

Registration Form

for authorization to discharge waste under the *Environmental Management Act*

Code of Practice for Industrial Non-Hazardous Waste Landfills Incidental to the Wood Processing Industry

FORM REFERENCE CODE: EPD-INL-01.1

INSTRUCTIONS:

The registration process under this Code does not require a preliminary registration or pre-registration meeting with Ministry staff. **This form may be used for submission of a Registration under the Code of Practice for Industrial Non-Hazardous Waste Landfills Incidental to the Wood Processing Industry.**

Before completing this registration form, please review the following:

- Code of Practice for Industrial Non-Hazardous Waste Landfills Incidental to the Wood Processing Industry under the *Environmental Management Act* at www.bclaws.ca; and,
- Ministry information and guidance documents that will assist in understanding the registration process and any other documents that may be required at <http://www2.gov.bc.ca/gov/content?id=0876E90DA4744A449423D35EB4E09785>.

It is preferred that this form is completed using a computer or typewriter. If completing this form by hand, please PRINT clearly.

Mandatory fields are marked with an asterisk (*). Please ensure all required fields are completed or the application form may not be accepted.

Sending the following completed information to the Ministry of Environment by email or mail to the address noted below constitutes submitting a registration application to a Director under the Code.

All information required by the Code of Practice for this registration must be submitted prior to beginning construction on a facility. Each facility must have a separate registration under the Code.

This registration form can be submitted to the Ministry of Environment by email (preferred), by mail or by courier.

There is no application fee however the annual fee is due upon initial registration required for this registration under the Code of Practice. See Section 9 for payment information.

Mail or Email	Courier
Environmental Protection Division Business Services Branch PO Box 9377 Stn Prov Govt Victoria, BC V8W 9M1 Email: PermitAdministration.VictoriaEPD@gov.bc.ca	Ministry of Environment Environmental Protection Division Business Services Branch 3rd Floor, 2975 Jutland Road Victoria, BC V8T 5J9

Section 1: Purpose of Registration

*Application Type (check one)	<input type="checkbox"/> New registration <input type="checkbox"/> Change in information to an existing registration (provide registration #)	1
*Registration Number (if applicable)		2

Transferring a registration is not permissible under this code. The existing registration holder should cancel their registration, and the new owner must apply for a new registration (using this form). To cancel a registration, use the Abandonment, Cancellation and De-Registration Request Form (EPD-EMA-A3).

Section 2: Registrant Information (“the Registrant”)

This must be the name of the company or person seeking registration under the Code of Practice, NOT an Agent acting on their behalf.

*Registrant Type	<input type="checkbox"/> Business <input type="checkbox"/> Individual <input type="checkbox"/> Government			1
*Company Legal Name <i>as registered with the BC Registrar of Companies</i>				2
OR * Individual’s Full Legal Name				3
Doing Business As <i>if applicable</i>				4
Incorporation Number <i>as registered with the BC Registrar of Companies (if applicable)</i>				5
*Contact Numbers <i>e.g. (999) 999-9999</i>	Phone	Mobile		6
*Email Address <i>generic company email address</i>				7
*Legal Address <i>as registered with BC Registrar of Companies</i> This is not the facility address. <i>Facility address required in Section 5</i>	Unit # / Street			8
	City	Province	Postal Code	9

*Mailing Address <i>if different from above</i>	<input type="checkbox"/> Same as Legal Address			10
	Unit # / Street			11
	City	Province	Postal Code	12
*Billing Address <i>if different from above</i>	<input type="checkbox"/> Same as Mailing Address <input type="checkbox"/> Same as Legal Address			13
	Unit # / Street			14
	City	Province	Postal Code	11
Billing Email Address <i>if different than above</i>				12

Section 3: Registrant's Contact for Technical Information

Name of the person the Ministry can contact regarding the technical details for this registration that is NOT the Agent.

Contact's Last Name				1
Contact's First Name				2
Contact's Title				3
Mailing Address	<input type="checkbox"/> Mailing address is the same as Section 2 above			4
	Unit # / Street			5
	City	Province	Postal Code	6
Contact Numbers <i>e.g. (999) 999-9999</i>	Phone	Mobile		7
Email Address				8

Section 4: Authorized Agent (“the Agent”)

The Registrant may authorize an Agent to deal with the Ministry directly on future aspects of this registration. This section must be completed in full if an Agent is used. An Agent is a person who is not an employee of the Registrant.

Agent’s Company Legal Name <i>as registered with the BC Registrar of Companies</i>				1
Doing Business As <i>if different than above</i>				2
Agent’s Last Name				3
Agent’s First Name				4
Agent’s Title				5
Mailing Address	Unit # / Street			6
	City	Province	Postal Code	7
Contact Numbers <i>e.g. (999) 999-9999</i>	Phone	Mobile		8
Email Address				9

In this section:

“Registrant” means the applicant as identified in section 2 of this registration form;

“Agent” means the Agent as identified in section 4 of this registration form.

I/we (the Registrant) hereby authorize the above-named Agent to deal with the Ministry directly on all aspects of this registration. I/we (the Registrant) understand and agree with the terms and conditions in Section 8 of this registration form.

Registrant’s Full Name <i>NOT the Agent</i>				10
Date signed				11
Signature of the Registrant				12

Section 5: Facility Information

<p>*Facility Type <i>describe the primary activity of the facility</i></p>		1	
<p>*Regional District</p>		2	
<p>*Facility Location <i>approximate centre of the site</i> <i>must be in decimal degree format to 4 decimal places</i></p>	<p>Latitude (e.g., 49.8952) N</p>	<p>Longitude (e.g., 116.8177) W</p>	3
<p>*Source of Data</p>	<p><input type="checkbox"/> GPS <input type="checkbox"/> Survey <input type="checkbox"/> Google Earth <input type="checkbox"/> Other (specify):</p>		4
<p><i>*Either Legal Land Description or PID/PIN/Crown File Number is required.</i></p>			
<p>Legal Land Description (Lot/Block/Plan)</p>			5
<p>PID/PIN/Crown File No.</p>			6
<p>*Facility Address</p>	<p><i>Unit # / Street / City / Province / Postal Code</i> <i>OR if no civic address, describe location (e.g. 3 km north of Sechelt, BC, on Highway 101)</i></p>		7
<p>Is appropriate zoning in place for this facility?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No If no, state why:</p>		8
<p>*Is the registrant the facility operator?</p>	<p><input type="checkbox"/> Yes (proceed to Section 6) <input type="checkbox"/> No (provide information below)</p>		9

Facility Operator Information (if the registrant is NOT the Facility Operator)		
Last Name		10
First Name		11
Title		12
Contact Numbers <i>e.g. (999) 999-9999</i>	Phone	Mobile 13
Email Address		14

Section 6: Legal Land Owner of Facility

*The Legal Land Owner of the facility is the Registrant.	<input type="checkbox"/> Yes <input type="checkbox"/> No	1
<i>*If the Registrant is not the Legal Land Owner:</i>		
Is this federal or provincial Crown land?	<input type="checkbox"/> Yes <input type="checkbox"/> No	2
Is the Legal Land Owner aware of the proposed application to discharge waste?	<input type="checkbox"/> Yes <input type="checkbox"/> No	3
Has the Legal Land Owner received a copy of this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	4
Legal Land Owner First and Last Name		5
Legal Land Owner Contact Numbers <i>e.g. (999) 999-9999</i>	Phone:	Mobile: 6
Legal Land Owner Email Address		7

Section 7: Code Specific Requirements

<p><i>As required under section 3(1)(a) of the Code:</i> Provide the source and composition of the solid waste discharged or proposed to be discharged to the landfill</p>		1
<p><i>As required under section 3(1)(b) of the Code:</i> Provide the total capacity or design total capacity of the landfill</p>		2
<p><i>As required under section 3(1)(c) of the Code:</i> Provide the maximum volume of solid waste, in cubic meters per year, discharged or to be discharged to the landfill</p>	m ³ /year	3
<p><i>As required under section 3(1)(d) of the Code:</i> Provide the address of the location where the landfill facility records will be kept</p>	Unit # / Street	4
	City	
<p><i>As required under section 3(1)(e) of the Code:</i> Confirm that the appropriate local government has been notified of the landfill facility at least 30 days before the date on which the registration is provided to a director</p> <p>and</p> <p>This Registration relates to a landfill facility for which a permit has been issued and the permit has remained in force</p>	<p><input type="checkbox"/> Yes, the appropriate local government agency has been notified.</p> <p><input type="checkbox"/> Yes, a permit is in place</p>	5
<p><i>As required under section 3(1)(f) of the Code:</i> Has a conceptual closure plan that complies with section 3(2) of the Code been prepared for this facility?</p>	<p><input type="checkbox"/> Yes, I confirm</p>	6

Large Landfill Facility Requirements

A “large landfill facility” means a landfill facility

- (a) the total capacity or designed total capacity of which is more than 5 000 cubic meters of waste, or
- (b) at which more than 500 cubic meters of solid waste is discharged per year or is specified in registration information provided under section 3(1)(c)

A “qualified professional”, in relation to a duty or function under this code, means an individual who

- (a) is registered in British Columbia with a professional organization, is acting under that organization's code of ethics and is subject to disciplinary action by that organization, and
- (b) through suitable education, experience, accreditation and knowledge, may reasonably be relied on to provide advice within his or her area of expertise, which area of expertise is applicable to the duty or function;

If this Registration is for large landfill facility as defined by the code, the following information is required:

As required under section 5(1) of the Code:

Confirm that the following three reports have been prepared by a qualified professional:

1. Waste characterization report
2. Design plan
3. Operational plan

Yes, I confirm

Section 8: Declaration and Signature

Please carefully read the following before placing your signature.

By completing this Registration for an authorization, the Registrant understands and agrees with the following terms and conditions:

1. In this section:

“Registrant” means the registrant as identified in section 2 of this registration form;

“Director” means any statutory decision maker under EMA;

“EMA” means the Environmental Management Act, S.B.C. 2003, c. 53, as amended or replaced from time to time;

“FOIPPA” means the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165, as amended or replaced from time to time;

“Province” means Her Majesty the Queen in Right of British Columbia;

“Regulatory Document” means:

- a) this registration form,
- b) any document that the Registrant submits or causes to be submitted to the Province or the Director in support of this registration, and
- c) any document that the Registrant submits or causes to be submitted to the Director or the Province pursuant to
 - i. any regulation made under EMA that regulates the facility described above or the discharge of waste from that facility; or
 - ii. any order issued under EMA directed against the Applicant that is related to the facility described above or the discharge of waste from that facility.

2. In consideration of the Province receiving this registration form, subject to paragraph 3, the Registrant hereby irrevocably authorizes the Province to publish on the Ministry of Environment website the entirety of any Regulatory Document.

3. Despite paragraph 2, if the Registrant clearly identifies on the face of a Regulatory Document that the Regulatory Document, or clearly identified portions of it, are confidential and provides in writing with the document a rationale for why the document or portion thereof could not be disclosed under FOIPPA, the Registrant does not consent to the Province publishing the document or any portion of it if, in the opinion of the Director, the document or portion could not be disclosed under FOIPPA, if it were subject to a request under section 5 of FOIPPA.

4. In consideration of the Province receiving this application, the Registrant agrees that it will indemnify and save harmless the Province and the Province’s employees and agents from any claim for infringement of copyright or other intellectual property rights that the Province or any of the Province’s employees or agents may sustain, incur, suffer or be put to at any time that arise from the publication of a Regulatory Document.

5. The Registrant certifies that the information provided in this registration form is true, complete and accurate, and acknowledges that the submission of insufficient information may result in this registration being returned causing delays in the registration review process.

*Name of Registrant or Agent (print)	* Signature of Registrant or Agent	*Date

Section 9: Payment of Application Fees

PART A: Application Fee Calculation		
Applicable fees	<p>There is no application fee; however, the first annual fee is due upon initial submission of a new Registration which is calculated as follows:</p> <p>A = Annual Base Fee of \$100 B = Maximum volume of solid waste per year (m3) C = Annual waste fee per tonne (\$0.74) D = Conversion 0.3491 tonne/m3</p> <p>Total annual fee amount = A + (B x C x D)</p> <p>Fees are \$CDN. No PST or GST required.</p>	1
*Total annual fee due	\$	2

PART B: Fee transmittal						
<input type="checkbox"/> I would like a call-back to pay by credit card. * DO NOT SEND CREDIT CARD INFORMATION VIA EMAIL *	<p>Please note there is currently no electronic payment system for credit card transactions. Please complete the following to arrange for a call-back to collect credit card payment information.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Name of cardholder</td> <td></td> </tr> <tr> <td>Phone number</td> <td style="text-align: right;">(999) 999-9999</td> </tr> </table>	Name of cardholder		Phone number	(999) 999-9999	1
Name of cardholder						
Phone number	(999) 999-9999					
<input type="checkbox"/> I am submitting my cheque or money order via mail/courier.	<p>Cheques or money orders not received within 10 business days may result in your application being returned as incomplete.</p> <p>In addition to submitting this application form electronically, please send a printed copy along with your cheque or money order.</p> <p><i>Mail:</i> Environmental Protection Division Business Services Branch PO Box 9377 Stn Prov Govt Victoria, BC V8W 9M1</p> <p><i>Courier:</i> Ministry of Environment Environmental Protection Division Business Services Branch 3rd Floor, 2975 Jutland Road Victoria, BC V8T 5J9</p>	2				
<input type="checkbox"/> I have questions about the application fees and would like a call-back for consultation.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Name</td> <td></td> </tr> <tr> <td>Phone number</td> <td style="text-align: right;">(999) 999-9999</td> </tr> </table>	Name		Phone number	(999) 999-9999	3
Name						
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