



Ministry of  
Environment

## SITE INFORMATION REQUEST APPLICATION

Land Remediation Section  
PO Box 9342 Stn Prov Govt  
Victoria B.C. V8W 9M1  
Telephone: (250) 387-4441  
Fax: (250) 387-8897  
E-mail: [site@gov.bc.ca](mailto:site@gov.bc.ca)

### Section I Applicant Information

First Name

Last Name

Organization (if applicable)

Address

City

Province/State

Postal Code/Zip

Telephone ( )

Fax ( )

E-mail

### Section II Environmental Protection Database Searches – These searches require both a site address and/or location description *and* a company name. Fees for these searches are per site or name. Please check the boxes to indicate which searches you wish to have conducted.

Address and/or location of the site of interest

1<sup>st</sup> Company Name

2<sup>nd</sup> Company Name

- SWIS** Special Waste Information System – Hazardous Waste Regulation – generator registrations, transport licences and transport manifests

Previously, searches for information in our AMS/WASTE and COORs databases could only be requested by making a Site Information Request application. These databases are now available to the public to conduct searches, free of charge, at the following Internet addresses.

**AMS/WASTE:** [http://www.env.gov.bc.ca/epd/waste\\_discharge\\_auth/datamart/index.htm](http://www.env.gov.bc.ca/epd/waste_discharge_auth/datamart/index.htm)

**COORS:** <https://a100.gov.bc.ca/pub/ocers/searchApproved.do?submitType=menu>

### Section III Site Registry Search – If you have already carried out a BC OnLine Site Registry search for your site you need not apply for the ministry to repeat that search for you, unless you are unsure of the results.

Select one or more of the listed parameters. It is recommended that you provide at least two parameters for the most comprehensive search (for example, a legal description, such as the parcel ID (PID), and a civic address or latitude/longitude coordinates). **Please be accurate.** Also, select the type of report you want.

Please note the fee schedule on the second page of this application form.

Land Titles PID (9 digit number) - -

Civic Address (include municipality)

Crown Lands PIN (7 digit number)

Crown Lands File (7 digit number)

Site ID (3, 4 or 5 digit number)

Latitude/Longitude - two types – please specify which you would like below and provide coordinates

small area search – 0.5 km radius - (deg° min' sec")

Lat ° ' "

large area search – 5.0 km radius - (deg° min' sec")

Long ° ' "

Synopsis Report

Detail Report

(select one)

**Section IV Custom Site Registry Searches** – These searches can be performed by our staff. Please contact the Site Information Advisor with the specifics of your search requirements.

Custom report of data available on the Site Registry

Custom report update

**Section V Fees** – Please do not submit fees with your request. You will be invoiced for any fees incurred.  
**\*Please note that these fees reflect a \$10.00 surcharge added to each assisted Site Registry query.**

Query type	Fee
Land Titles PID	\$35.00*
Civic Address	\$60.00*
Crown Lands PIN	\$35.00*
Crown Lands File	\$35.00*
Site ID	\$20.00*
Small (0.5km radius) area	\$60.00*
Large (5.0km radius) area	\$110.00*
<b>Report type</b>	
Synopsis report	\$35.00*
Detail report	\$60.00*
<b>Custom Site Registry reports</b>	
Custom Site Registry report	\$500 plus \$100 per hour beyond 3 hours to prepare the information
Updated custom Site Registry report	\$200 per updated custom report
<b>Hazardous Waste Database Search</b>	
SWIS	\$100.00 per site

**Section VI Submission and Payment Information**

This application may be sent to the Ministry of Environment by paper mail, fax or courier. It may also be scanned and e-mailed to: [Advisor.SiteInformation@gov.bc.ca](mailto:Advisor.SiteInformation@gov.bc.ca).

**Mail or Fax:** Land Remediation Section  
 PO Box 9342 Stn Prov Govt  
 Victoria BC V8W 9M1  
 Fax: (250) 387-8897

**Courier:** Site Information Advisor  
 Environmental Management Branch  
 Ministry of Environment  
 2975 Jutland Road  
 Victoria BC

For further information, please e-mail us at [site@gov.bc.ca](mailto:site@gov.bc.ca), or contact us by phone at (250) 387-4441.

**Please do not submit fees with your request. You will be invoiced for any fees incurred.** Note that any hourly fees for custom reports will be invoiced after the service request is complete. The fees above are subject to 5% GST, not PST.

**Please allow 2 – 4 weeks for processing.**

**Disclaimer:** Information on sites is often filed in accordance with the provisions of the *Environmental Management Act*. While we believe the information to be reliable, the Province of British Columbia makes no representation or warranty as to its accuracy or completeness. Persons using this information do so at their own risk. The existence or absence of information provides no assurance that a site is or is not contaminated.