

Registration Change Form

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

Petroleum Storage and Distribution Facilities Storm Water Regulation

FORM REFERENCE CODE: EPD-PSD-01.3

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 Petroleum Storage and Distribution Facilities Storm Water Regulation.**

Before completing this form, please review the following:

- Petroleum Storage and Distribution Facilities Storm Water 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 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(s) 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 a registration change under the Petroleum Storage and Distribution Facilities Storm Water 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.

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> This is not the Facility address. <i>Facility address required in section 5</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	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</i></p>			1
<p>FOR INTERNAL USE ONLY:</p> <ul style="list-style-type: none"> • Use Primary BCENIC of 412110 • Waste Discharge Regulation Schedule: 2 “petroleum storage” 			
<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 e.g. (999) 999-9999	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
<i>*If the registrant is not the legal land owner:</i>		
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 e.g. (999) 999-9999	Phone:	Mobile: 6
Legal Land Owner Email Address		7

Section 7: Regulation Specific Requirements

<p>*What is the total number of storage tanks at the petroleum storage and distribution facility?</p>		1
<p>*What is the total cumulative volume (L) of the storage tanks?</p>	L	2
<p>*What is the total volume (L) of any oil/water separator or treatment device at the facility?</p>	L	3
<p>*What is the total capacity (L) of any oil/water separator or treatment device at the facility?</p>	L	4
<p>*Please provide a description of the discharge points of all separator(s) or treatment device(s)</p>		5

Section 8: 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 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