

Registration Change 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-01.3

INSTRUCTIONS:

The registration change process under this code does not require meetings with Ministry staff. **This form must be used for submission of a change(s) in information to an existing registration under the Code of Practice for Industrial Non-Hazardous Waste Landfills Incidental to the Wood Processing Industry.**

Before completing this 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 change process and any other documents that may be required at gov.bc.ca/wastedischarge-authorizations.

It is preferred that this form is completed using a computer. 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 form may not be accepted.

Sending the following completed information to the ministry by email or mail to the address noted below constitutes submitting a registration change application to a director under the code.

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

There is no application fee required for a registration change under the Code of Practice for Industrial Non-Hazardous Waste Landfills Incidental to the Wood Processing Industry.

Mail or Email	Courier
Ministry of Environment & Climate Change Strategy Environmental Protection Division Integrated Services PO Box 9377 Stn Prov Govt Victoria, BC V8W 9M6 Email: PermitAdministration.VictoriaEPD@gov.bc.ca	Ministry of Environment & Climate Change Strategy Environmental Protection Division Integrated Services 3rd Floor, 525 Superior Street Victoria BC V8V 0C5

Section 1: Registration Information

*Registration Number		1
*Summary of Changes to Existing Registration (e.g., name change, facility moved)		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. To cancel a registration, use the Abandonment, Cancellation and De-Registration Request Form (EPD-EMA-A3).

New registration applications must be submitted using the electronic application system.

Section 2: Registrant Information (“the Registrant”)

This must be the name of the company or person registered under the code of practice, NOT an agent acting on their behalf. If applying for a name change, complete the form using new client name information.

*Registrant Type	Business	Individual	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> <i>This is not the facility address.</i> <i>Facility address required in Section 5</i>	Unit # / Street			8
	City	Province	Postal Code	9

*Mailing Address <i>if different from above</i>	Same as Legal Address			10	
	Unit # / Street			11	
	City	Province	Postal Code	12	
*Billing Address <i>if different from above</i>	Same as Mailing Address		Same as Legal Address		13
	Unit # / Street			14	
	City	Province	Postal Code	15	
Billing Email Address <i>if different than above</i>				16	

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	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 form;

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

Registrant’s Full Name NOT the Agent		10
Date signed		11
Signature of the Registrant		12

Section 5: Facility Location and Operator Information

*Facility Type and Description <i>Briefly describe the primary activity of the facility</i>			1
*Regional District			2
*Facility Location <i>approximate centre of the site</i> <i>must be in decimal degree format to 4 decimal places</i>	Latitude (e.g., 49.8952) N	Longitude (e.g., 116.8177) W	3
*Source of Data	GPS Survey Google Earth Other (specify):		4
*Either Legal Land Description or PID/PIN/Crown File Number is required below.			
Legal Land Description (Lot/Block/Plan)			5
PID/PIN/Crown File No.			6
*Facility Address	<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>		7
Is appropriate zoning in place for this facility?	Yes No If no, state why:		8
*Is the registrant the facility operator?	Yes (proceed to Section 6) No (provide information below)		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.	Yes	No	1
<i>*If the registrant is not the legal land owner:</i>			
Is this federal or provincial Crown land?	Yes	No	2
Is the legal land owner aware of the proposed application to discharge waste?	Yes	No	3
Has the legal land owner received a copy of this application?	Yes	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	Postal Code	
<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>Yes, the appropriate local government agency has been notified.</p> <p>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>	Yes, I confirm		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 change 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 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 change 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 form, subject to paragraph 3, the registrant hereby irrevocably authorizes the Province to publish on the B.C. government 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 form is true, complete and accurate, and acknowledges that the submission of insufficient information may result in this registration change being returned causing delays in the registration review process.

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