

GUIDANCE ON APPLICATIONS FOR AUTHORIZATIONS UNDER THE *ENVIRONMENTAL MANAGEMENT ACT* - COMPLETING AN APPLICATION FORM

**Information to assist in completing an application form for a permit,
significant permit amendment or approval to discharge waste**

Last Updated: June 25, 2010

Introduction

The process for applying for or amending an authorization to discharge waste under Sections 14, 15, or 16 of the *Environmental Management Act* is outlined in the [Permit or Approval Application Process](#) document.

Completion of an application form is required for new permit, significant permit amendment and approval applications. This Guidance document will help you understand the type of information required to complete the [application form](#), which is available online or from the Ministry of Environment Regional Offices. A minimum of page 2 and the top of page 3 of the application form should be completed and submitted to the ministry to initiate the application process. Any further information available will be useful to ministry staff in preparing for the pre-application meeting. Details can be completed or changed prior to submission of the final application. It is recommended that construction of facilities and works do not precede the application submission and statutory decision making process.

Normally for complex operations where more than one type of discharge is proposed, a separate application form will be required for each discharge media (air, effluent or refuse). However, for less complex operations, all discharges may be authorized on one authorization. Ministry staff can clarify this at the pre-application meeting. In completing the application form, clearly print or type the information required and answer all questions as completely as possible. The application form can be completed on your computer, saved and printed as needed. Further details regarding the discharge can be provided as an attachment to the application if additional space is required.

A site plan and location plan is normally required for all applications.

Instructions for completing the forms are included in this Guide.

Failure to accurately complete all applicable sections of the application form may result in rejection or delay of the application. The entire package may be returned with the application fee with instructions to resubmit the package with the missing information.

The completed application package, consisting of the application form, technical assessment (if required); the consultation report and the application fee, is to be sent to:

Mailing Address
Ministry of Environment
Environmental Protection Program
PO Box 9377
Stn Prov Govt
Victoria BC V8W 9M1

Office address for courier
Ministry of Environment
Environmental Protection Program
3rd Floor, 2975 Jutland Road
Victoria BC V8T 5J9

Instructions for completing the Application Form

Page 2:

1. **Authorization Type:** Select the type of authorization you wish. Refer to the [Introduction](#) page for details of the types of authorization. Provide a description of the type of operation or business and its discharges. Eg: This application is for a permit to discharge emissions from a sawmill and planer mill complex.
2. **Agent Information** If you are an agent acting on behalf of the applicant, complete the Agent Information section. Your client should complete and sign the Agent Authorization section. Where the applicant has appointed an agent, the ministry will deal directly with the agent on most aspects concerning the application.
3. **Applicant information:** Complete the Applicant information section. Companies registered with the British Columbia Registrar of Companies are required to provide their full legal company name and the legal address as it appears on the company registration. A copy of the registration (from BCOnline) should be submitted with the application. Businesses not registered with the Registrar of Companies should provide the full legal name and address of the owner, and a business name if appropriate (i.e. doing business as). Provide the name and contact information of the person who will be the company contact for this application.
4. **Facility Location and Information:** Provide a description of the facility's primary activity. If the applicant is not the legal land owner, provide land ownership information. Complete the facility operator information. Facility location information must include latitude and longitude (World Geodetic System 1984 standard) along with the source of that information. Also include the legal land description as it appears on the land title documents. Where Crown land is occupied for the facility, provide the PIN or Crown Land file number. Where there is a civic address for the facility, provide that information, otherwise, provide a description for remote locations.
5. **Discharge Source and Associated Details:** Complete a copy of page 4 for each point of discharge at the facility. For extra copies of page 4, click the 'Add Another Page' button at the bottom of the page. A description of the source requires a name for the point of discharge such as Planer Mill Cyclone, Number 2 Power Boiler. Select the type of discharge from this device and list the proposed treatment method and equipment to be

used such as a rotating biological contactor, filtration, sedimentation, UV disinfection, electrostatic precipitator, wet scrubber, baghouse, etc. If the legal land description for the discharge point location is different from the legal land description for the facility location then complete the discharge location section.

- Discharge Data:** Complete the maximum rate of discharge, and if applicable, the minimum, and/average rate. Typically, only a maximum is needed. Include the duration of the discharge (eg. hours/day) and the frequency of the discharge (eg. days/week, days/month or days/year). Typically, a discharge may start when the authorization is issued and continues until the authorization is cancelled. If this discharge is to be time limited, enter the start and/or end date of the discharge. All units are to be in System International (SI) metric units.

Example

Discharge Minimum	Discharge Average	Discharge Maximum	Units SI Metric	Duration	Duration Units SI Metric	Frequency	Frequency Units SI Metric	Discharge Code	Start Date (dd/mm/yy)	End Date (dd/mm/yy)
	50	75	m3/d	24	h/d	365.25	d/y			

- Contaminant Data:** The contaminant data should be the characteristics of the waste when it enters the environment. Guidance on acceptable discharge quality may be found in applicable Provincial and Federal Regulations, Objectives, Guidelines, Criteria, Policies, Codes of Practice, Best Achievable Control Technology (BACT), Best Management Practices and, in some cases, draft documents.

Enter the contaminant and its maximum concentration and if applicable, the minimum, and/or average concentrations. All units are to be SI metric units. If the contaminant is to be discharged for a period less than the life of the authorization, enter the start and/or end dates. All air discharge rates are to be corrected to 20°C, 1 atmosphere pressure, and zero water vapour.

Example

Contaminant Type	Minimum Concentration	Average Concentration	Maximum Concentration	Units	Start Date (dd/mm/yy)	End Date (dd/mm/yy)
5-day Biochemical Oxygen Demand			45	mg/L		
Total Suspended Solids			60	mg/L	01/03/08	31/12/08
Total Suspended Solids			45	mg/L	01/01/09	
pH	6.5		8.5			

- Receiving Environment:** Where a technical assessment of the discharge is not required by the director, details of the receiving environment are to be listed here. Where necessary, provide the information as an appendix to the application. If a technical assessment is required, this completion of this section is preferred but is optional, however, the details and supporting information to describe the receiving environment must be discussed in the technical assessment.

For discharges to land, provide local soil/geology, depth to highest groundwater table and soil profile to 3 m depth below site.

For discharges to fresh water, provide the name of the stream, river, or lake and where applicable background water quality data, low flow in m³/s and dilution potential. In determining this potential, use a dilution ratio based on the following definition:

dilution ratio means

if sufficient data is available to calculate the 2-year return period 7-day average low flow, a ratio calculated by dividing the 2-year return period 7-day average low flow in the receiving stream by the maximum 7-day effluent flow, or

if sufficient data are not available to calculate the 2-year return period 7-day low flow or the discharge is to a lake or marine water, a ratio calculated using a method and data that are satisfactory to a manager.

For discharges to marine water, provide name of water body and information about flushing rate and dilution potential.

Water quality data may be obtained by contacting the Ministry's Water Stewardship Division at <http://www.env.gov.bc.ca/wsd/>. Ambient water, groundwater and sediment receiving environment guidelines are available in two documents found at http://www.env.gov.bc.ca/wat/wq/BCguidelines/approv_wq_guide/approved.html and <http://www.env.gov.bc.ca/wat/wq/BCguidelines/working.html>. Information on well logs and groundwater quality may be found at http://www.env.gov.bc.ca/wsd/data_searches/wells/index.html. Information from Environment Canada on water quality data may be found at http://www.ec.gc.ca/water/e_main.html.

For discharges to air, include information on historical ambient air quality data, meteorological conditions, surrounding topography, any airshed modelling and planning activities etc.

To get air quality and meteorological data, contact the Environmental Quality Branch, at eqb@victoria1.gov.bc.ca. Request a user ID and access to the ministry database. Ambient air quality criteria can be found at <http://www.env.gov.bc.ca/air/>. The website for Environment Canada's [National Climate Data and Information Archive](http://www.climate.weatheroffice.ec.gc.ca/Welcome_e.html) is http://www.climate.weatheroffice.ec.gc.ca/Welcome_e.html.

- 9. Payment Form:** Applicants requesting a Permit or Operational Certificate must pay an application fee in accordance with the [Environmental Management Act Permit Fees Regulation](#). The application fee is \$200 and is non-refundable. No HST is charged on application fees. Please note that if the permit or operational certificate is issued, an annual discharge fee will be charged in accordance with the Permit Fees Regulation.

Applicants requesting an Approval must pay a fee in accordance with the [Environmental Management Act Permit Fees Regulation](#). There are two components to an approval fee — the base fee of \$100 plus a variable fee related to the quantity and quality of the discharge for the duration of the approval. Determine the variable fee by following instructions at the [Calculating Permit Application and Approval Fees](#) site utilizing the maximum rate of discharge, the maximum period of discharge and the highest concentration of contaminant for each discharge parameter. No GST or PST is charged on approval fees. Normally, approval fees are non-refundable if the application is denied by the director or withdrawn by the applicant.

For more information or assistance on the calculation of fees contact the nearest [ministry regional office](#).

The application and approval fees, payable to the Minister of Finance, must be submitted as part of the final application package.

Environmental Protection Notices

The [Environmental Protection Notice \(new application\)](#) or [Environmental Protection Notice \(amendment\)](#) must be completed and submitted as part of the application package for new permits and significant amendments to permits. These notices are occasionally required for approval applications. The notice must also be published and circulated to agencies as outlined in [Guidance - Consultation](#).

Site Plan and Location Map

A [Site Plan](#) and [Location Map](#) must be completed, and submitted by all applicants. This information is provided to assist in finding and accessing the site as well as the general layout of the operation. The site plan and location map should include the following, as applicable:

- approximate scale, north arrow, legal description;
- inset site location map, or separate location map, showing the site relative to a known local landmark, town, highway, major topographical feature, etc.;
- location of discharge point;
- locations of all discharge and receiving environment sampling sites;
- locations of buildings on the property, preferably on a legal plan showing the facilities in relation to the lot boundaries;
- for refuse discharge, include site features such as access roads, fencing, weigh scale, buffer areas and monitoring wells.

Examples of site plans: [site plan 1](#), [site plan 2](#), [site plan 3](#), and [location map](#) are provided. Providing more than one site plan may help make it clear how the facility may be accessed (i.e. found) where it is in relation on the property in respect to the boundaries, neighbours, water bodies, monitoring sites, etc., and where the specific discharge facilities are located.

Consultation

Consultation Report, as outlined in [Guidance - Consultation](#), must be completed and submitted by all applicants as part of the application package.

Technical Assessment

The director will determine if a technical assessment is required and you will be advised at the pre-application meeting. If required, the Technical Assessment Report, as outlined in [Guidance – Technical Assessments](#), must be completed and submitted as part of the application package.

The technical assessment is to be completed prior to consultation and made available to agencies and the public who may wish to review the information provided in the assessment.

Disclaimer

This guidance document does not replace the *Environmental Management Act* or its regulations. It does not list all provisions relating to waste discharges. If there are differences or omissions in this document, the *Act* and regulations apply.