

Registration and Relocation Notification Form

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

Asphalt Plant Regulation

FORM REFERENCE CODE: EPD-APR-01.1

INSTRUCTIONS:

The registration process under this Regulation does not require a preliminary registration or pre-registration meetings with Ministry staff. **This form may be used for registering a hot-in-place asphalt recycling plant or hot mix asphalt plant under the Asphalt Plant Regulation and for providing notice of relocation for an asphalt plant.**

Before completing this registration form, please review the following:

- Asphalt Plant Regulation 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 registration 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 your registration application to a Director under the Regulation.

Under the *Environmental Management Act*, SBC 2003, c. 53 (the “Act”), a person is prohibited from introducing waste into the environment except in compliance with the Act and any applicable regulations. The applicant is not registered under the Regulation until a completed registration form and all required information has been submitted. In accordance with the Regulation, every owner or operator must register within 30 days after acquiring the ownership of a hot-in-place asphalt recycling plant or hot mix asphalt plant.

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

There is a \$200 application fee required to register under the Asphalt Plant Regulation. There is also an annual fee that is calculated based on asphalt production amounts from the previous year in accordance with the Permit Fees Regulation.

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 and Climate Change Strategy 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"/> Relocation notification <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 regulation. 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).

To change information for an existing registration, a person must submit this completed form within 60 days of any change to the submitted information.

For relocation of an asphalt plant, please complete Sections 1 and 8 of this form.

Section 2: Registrant Information (“the Registrant”)

This must be the name of the company or person seeking registration under the Regulation, 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>	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: Asphalt Plant and Operator Information

*Asphalt Plant Type	<input type="checkbox"/> Hot-in-place asphalt recycling plant <input type="checkbox"/> Hot mix asphalt plant		1
*Is the registrant the facility operator?	<input type="checkbox"/> Yes (proceed to Section 6) <input type="checkbox"/> No (provide information below)		2
Facility Operator Information (if the registrant is NOT the Facility Operator)			
Last Name			3
First Name			4
Title			5
Contact Numbers <i>e.g. (999) 999-9999</i>	Phone	Mobile	6
Email Address			7

Section 6: Regulation Specific Requirements

*Maximum plant production rate in tonnes per hour		tonnes/hr	1
*Type of fuel or fuels used by the plant and the fuel consumption rate or rates, in litres per hour or cubic meters per hour, at the maximum plant production rate			2
*Emission controls & operating parameters (complete applicable parameters)			
*Type of emission control	<input type="checkbox"/> wet scrubber <input type="checkbox"/> spray-bar type <input type="checkbox"/> venturi-type <input type="checkbox"/> de-mist screen attached <input type="checkbox"/> baghouse <input type="checkbox"/> other		3
For emission controls that use water:			
Water consumption			L/min
Pressure drop			cm water (for venturi-type scrubber)
Settling pond volume			m ³

If a baghouse is used:		
Air to cloth ratio	$m^3/min/m^2$	7
Type	<i>e.g. pulse jet reverse flow</i>	8
If “other” is selected:		
Describe the emission controls used:		9

The following is to be completed for a hot-in-place asphalt recycling plant:		
*List the serial number for each machine train unit		10
*Describe the heating process used to soften the pavement		11
*For a new hot-in-place recycling plant, provide the design gaseous discharge flow rate of each machine train unit stack	(flow rate and units)	12
*For an existing plant, provide/attach the most recent set of stack monitoring results	<input type="checkbox"/> Stack monitoring results are attached	13

The following is to be completed for a hot mix asphalt plant:		
*Provide the serial numbers and describe each major piece of plant equipment		14
*Maximum % of recycled asphalt pavement to be used, if any		15
*For a new hot mix recycling plant, provide the design gaseous discharge flow rate for the aggregate dryer	(flow rate and units)	16
*For an existing plant, provide/attach the most recent set of aggregate dryer stack monitoring results	<input type="checkbox"/> Stack monitoring results are attached	17

Section 7: Project Information

This section is only needed in order to provide notification before commencement of a project. Notification of the plan of operation must be provided to a director at least 14 days before commencement of a project.

*Start date	(YYYY/MM/DD)	1
*End date	(YYYY/MM/DD)	2
*Daily working hours		3

The following is to be completed for a hot-in-place asphalt recycling plant:			
*Plant 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	4
*Proposed number of square metres of pavement		(square metres)	5
*Proposed mass of pavement to be recycled		(tonnes)	6
*For a direct fired infrared heating plant, the date of the last maintenance of the emission control equipment, if any		(YYYY/MM/DD)	7

<p>*Have you attached a copy of the most recent stack monitoring results?</p>	<p><input type="checkbox"/> Yes</p>	<p>8</p>
<p>The following is to be completed for a hot mix asphalt plant:</p>		
<p>*Estimated quantity of recycled asphalt pavement to be used, if any, of the total hot mix asphalt produced</p>		<p>(%) 9</p>
<p>*Estimated hot mix asphalt produced</p>		<p>(tonnes) 10</p>
<p>*Have you attached a site plan in accordance with section 17(1)(c) of the Regulation?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>11</p>
<p>*Have you attached the most recent set of stack monitoring results for each hot mix asphalt plant aggregate dryer discharge?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>12</p>
<p>*Have you attached the last maintenance assessment of the emission control equipment, if any?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>13</p>

<p>Client information for the project:</p>			
<p>*Last Name</p>			<p>15</p>
<p>*First Name</p>			<p>16</p>
<p>Title</p>			<p>17</p>
<p>Contact Numbers <i>e.g. (999) 999-9999</i></p>	<p>Phone</p>	<p>Mobile</p>	<p>18</p>
<p>*Email Address</p>			<p>19</p>

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 Fees

PART A: Fee Calculation

<p>Applicable fees</p>	<p>The application fee is \$200 CDN. No PST or GST required.</p> <p>There is no fee payable for notifications of relocation or submission of amendments to an existing registration.</p>	<p>1</p>
<p>*Amount submitted</p>	<p>\$</p>	<p>2</p>

PART B: Fee transmittal

<p><input type="checkbox"/> I would like a call-back to pay by credit card. * DO NOT SEND CREDIT CARD INFORMATION VIA EMAIL *</p>	<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>		<p>1</p>
<p><input type="checkbox"/> I am submitting my cheque or money order via mail/courier payable to the Minister of Finance.</p>	<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 and Climate Change Strategy Environmental Protection Division Business Services Branch 3rd Floor, 2975 Jutland Road Victoria, BC V8T 5J9</p>		<p>2</p>
<p><input type="checkbox"/> I have questions about the application fees and would like a call-back for consultation.</p>	<p>Name</p>	<p>(999) 999-9999</p>	<p>3</p>
	<p>Phone number</p>	<p>(999) 999-9999</p>	