

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**

First Issued: July 2002

Last Updated: January 9, 2007

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 [Guidance - Introduction](#).

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 from the Ministry of Water, Land and Air Protection Regional Offices and may be printed from the internet. The application form should be completed as much as reasonably possible before the pre-application meeting and final details can be completed at the meeting. It is recommended that construction of facilities and works do not precede the application submission and statutory decision making process.

Where more than one discharge is proposed from an operation, a separate application form will be required for each discharge media (gaseous, liquid or solid waste). For more than one source of discharge in a medium such as a number of air emissions, Part 1, Part 2 and Part 4 of the application should be completed once with a separate Part 3 completed for each source of discharge. In completing the form, clearly print or type the information required and answer all questions as completely as possible. Provide the information requested concerning the quantity and quality of the discharge in metric (International Standard) SI units. Further details regarding the discharge can be provided as an attachment to the application if additional space is required.

A site 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 relevant parts of the application form, technical assessment (if required); the consultation report and the application fee, is to be sent to:

Mailing Address

Ministry of Water, Land and Air Protection
Policy, Standards and Authorisations Unit
PO Box 9377
Stn Prov Govt
3rd Floor, 2975 Jutland Road
Victoria BC, V8W 9M1

Office address for courier

Ministry of Water, Land and Air Protection
Policy, Standards and Authorisations Unit
3rd Floor, 2975 Jutland Road
Victoria, BC

Application Form: Part 1 – Applicant Details (to be completed by all applicants)

1. The [General Applicant Details](#) form must be completed and submitted as part of the application package. Provide the date of pre-application meeting at which details of the application will be reviewed, include the names of ministry and applicant representatives with contact information. The meeting may be held via conference call.
2. Indicate if application is for a permit or an approval.
3. Provide full legal name of company and legal address (the British Columbia registered name and address), the applicant should supply a copy of BC Online printout with, if applicable, a contact name, phone, fax and email information.
4. Provide the local address of applicant with the name of the company representative who can be contacted regarding the application. Include phone, fax and email information.
5. Identify the registered owner of the facility site (attach copy of the certificate of title). Provide the complete legal land description of the land on which the facility will be located. For legally surveyed property, provide the Parcel Identifier numbers (PID) and the associated legal descriptions from the Land Title registry system. For Crown land that is not legally surveyed, provide the Parcel Identification Numbers (PIN) or the Crown Lands file number from the Crown Land registry system. Provide the discharge location in latitude and longitude in degrees and minutes of map datum NAD83 collected using Global Positioning System (GPS) Receiver noting the type of receiver used and an accuracy statement.
6. Identify the registered owner of discharge location (attach copy of the certificate of title). Provide the complete legal land description of the land on which the discharge will be located. For legally surveyed property, provide the Parcel Identifier numbers (PID) and the associated legal descriptions from the Land Title registry system. For Crown land that is not legally surveyed, provide the Parcel Identification Numbers (PIN) or the Crown Lands file number from the Crown Land registry system. Provide the discharge location in latitude and longitude in degrees and minutes of map datum NAD83 collected using Global Positioning System (GPS) Receiver noting the type of receiver used and an accuracy statement.
7. The applicant or, if the applicant is a company, a representative of the company must sign the application and provide the date the application is signed.

Application Form: Part 2(a) and (b) – Environmental Protection Notices (to be completed by all applicants)

The public notification section, Part 2(a) [Environmental Protection Notice \(new application\)](#) or Part 2(b) [Environmental Protection Notice \(amendment\)](#) must be completed and submitted as part of the application package. This section must also be published and circulated to agencies as outlined in [Guidance - Consultation](#)

Application Form: Part 3 – Discharge Details

The [Part 3 – Discharge Details Form](#) must be completed, and submitted by all applicants. A separate form must be submitted for each source of discharge. Applicants who are submitting a technical assessment must include the information specified in this Part as part of the technical assessment submission.

8. Identify the source of waste. e.g., planer mill cyclone, Kraft pulp mill effluent treatment system, municipal refuse landfill, etc.
9. Describe the proposed treatment or storage system listing all process components including make, model and design capacity, if applicable. e.g., secondary aerobic utilizing a rotating biological contactor, filtration, sedimentation, UV disinfection, electrostatic precipitator, wet scrubber, baghouse, cover, etc. Include any discharge quality specifications, test results and methodology for the proposed works. For refuse discharges, identify the method of landfilling i.e. trench, area, ramp, etc.; type of intermediate and final cover; frequency of covering and compaction. Controlled open burning may be allowed for some types of waste at some remote locations. Include information on proposed burn frequency, burn enhancements such as supplemental forced air, fines segregation, burn prohibition periods, etc.
10. Provide the maximum rate/volume of waste in the appropriate metric units per unit of time. If applicable, provide the average daily rate/volume of waste in the appropriate metric units per unit of time.
11. Provide the operating period during which the discharge/storage will occur in days per week, continuous or date to date. Provide the maximum duration of the discharge/storage in minutes per hour or hours per day. For refuse sites, provide the estimated life of the site.
12. Describe the discharge/storage system. For an outfall, provided the length, depth, diameter, type of diffuser. For a tile field ground disposal, provide the length of tile, type of dosing system, and percolation rate of soil. For a stack, include stack height and elevation at base, inside stack diameter, flow velocity through stack, difference between stack gases and ambient temperatures including avg., max. and min. differences and location of temperature measurement.
13. The following characteristics information, based on the type of waste, is required. Note that the characteristics are those after treatment and should be representative of the waste entering the receiving environment or stored. The facility and processes

generating the waste will be a key factor in determining the parameters. A process flow chart showing raw materials used in the process may be necessary. Guidance on acceptable discharge quality may be found in applicable Provincial and/or Federal Regulations, Objectives, Guidelines, Criteria, Policies, Codes, Best Achievable Control Technology (BACT), Best Management Practices and, in some cases, draft documents.

For air emissions

Provide specific discharge quality information in mg/m³ for parameters including but not limited to particulate, all applicable gases, liquid vapour. (All air discharge rates are to be corrected to 20°C, 1 atmosphere pressure, and zero water vapour.)

Also provide any relevant miscellaneous information which may include test data and maintenance requirements for the treatment works, reports, environmental assessment information or any other additional relevant information and can be submitted as a separate document.

For effluent discharges

Provide applicable characteristics of the effluent such as total suspended solids, 5-day biochemical oxygen demand, temperature, pH, faecal coliform, metals, oil and grease, and toxicity.

Also provide any relevant miscellaneous information which may include test data and maintenance requirements for the treatment works, reports, environmental assessment information or any other additional relevant information and can be submitted separately.

For refuse discharges

Provide the estimated composition of the waste, in terms of percentage of the total discharge. List potential contaminants that may be of concern due to leaching or odours.

Application Form: Part 4 – Receiving Environment

The [Part 4 – Receiving Environment form](#) must be completed, and submitted by all applicants who are not submitting a technical assessment. Applicants who are submitting a technical assessment must include the information specified in this Part as part of the technical assessment.

14. Provide details about the receiving environment that are pertinent to how the proposed discharge will assimilate into the environment. 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 name of 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 and Air Monitoring and Reporting Branch at (250) 387-9932. Water quality reports for British Columbia waters may be found at <http://www.env.gov.bc.ca/wat/wq/>. Information from Environment Canada on water quality data may be found at http://www.ec.gc.ca/water/e_main.html. Information on well logs and groundwater quality may be found at <http://www.env.gov.bc.ca/wat/gws/>.

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 Water, Air and Climate Change Branch, at wacc@Victoria1.gov.bc.ca. Request a user ID and access to the ministry database. The website for Environment Canada's [National Climate Data and Information Archive](#) is http://www.climate.meteo.ec.gc.ca/Welcome_e.html.

15. Provide distances in metres to nearest surface water, nearest well or reservoir, nearest dwelling, serviced lot and/or recreational area, and any other landmark feature that could be affected by the discharge.

16. The applicant should identify any applicable government ambient receiving environment guidelines. Ambient water/groundwater and sediment receiving environment guidelines are available in two documents found at <http://www.env.gov.bc.ca/wat/wq/BCguidelines/approved.html> and <http://www.env.gov.bc.ca/wat/wq/BCguidelines/working.html>. Ambient air quality criteria can be found at http://www.env.gov.bc.ca/air/airquality/pdfs/airqual_1.pdf
17. Identify all other discharges to the same receiving environment in the general vicinity of the proposed discharge. Include permitted and regulated discharges and significant other discharges such as storm water and non-point source discharges.
18. List the names and addresses of persons who could be affected by the proposed discharge. Such persons would include adjacent landowners, downstream water users, persons within an air impingement zone, etc. Also give consideration to local planning processes such as airshed, watershed, solid or liquid waste management plans, and Land and Resource Management Plans.

Application Form: Part 5(a) – Site Plan and Part 5(b) – Location Map

[Part 5\(a\) Site Plan and Part 5\(b\) 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: [siteplan1](#), [siteplan2](#), [siteplan3](#), 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.

Application Form: Part 6 – Consultation

The Part 6 – Consultation Report, as outlined in **Guidance - Consultation**, must be completed and submitted by all applicants as part of the application package.

Application Form: Part 7 – Technical Assessment

The manager will determine if a technical assessment is required at the pre-application meeting. If required by the manager, the Part 7 – Technical Assessment Report, as outlined in **Guidance – Technical Assessments**, must be completed and submitted as part of the application package.

Application Form: Part 8 – Application Fee

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 GST or PST 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.

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

For more information on the calculation of fees, visit the [Calculating Permit Application and Approval Fees](#) site or contact the nearest [ministry regional office](#).

Application Form: Part 9 — Agent Authorization

The applicant may authorize a consultant to act as an agent on his behalf. If an agent is authorized, the [Part 9 - Agent Authorization \(and Applicant Signature\) form](#) must be completed and submitted as part of the application package. The ministry will deal directly with the agent on most aspects concerning the application.

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.