



# Change in Ownership (transfer), Name and/or Address Form for authorization to discharge waste under the *Environmental Management Act*

## Permits, Approvals, Operational Certificates

FORM REFERENCE CODE: EPD-EMA-A2.3

### INSTRUCTIONS:

The change in ownership, name and/or address process does not require a preliminary meeting with Ministry staff. **This form may be used for submission of a change in ownership, name and/or address for Permits, Approvals and Operational Certificates under the *Environmental Management Act*.**

**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.

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.

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

**There is an application fee for amendments of \$400.00 for Permits and Operational Certificates that is due upon submission. There is no application fee for amendments for Approvals. 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 0C5

## Section 1: Purpose of Application

<b>Changes in ownership:</b>	<p>Transfers of ownership can only be undertaken for Permits, Approvals, Operational Certificates and Registrations under the Municipal Wastewater Regulation. A change in ownership is considered a minor amendment in accordance with the Environmental Management Act. Both the existing authorization holder and the new owner must consent to the change of ownership in order for a Director to consider the request.</p> <p>Registrations and Notifications under Codes and Regulations cannot be transferred. For a change in ownership, the current owner needs to cancel their registration or the notification and the new owner needs to complete and new registration or new notification.</p>
<b>Name changes:</b>	A name change is a change of an individual's legal name or a change in the name of a company. No change in ownership occurs.
<b>Address change:</b>	A change in the address is a change of a legal or mailing address. No change in ownership occurs.

<b>*Application Type</b>	<b>Change in Ownership (transfer)</b>	1
	<input type="checkbox"/> Permit <input type="checkbox"/> Approval <input type="checkbox"/> Operational Certificate <input type="checkbox"/> Municipal Wastewater Regulation	
	<input type="checkbox"/> <b>Name Change</b> <input type="checkbox"/> <b>Address Change</b>	
	<input type="checkbox"/> Permit <input type="checkbox"/> Approval <input type="checkbox"/> Operational Certificate	
<b>*Authorization Number</b>		2

## Section 2: Current Authorization Holder

This must be the name of the company or person that currently holds the authorization document, NOT an Agent acting on their behalf.

<b>*Company Legal Name</b> <i>as registered with the BC Registrar of Companies</i>		1
<b>OR * Individual's Full Legal Name</b>		2
<b>Doing Business As</b> <i>if applicable</i>		3

**Section 3: New Authorization Holder (Change in Ownership) or New Name (Name Change)**

Name of the proposed new authorization owner or the new name for a requested name change, that is NOT the Agent.

<p><b>*Company Legal Name</b> <i>as registered with the BC Registrar of Companies</i></p>				1
<p><b>OR * Individual's Full Legal Name</b></p>				2
<p><b>Doing Business As</b> <i>if applicable</i></p>				3
<p><b>Incorporation Number</b> <i>as registered with the BC Registrar of Companies (if applicable)</i></p>				4
<p><b>*Contact Numbers</b> <i>e.g. (999) 999-9999</i></p>	Phone	Mobile		5
<p><b>*Email Address</b> <i>generic company email address</i></p>				6
<p><b>*Legal Address</b> <i>as registered with BC Registrar of Companies</i></p>	Unit # / Street			7
	City	Province	Postal Code	8
<p><b>*Mailing Address</b> <i>if different from above</i></p>	<input type="checkbox"/> Same as Legal Address			9
	Unit # / Street			10
	City	Province	Postal Code	11
<p><b>*Billing Address</b> <i>if different from above</i></p>	<input type="checkbox"/> Same as Mailing Address <input type="checkbox"/> Same as Legal Address			12
	Unit # / Street			13
	City	Province	Postal Code	14
<p><b>Billing Email Address</b> <i>if different than above</i></p>				15

### Section 4: NEW OWNER's Authorized Agent ("the Agent")

**The new Owner 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 Owner.**

<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:*

*"Owner" means the applicant as identified in section 3 of this registration form;*

*"Agent" means the Agent as identified in section 4 of this registration form.*

**I/we (the Owner) hereby authorize the above-named Agent to deal with the Ministry directly on all aspects of this application. I/we (the Owner) understand and agree with the terms and conditions in Section 6 of this form.**

<b>New Owner's Full Name</b> <i>NOT the Agent</i>				10
<b>Date signed</b>				11
<b>Signature of the new Owner</b>				12

## Section 5: Application Information

<p><b>*Please indicate the date the changes noted above became effective</b></p>	<p>(yyyy/mm/dd)</p>	<p>1</p>
<p><b>*If applicable, is the new owner also the plant/facility operator?*</b></p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No (if no please fill out below)</p>	<p>2</p>

**This section is only needed if the facility operator is not the new owner as per Section 3.**

<p><b>Full Legal Name of the Operator</b></p>				<p>3</p>
<p><b>Mailing Address</b></p>	<p>Unit # / Street</p>			<p>4</p>
	<p>City</p>	<p>Province</p>	<p>Postal Code</p>	<p>5</p>
<p><b>Contact Numbers</b> <i>e.g. (999) 999-9999</i></p>	<p>Phone</p>	<p>Mobile</p>		<p>6</p>
<p><b>Email Address</b></p>				<p>7</p>

## Section 6: 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/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 Applicant 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 Applicant or Agent (print)	*Signature of Applicant or Agent	*Date

**Section 9: Payment of Fees**

**PART A: Fee Calculation**

<b>Applicable fees</b>	The application fee for an amendment is \$400 CDN for Permits and Operational Certificates. No PST or GST required. For Approvals, there is no application amendment fee.	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 0C5</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	