



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

Section I Applicant Information

First Name Last Name

Organization (if applicable)

Address

City Province/State Postal Code/Zip

Telephone () Fax () E-mail

Section II SWIS Database Search – This search requires both a site address and/or location description *and* a company name. Fees for are per site or name. Please check the box if you want a SWIS search.

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

Address and/or location of the site of interest

1st Company Name

2nd Company Name

Note

Previously, searches for information on discharge authorizations, and compliance and enforcement actions for sites under B.C.'s environmental laws could be requested by making a Site Information Request application. The Authorization Management System (AMS), Environmental Violations Database (EVD) and Quarterly Compliance and Enforcement reports are now available to the public to conduct searches, free of charge. [See Fact Sheet 33](#) for further details.

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*
Report type	
Synopsis report	\$35.00*
Detail report	\$60.00*
Custom Site Registry reports	
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
Hazardous Waste Database Search	
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.

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, 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.