

Applying for Contaminated Sites Services

The Contaminated Sites Regulation (the Regulation) requires the ministry to charge fees for services relating to contaminated sites, consistent with the “user pays” and “polluter pays” principles. Those people using a service must pay for doing so. The fees are specified in section 9 and Schedule 3 of the Regulation.

How to apply for services

Completing the Contaminated Sites Services Application Form is the first step in requesting the ministry to provide services such as:

- reviewing a site investigation report, remediation plan, confirmation of remediation report, or restrictive covenant;
- considering an Approved Professional’s recommendation ;
- issuing a Determination of Contaminated Site, an Approval in Principle, or a Certificate of Compliance;
- considering a Contaminated Soil Relocation Agreement application; or
- determining if a responsible person is a minor contributor.

General instructions

- Clearly print or type the information you require.
- Answer all applicable questions to the best of your knowledge.
- Please attach your cheque for the required ministry fee when submitting your request, payable to the Minister of Finance.

- Note that you may be invoiced for additional fees after the services have been provided. See [Fact Sheet 25, “Fees for Contaminated Sites Services”](#) for details.
- Include a copy of any report or plan for which a review or other service is requested, or as required for site risk classification purposes.

Filling in the form

Part A – Applicant Information

- Note that applicant information may refer to a person or company other than the owner.

Part C – Application Information

- Check off the services you want.
- Check off how you would like your application processed. There are three options:

Option 1. Roster of Approved Professionals Submission

This is a fast track approval process required as of November 1, 2004, for non-high risk sites. Proponents must retain the services of Approved Professionals who then make recommendations to the ministry. See [Administrative Guidance 5, “Approved Professional Recommendations Relating to Non-High Risk Sites”](#) and [Protocol 6: Eligibility of Applications for Review by Approved Professionals.”](#)

Option 2. External Review

In a few circumstances, clients may request a review by external reviewers under contract

to the ministry. It is a more expensive option, but sets fixed time frames for reviews. For more detail, see [Fact Sheet 22, “External Report Review Option: Summary of Fees and Time Schedule.”](#)

Option 3. Ministry review

With this approach, which is generally applicable only to high risk sites, ministry staff carry out the review.

Site owners and operators must use option 1 whenever required under Protocol 6.

Time frame considerations

If you are using the ministry review option, staff will perform an initial quality assurance review. To streamline this step, ensure that your application is complete.

Once complete, an application will be processed on a first-come, first-served basis, with the exception of those identified as government priority sites.

Part D – Site Information

- For legally surveyed property, provide PIDs (Parcel Identifier numbers) and associated legal descriptions from the Land Title registry system.

- For Crown land that is not legally surveyed, provide the PIN (Parcel Identification Numbers) or the Crown Land File Number from the Crown Land registry system.
- Provide the latitude and longitude of the approximate centre of the site (accurate to ± 0.5 of a second (approximately ± 10 metres) using the 1983 North American Datum).
- Provide the requested owner and site risk classification information. It is mandatory.

Part E – Key Information Requirements

- Check the key report deliverables included in the submission and indicate where this information can be found under the “report references” heading.
- Note that all applications must include a satisfactorily completed Site Risk Classification Report and where applicable a satisfactorily completed Exposure Pathway Questionnaire.

Note: This document does not replace the Environmental Management Act or its regulations. It does not list all provisions for contaminated sites services. If there are differences or omissions in this document, the Act, Regulation and Protocols apply.

For more information, contact the Environmental Management Branch at site@gov.bc.ca