/](http://www.bcregistryservices.gov.bc.ca/). (Licences are not issued to partnerships).

### **PLEASE NOTE:**

- Financial **security** deposit (\$10,000 **CDN**) will be required to be submitted **after** you receive a file number assigned to your application. ("Used Batteries Only" is exempt from security)
- After you receive a file number, please contact the program to schedule the Transport Licence Test.

### **QUESTIONS?**

**PHONE: (250)356-5044**

**FAX: (250) 356-0299**