



# PRELIMINARY Application for an Authorization AMENDMENT for authorization to discharge waste under the *Environmental Management Act*

## Permit, Approval or Operational Certificate

FORM REFERENCE CODE: EPD-EMA-04.3

### INSTRUCTIONS:

The amendment 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 to amend a 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 amendment application will be screened for completeness before the applicant is contacted to proceed through the Preliminary Application Phase.

A Tracking Number will be assigned to your request. Both the Authorization Number and Tracking Number should be referenced on all further documents submitted to support the amendment 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 of Environment & Climate Change Strategy by email (preferred), by mail or by courier.

**There is an application fee of \$400.00 for Permits and Operational Certificates that is due upon submission. There is no application fee for Approvals, however additional variable discharge fees may be required. See section 9 for payment.**

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

<p><b>*Authorization Type</b> (check one)</p>	<p><input type="checkbox"/> Permit Amendment <input type="checkbox"/> Approval Amendment <input type="checkbox"/> Operational Certificate Amendment</p>	1
<p><b>*Authorization Number</b></p>		2
<p><b>*Discharge type</b> (check one)</p>	<p><input type="checkbox"/> Air    <input type="checkbox"/> Effluent    <input type="checkbox"/> Refuse</p>	3
<p><b>* Amendment Type</b> <i>as defined in the Environmental Management Act Public Notification Regulation</i></p>	<p><input type="checkbox"/> Significant amendment    <input type="checkbox"/> Minor amendment</p>	4
<p><b>Amendment changes requested</b></p>	<p><input type="checkbox"/> Change to discharge location, quantity or quality <i>Discharge Factor Amendment Form EPD-EMA-06 required</i></p> <p><input type="checkbox"/> Other clause changes <i>Clause Change Form EPD-EMA-07 required</i></p> <p><i>For name/address changes and transfers use form EPD.EMA-A2 For cancellations, use form EPD.EMA-A3</i></p>	5
<p><b>*Additional amendment request information</b></p>	<p><i>e.g. to discharge air emissions from x number of stacks at a sawmill.</i></p>	6
<p><b>Is an exemption from the Preliminary Application Phase<sup>1</sup> requested?</b></p>	<p><input type="checkbox"/> Yes (<i>attach letter with rationale</i>)    <input type="checkbox"/> No</p>	7

<sup>1</sup> This request for an exemption option is 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 Phase, ensure all components of the Amendment Application Form (EPD-EMA-05) 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
*Are there changes to the Legal, Mailing and Billing Addresses?	<input type="checkbox"/> Yes and changes are indicated below <input type="checkbox"/> No changes to the existing addresses for this authorization (proceed to next section)			8
*Legal Address <i>as registered with BC Registrar of Companies</i>	Unit # / Street			9
	City	Province	Postal Code	10
	<input type="checkbox"/> Same as Legal Address			11
*Mailing Address <i>if different from above</i>	Unit # / Street			12
	City	Province	Postal Code	13
	<input type="checkbox"/> Same as Mailing Address <input type="checkbox"/> Same as Legal Address			14
*Billing Address <i>if different from above</i>	Unit # / Street			15
	City	Province	Postal Code	16
Billing Email Address <i>if different than above</i>				17

### Section 3: Applicant's Contact for Technical Information

Name of the person the Ministry can contact regarding the technical details of 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**

Please confirm the following information regarding the facility

<b>Facility 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	1
<b>Source of Data</b>	<input type="checkbox"/> GPS <input type="checkbox"/> Survey <input type="checkbox"/> Google Earth <input type="checkbox"/> Other (specify):		2
<p><b>Either Legal Land Description or PID/PIN/Crown File Number is required.</b></p>			
<b>Legal Land Description (Lot/Block/Plan)</b>			3
<b>PID/PIN/Crown File No.</b>			4
<b>Facility 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>  <input type="checkbox"/> No change required		5
<b>Is appropriate zoning in place for this facility?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  If no, state why:		6
<b>Facility Operator Contact First and Last Name</b>			7
<b>Facility Operator Title</b>			8
<b>Facility Operator Contact Numbers</b> <i>e.g. (999) 999-9999</i>	Phone	Mobile	9
<b>Facility Operator Email Address</b>			10

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

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

## Section 7: Checklist of Additional Information Required

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

	Check box if included
<b>DRAFT Discharge Factor Amendment Form</b> (Form EPD-EMA-06)	<input type="checkbox"/> Included
<b><i>If requesting Preliminary Application Exemption Rationale Letter</i></b>	<input type="checkbox"/> Included

### Documents Required LATER in the amendment application process

These documents are not needed at this time for the Preliminary Application Phase; however, they will be required for the Final Application Package. 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>Clause Amendment Form</b> (Form EPD-EMA-07)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Site Plan</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 and Operational Certificates. No PST or GST required.</p> <p>For Approvals, there is no application fee, however additional variable discharge fees may be required.</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
	Name of cardholder		
	Phone number	(999) 999-9999	
<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 &amp; Climate Change Strategy          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	