

## Registration and Notification of Location/Relocation Form for authorization to discharge waste under the *Environmental Management Act*

### Asphalt Plant Regulation

FORM REFERENCE CODE: EPD-APR-01v3

#### INSTRUCTIONS:

This form may be used for registering a hot-in-place asphalt recycling plant or hot mix asphalt plant under the Asphalt Plant Regulation (Regulation) and for changing information of an existing registration.

This form may also be used to provide the following notifications under the Asphalt Plant Regulation:

- Hot-in-place place recycling plants – project location and plan of operation
- Mobile hot mix asphalt plants – relocation and plan of operation

Note that the registration process under this Regulation does not require a preliminary registration or pre-registration meetings with ministry staff.

Before completing this registration form, please review the following:

- Asphalt Plant Regulation under the *Environmental Management Act* at [www.bclaws.gov.bc.ca](http://www.bclaws.gov.bc.ca)
- Ministry information and guidance documents that will assist in understanding the registration process and any other documents that may be required at <https://www2.gov.bc.ca/gov/content/environment/waste-management/waste-discharge-authorization/apply>.

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

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

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.

A \$400 application fee is required to register under the Asphalt Plant Regulation. An annual fee will be calculated based on asphalt production amounts from the previous year in accordance with the Permit and Approval Fees and Charges Regulation.

As per the Regulation, Asphalt Production amounts must be reported to [PermitAdministration.VictoriaEPD@gov.bc.ca](mailto:PermitAdministration.VictoriaEPD@gov.bc.ca) by January 31 each year for the previous calendar year.

Sending the following completed form to the Ministry of Environment and Climate Change Strategy by email (preferred), mail or courier to the address noted below constitutes submitting your registration information to a Director under the Regulation.

Mail or Email	Courier
Environmental Protection Division Branch Operations PO Box 9377 Stn Prov Govt Victoria, BC V8W 9M6  <b>Email:</b> <a href="mailto:PermitAdministration.VictoriaEPD@gov.bc.ca">PermitAdministration.VictoriaEPD@gov.bc.ca</a>	Ministry of Environment and Climate Change Strategy Environmental Protection Division Business Services 3rd Floor, 525 Superior Street Victoria BC V8V 0C5

## Section 1: Purpose of Registration

<b>*Application Type</b> (check one)	<input type="checkbox"/> New Registration (Complete Sections 1-6 and 8-9)  <input type="checkbox"/> Notification: hot-in-place recycling project location/plan of operation (Complete Sections 1-8)  <input type="checkbox"/> Notification: hot mix mobile plant relocation (Complete Sections 1-8)  <input type="checkbox"/> Change in information of an existing registration (provide Registration Number)	1
<b>*Registration Number</b> (except for New Registration)		2

Transferring a registration is not permissible under the 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.

**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.

<b>*Registrant Type</b>	<input type="checkbox"/> Business <input type="checkbox"/> Individual <input type="checkbox"/> Government			1
<b>*Company Legal Name</b> <i>as registered with the BC Registrar of Companies</i>				2
<b>OR * Individual’s Full Legal Name</b>				3
<b>Doing Business As</b> <i>if applicable</i>				4
<b>Incorporation Number</b> <i>as registered with the BC Registrar of Companies (if applicable)</i>				5
<b>*Contact Numbers</b> <i>e.g. (999) 999-9999</i>	Phone	Mobile		6
<b>*Email Address</b> <i>generic company email address</i>				7
<b>*Legal Address</b> <i>as registered with BC Registrar of Companies</i>	Unit # / Street			8
	City	Province	Postal Code	9
	<input type="checkbox"/> Same as Legal Address			10
<b>*Mailing Address</b> <i>if different from above</i>	Unit # / Street			11
	City	Province	Postal Code	12
	<input type="checkbox"/> Same as Mailing Address <input type="checkbox"/> Same as Legal Address			13
<b>*Billing Address</b> <i>if different from above</i>	Unit # / Street			14
	City	Province	Postal Code	11
<b>Billing Email Address</b> <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.

<b>Contact's Last Name</b>				1
<b>Contact's First Name</b>				2
<b>Contact's Title</b>				3
<b>Mailing Address</b>	<input type="checkbox"/> Mailing address is the same as Section 2 above			4
	Unit # / Street			5
	City	Province	Postal Code	6
<b>Contact Numbers</b> <i>e.g. (999) 999-9999</i>	Phone	Mobile		7
<b>Email Address</b>				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. If the Registrant has no plans to use an Agent, do not complete or sign this section.

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

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

## Section 5: Asphalt Plant and Operator Information

<b>*Asphalt Plant Type</b>	<input type="checkbox"/> Hot-in-place asphalt recycling plant <input type="checkbox"/> Hot mix asphalt plant – mobile <input type="checkbox"/> Hot mix asphalt plant – stationary (provide Location Information below)	1
<b>*Is the registrant the facility operator?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (provide Facility Operator information below)	2
<b>Location Information - Stationary Hot Mix Asphalt Plant</b> <i>See Section 7 for hot-in-place recycling plant and mobile plant Location/Relocation information</i>		
<b>Stationary Plant Location</b> <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
<b>Source of Data</b>	<input type="checkbox"/> GPS <input type="checkbox"/> Survey <input type="checkbox"/> Google Earth <input type="checkbox"/> Other (specify):	4
<b>Legal Land Description (Lot/Block/Plan) or PID/PIN/Crown File No.</b>		
<b>Stationary Plant Address</b>	<i>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>	
<b>Facility Operator Information (if the registrant is NOT the Facility Operator)</b>		
<b>Last Name</b>		
<b>First Name</b>		
<b>Title</b>		
<b>Contact Numbers</b> <i>e.g. (999) 999-9999</i>	Phone	Mobile
<b>Email Address</b>		

## Section 6: Regulation Specific Requirements

<b>*Maximum plant production rate in tonnes per hour</b>	tonnes/hr	1
<b>*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</b>		2
<b>*Emission controls &amp; operating parameters (complete applicable parameters)</b>		
<b>*Type of emission control</b>	<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
<b>For emission controls that use water:</b>		
<b>Water consumption</b>	L/min	4
<b>Pressure drop</b>	cm water (for venturi-type scrubber)	5
<b>Settling pond volume</b>	m <sup>3</sup>	6
<b>If a baghouse is used:</b>		
<b>Air to cloth ratio</b>	m <sup>3</sup> /min/m <sup>2</sup>	7
<b>Type</b>	<i>e.g. pulse jet reverse flow</i>	8
<b>If "other" is selected:</b>		
<b>Describe the emission controls used:</b>		9

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

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



### Section 7: Project Notification (Location/Relocation and Plan of Operation)

This section is only needed before starting a project using either a hot-in-place recycling plant or a mobile hot mix plant. Notification of the plan of operation must be provided to a director at least 14 days before commencement of a project. Note that this section is not needed for a new registration.

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

#### Client Contact for the project:

Do NOT enter the facility owner or operator

<b>*Last Name</b>			4
<b>*First Name</b>			5
<b>Title</b>			6
<b>Contact Numbers</b> <i>e.g. (999) 999-9999</i>	Phone	Mobile	7
<b>*Email Address</b>			8

#### The following is to be completed for a hot-in-place asphalt recycling plant:

<b>*Plant Location</b> <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	9
<b>*Proposed number of square metres of pavement</b>	(square metres)		10
<b>*Proposed mass of pavement to be recycled</b>	(tonnes)		11
<b>*For a direct fired infrared heating plant, the date of the last maintenance of the emission control equipment, if any</b>	(YYYY-MM-DD)		12
<b>*Have you attached a copy of the most recent stack monitoring results?</b>	<input type="checkbox"/> Yes		13

<b>The following is to be completed for a mobile hot mix asphalt plant relocation:</b>		
<b>*Estimated quantity of recycled asphalt pavement to be used, if any, of the total hot mix asphalt produced</b>	(%)	14
<b>*Estimated hot mix asphalt produced</b>	(tonnes)	15
<b>*Have you attached a site plan in accordance with section 17(1)(c) of the Regulation?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	16
<b>*Legal Land Description (Lot/Block/Plan) or PID/PIN/Crown File No</b>		17
<b>*Have you attached the most recent set of stack monitoring results for each hot mix asphalt plant aggregate dryer discharge?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	18
<b>*Have you attached the last maintenance assessment of the emission control equipment, if any?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	19

## 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 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 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

<b>Applicable fees</b>	<p>The application fee is \$400 CDN. No PST or GST required.</p> <p>There is no fee payable for notifications of location/relocation or for changes of information of an existing registration.</p>	1
<b>*Amount submitted</b>	\$	2

### PART B: Fee transmittal

<input type="checkbox"/>	<p>I would like a call-back to pay by credit card.</p> <p><b>* DO NOT SEND CREDIT CARD INFORMATION VIA EMAIL*</b></p>	<p><b>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.</b></p> <table border="1" data-bbox="602 926 1511 1058"> <tr> <td data-bbox="602 926 899 989">Name of cardholder</td> <td data-bbox="904 926 1511 989"></td> </tr> <tr> <td data-bbox="602 995 899 1058">Phone number</td> <td data-bbox="904 995 1511 1058">(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"/>	<p>I am submitting my cheque or money order via mail/courier.</p>	<p><b>Cheques or money orders not received within 10 business days may result in your application being returned as incomplete.</b></p> <p><b>In addition to submitting this application form electronically, please send a printed copy along with your cheque or money order.</b></p> <p><i>Mail:</i> Environmental Protection Division Branch Operations PO Box 9377 Stn Prov Govt Victoria, BC V8W 9M6</p> <p><i>Courier:</i> Ministry of Environment and Climate Change Strategy Environmental Protection Division Business Services 3rd Floor, 525 Superior Street Victoria BC V8V 0C5</p>	2				
<input type="checkbox"/>	<p>I have questions about the application fees and would like a call-back for consultation.</p>	<table border="1" data-bbox="602 1583 1511 1705"> <tr> <td data-bbox="602 1583 899 1646">Name</td> <td data-bbox="904 1583 1511 1646"></td> </tr> <tr> <td data-bbox="602 1652 899 1705">Phone number</td> <td data-bbox="904 1652 1511 1705">(999) 999-9999</td> </tr> </table>	Name		Phone number	(999) 999-9999	3
Name							
Phone number	(999) 999-9999						