

## PRELIMINARY Application for a NEW Authorization for authorization to discharge waste under the *Environmental Management Act*

### New Permit, Approval, or Operational Certificate

FORM REFERENCE CODE: EPD-EMA-01.2

#### INSTRUCTIONS:

The application process is comprised of multiple steps that require the submission of a preliminary application and fee, followed by meetings with Ministry staff, and submission of a final application. **This form may be used for submission of a Preliminary Application for a new Permit, Approval or Operational Certificate.**

Before completing this application form, please review the following:

- Waste Discharge Regulation under the *Environmental Management Act* at [www.bclaws.ca](http://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 application form may not be accepted.

Once the Preliminary Application has been submitted, the application will be screened for completeness before the applicant is contacted to proceed through the Preliminary Application Phase.

A Pre-Authorization Number and Tracking Number will be assigned to this request. Both numbers should be referenced on all further documents submitted to support the new application request.

Under *Environmental Management Act*, a person is prohibited from introducing waste into the environment without authorization. Submitting an application to discharge is NOT an authorization to discharge.

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

**There is application fee of \$400 for Permits that is due upon submission. There is no application fee for an Approval, instead a \$200.00 annual base fee and a variable discharge fee will be invoiced to the applicant once the Approval has been issued. There is no application fee for an Operational Certificate. See Section 9 for payment information.**

Mail or Email	Courier
Environmental Protection Division Business Services 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 & Climate Change Strategy Environmental Protection Division Business Services 3rd Floor, 525 Superior Street Victoria BC V8V 1T7

## Section 1: Purpose of Application

<b>*Authorization Type Requested</b> (check one)	<input type="checkbox"/> New Permit <input type="checkbox"/> New Approval <input type="checkbox"/> New Operational Certificate	1
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*If an amendment to an existing Permit, Approval or Operational Certificate is required, please use the Amendment Preliminary Application Form (EPD-EMA-04).*

Definitions	
Permit	Authorization to discharge waste to the environment; an ongoing authorization.
Approval	Temporary authorization to discharge waste to the environment for a maximum of 15 months.
Operational Certificate	Authorization for facilities included in a Minister approved solid or liquid Waste Management Plan; an ongoing authorization. (Issued to the municipality or to any person who is the owner of a site or facility covered by the Waste Management Plan).

<b>*Discharge type</b> (check one)	<input type="checkbox"/> Air <input type="checkbox"/> Effluent <input type="checkbox"/> Refuse  <i>e.g. to discharge air emissions from x number of stacks at a sawmill.</i>	2
<b>*Purpose of application</b>		3
<b>Is this authorization required for remediation of a contaminated site?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	4
<b>Is an exemption from the Preliminary Application Phase<sup>1</sup> requested?</b>	<input type="checkbox"/> Yes (attach letter with rationale) <input type="checkbox"/> No	5

<sup>1</sup> This request for an exemption is an option intended for applicants that have previous experience with permitting under the *Environmental Management Act* and do not require a meeting with the Ministry to clarify requirements. If you are requesting to bypass the Preliminary Application Process, ensure all components of the Application Form (EPD-EMA-02) have also been completed. Please note that requests may not always be granted. Incomplete applications may be returned if they don't meet Ministry requirements and the application fee may not be refunded.

## Section 2: Applicant Information (“the Applicant”)

This must be the name of the company or person seeking authorization, NOT an Agent acting on their behalf.

*Applicant 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
<b>OR</b> * 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: Applicant's Contact for Technical Information

Name of the person the Ministry can contact regarding the technical details for this application 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 Applicant may authorize an Agent to deal with the Ministry directly on future aspects of this application. This section must be completed in full if an Agent is used. An Agent is a person who is not an employee of the Applicant.**

<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:*

*“Applicant” 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 Applicant) hereby authorize the above-named Agent to deal with the Ministry directly on all aspects of this registration. I/we (the Applicant) understand and agree with the terms and conditions in Section 8 of this application form.**

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

## Section 5: Facility Location and Operator Information

<p><b>*Facility Type and Description</b> Briefly describe</p> <ul style="list-style-type: none"> <li>• Overview of the project</li> <li>• The primary activity of the facility</li> <li>• If there is not enough space, you may attach additional information, including conceptual site plans.</li> </ul>		1	
<p><b>*Regional District</b></p>		2	
<p><b>*Facility Location</b> approximate centre of the site  must be in decimal degree format to 4 decimal places</p>	Latitude (e.g., 49.8952) N	Longitude (e.g., 116.8177) W	3
<p><b>*Source of Data</b></p>	<input type="checkbox"/> GPS <input type="checkbox"/> Survey <input type="checkbox"/> Google Earth <input type="checkbox"/> Other (specify):	4	
<p><b>*Either Legal Land Description or PID/PIN/Crown File Number is required.</b></p>			
<p><b>Legal Land Description (Lot/Block/Plan)</b></p>		5	
<p><b>PID/PIN/Crown File No.</b></p>		6	
<p><b>*Facility Address</b></p>	<p>Street / City / Province / Postal Code OR if no civic address, describe location (e.g. 3 km north of Sechelt, BC, on Highway 101)</p>	7	

<b>*Is appropriate zoning in place for this facility?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  If no, state why:		8
<b>Facility Operator Contact First and Last Name</b>			9
<b>Facility Operator Title</b>			10
<b>Facility Operator Contact Numbers</b> <i>e.g. (999) 999-9999</i>	Phone	Mobile	11
<b>Facility Operator Email Address</b>			12

### Section 6: Legal Land Owner of Facility (if not applicant)

<b>*The Legal Land Owner of the facility is the Applicant.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		1
<b><i>*If the Applicant is not the Legal Land Owner:</i></b>			
<b>Is this federal or provincial Crown land?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		2
<b>Is the Legal Land Owner aware of the proposed application to discharge waste?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		3
<b>Has the Legal Land Owner received a copy of this application?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		4
<b>Legal Land Owner First and Last Name</b>			5
<b>Legal Land Owner Contact Numbers</b> <i>e.g. (999) 999-9999</i>	Phone:	Mobile:	6
<b>Legal Land Owner Email Address</b>			7

## Section 7: Checklist of Additional Information Required

Please note that if the following required information is not submitted with the Preliminary Application, the application may **not be accepted as complete**.

	Check box if included
<b>DRAFT Discharge Factors Application Form</b> (Form EPD-EMA-03)	<input type="checkbox"/> Included
<b>Location Map Form</b> (Form EPD-EMA-08)	<input type="checkbox"/> Included
<b>If requesting Preliminary Application Exemption Rationale Letter</b>	<input type="checkbox"/> Included

### Documents Required LATER in the application process

These documents are not needed at this time for the Preliminary Application Phase; however, they will be required for the Final Application. Applicants are strongly encouraged to submit drafts of these documents prior to any meetings with the Ministry.

	Included?
<b>Information Requirements Table (IRT) <i>Draft only</i></b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Site Plan Form</b> (Form EPD-EMA-09)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Environmental Protection Notice <i>Draft only</i></b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Additional project background information</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No



## Section 8: Declaration and Signature

Please carefully read the following before placing your signature.

**By completing this Application for an authorization, the Applicant understands and agrees with the following terms and conditions:**

1. In this section:

“Applicant” means the applicant as identified in section 2 of this application form;

“Authorization” means the permit, approval, operational certificate, or amended permit, approval, operational certificate, sought pursuant to this application;

“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 application form,
- b) any document that the Applicant submits or causes to be provided submitted to the Province or the Director in support of this application, and
- c) any document that the Applicant submitted or causes to be submitted to the Director or the Province pursuant to
  - i. the Authorization;
  - ii. any regulation made under EMA that regulates the facility described above or the discharge of waste from that facility; or
  - iii. 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 application, subject to paragraph 3, the Applicant 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 Applicant 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 Applicant 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 Applicant 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 Applicant 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 Applicant or Agent (print)	*Signature of Applicant or Agent	*Date

**Section 9: Payment of Fees**

**PART A: Fee Calculation**

<b>Applicable fees</b>	<p>The application fee is \$400 CDN for Permits. No PST or GST required.</p> <p>For Approvals, there is no application fee. A \$200.00 annual base fee and a variable discharge fee will be invoiced to the applicant once the Approval has been issued.</p> <p>For Operational Certificates, there is no application fee.</p>	1
<b>*Amount submitted</b>	\$	2

**PART B: Fee transmittal**

<input type="checkbox"/> I would like a call-back to pay by credit card. <b>* DO NOT SEND CREDIT CARD INFORMATION VIA EMAIL *</b>	<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>		1
<input type="checkbox"/> I am submitting my cheque or money order via mail/courier.	<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 Business Services PO Box 9377 Stn Prov Govt Victoria, BC V8W 9M6</p> <p><i>Courier:</i> Ministry of Environment Environmental Protection Division Business Services 3rd Floor, 525 Superior Street Victoria BC V8V 1T7</p>		2
<input type="checkbox"/> I have questions about the application fees and would like a call-back for consultation.	Name		3
	Phone number	(999) 999-9999	