

Registration Change Form

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

Mushroom Compost Facilities Regulation

FORM REFERENCE CODE: EPD-MCF-01.4

INSTRUCTIONS:

The registration change process under this regulation does not require meetings with Ministry staff. **This form must be used for submission of a change(s) in information to an existing registration under the Mushroom Compost Facilities Regulation. A person must submit this completed registration change form within 3 months after completion of a modification to the mushroom compost facility.**

Before completing this form, please review the following:

- Mushroom Compost Facilities Regulation under the *Environmental Management Act* at www.bclaws.ca; and,
- Ministry information and guidance documents that will assist in understanding the registration change process and any other documents that may be required at gov.bc.ca/wastedischarge-authorizations.

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

Mandatory fields are marked with an asterisk (*). Please ensure all required fields are completed and the designs and plans are attached, or the form may not be accepted.

Sending the following completed information to the ministry by email or mail to the address noted below constitutes submitting a change in information to an existing registration 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.

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

There is no application fee required for registration change under the Mushroom Compost Facilities Regulation.

Mail or Email	Courier
Ministry of Environment & Climate Change Strategy Environmental Protection Division Integrated Services PO Box 9377 Stn Prov Govt Victoria, BC V8W 9M6 Email: PermitAdministration.VictoriaEPD@gov.bc.ca	Ministry of Environment & Climate Change Strategy Environmental Protection Division Integrated Services 3rd Floor, 525 Superior Street Victoria, BC V8V 0C5

Section 1: Registration Information

*Registration Number		1
*Summary of Changes to Existing Registration (e.g., name change, facility moved)		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. To cancel a registration, use the Abandonment, Cancellation and De-Registration Request Form (EPD-EMA-A3).

New registration applications must be submitted using the electronic application system

Is a variance requested in accordance with section 3(5) of the Mushroom Compost Facility Regulation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	3
<i>If yes, a request for a Director to specify that the variation is capable of providing an equal degree of treatment, public health protection and treatment reliability must be submitted and must include justification for the requested variance.</i>		

Are there changes to your registration, has the design of the facility changed, or is the design of the facility changing?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, an updated Design and Construction Plan must be submitted</i>	4
Are there changes to your registration, has the pollution prevention plan been updated?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, an updated Pollution Prevention Plan must be submitted</i>	5

Section 2: Registrant Information (“the Registrant”)

This must be the name of the company or person registered under the regulation, NOT an agent acting on their behalf. If applying for a name change, complete the form using new client name information.

*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
<i>This is not the Facility address.</i> <i>Facility address required in section 5</i>	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	15
Billing Email Address <i>if different than above</i>				16

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 form;

“agent” means the agent as identified in section 4 of this 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 form.

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

Section 5: Facility Location and Operator Information

<p>*Facility Type and Description <i>Briefly describe the primary activity of the facility and provide description of treatment works.</i></p>		1	
<p>FOR INTERNAL USE ONLY:</p> <ul style="list-style-type: none"> • Use Primary BCENIC of 111400 and Secondary BCENIC of 569999 • Waste Discharge Regulation Schedule: 2 “composting operations” 			
<p>*Regional District</p>		2	
<p>*Facility Location <i>approximate centre of the site</i> <i>must be in decimal degree format to 4 decimal places</i></p>	<p>Latitude (e.g., 49.8952) N</p>	<p>Longitude (e.g., 116.8177) W</p>	3
<p>*Source of Data</p>	<p><input type="checkbox"/> GPS <input type="checkbox"/> Survey <input type="checkbox"/> Google Earth <input type="checkbox"/> Other (specify):</p>	4	
<p><i>*Either Legal Land Description or PID/PIN/Crown File Number is required below.</i></p>			
<p>Legal Land Description (Lot/Block/Plan)</p>		5	
<p>PID/PIN/Crown File No.</p>		6	
<p>*Facility Address</p>	<p><i>Unit # /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></p>	7	
<p>Is appropriate zoning in place for this facility?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No If no, state why:</p>	8	
<p>*Is the registrant the facility operator?</p>	<p><input type="checkbox"/> Yes (proceed to Section 6) <input type="checkbox"/> No (provide information below)</p>	9	

Facility Operator Information (if the registrant is NOT the facility operator)		
Last Name		10
First Name		11
Title		12
*Contact Numbers <i>e.g. (999) 999-9999</i>	Phone	Mobile 13
Email Address		14

Section 6: Legal Land Owner of Facility

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

Section 7: Regulation Specific Requirements

<p><i>As required under section 2(1) of the regulation:</i> Is a Pollution Prevention Plan, prepared and confirmed by an Agrologist registered under the Agrologists Act or a professional engineer submitted along with this registration change?</p> <p>The pollution prevention plan must include the following components:</p> <ul style="list-style-type: none"> • An operation and maintenance plan • A monitoring and reporting program • A requirement for active aeration 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>1</p>
<p><i>As required under section 3(2) of the regulation:</i> Are the design and construction plans, approved by a professional engineer, submitted along with this registration change?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>2</p>
<p><i>In accordance with section 4(2)(e) of the regulation:</i> What is the design annual production capacity in cubic meters, at the actual moisture content?</p>	<p>m³/year</p>	<p>3</p>
<p><i>As required under section 5 of the regulation:</i> Has Financial Security been posted?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>4</p>

Section 8: Checklist of Information Required

Please note that if the submitted registration plan includes a change in the pollution prevention plan or design and construction plan, please check the applicable boxes below and include a copy of the modified plan.

	Check box if included
Pollution Prevention Plan	<input type="checkbox"/> Included
Design and Construction Plan	<input type="checkbox"/> Included

Section 9: Declaration and Signature

Please carefully read the following before placing your signature.

By completing this registration change 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 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 change 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 form is true, complete and accurate, and acknowledges that the submission of insufficient information may result in this registration change being returned causing delays in the registration review process.

*Name of Registrant or Agent (print)	*Signature of Registrant or Agent	*Date