

Waste Discharge Authorization Application Process Flow Sheet

Stage	Activity	
1. Pre-Application	A. Applicant – review of authorization process	Applicant: <ul style="list-style-type: none"> ❖ reviews Ministry of Environment process/guidance documents on ministry internet web site ❖ reviews regulatory requirements that pertain to application.
	B. Applicant – preparation of draft application documents	Applicant: <ul style="list-style-type: none"> ❖ completes draft application documents: <ul style="list-style-type: none"> • application form • terms of reference for technical assessment, if aware that it is applicable • public and agency consultation plan • Environmental Protection Notice ❖ submits draft application documents to Ministry of Environment.
	C. Ministry of Environment & Applicant – pre-application meeting	Ministry of Environment: <ul style="list-style-type: none"> ❖ arranges for pre-application meeting with the applicant. Ministry of Environment & Applicant: <ul style="list-style-type: none"> ❖ meet for review of scope and detail of draft application documents (as referenced in B above) ❖ confirm whether Technical Assessment Report is required ❖ discuss circulation, posting and publishing requirements.
2. Preparation of Application	A. Applicant – <ul style="list-style-type: none"> ❖ preparation of application ❖ consultation 	Applicant: <ul style="list-style-type: none"> ❖ based on pre-application meeting with Ministry of Environment, modifies draft application documents as necessary: ❖ prepares draft version of technical assessment report and submits the report to the Ministry of Environment. ❖ posts Environmental Protection Notice ❖ publishes the Environmental Protection Notice in newspapers and the BC Gazette in accordance with the Public Notification Regulation ❖ circulates the modified draft application form and Environmental Protection Notice to First Nations and agencies ❖ makes draft technical assessment report available to agencies, First Nations and the public ❖ consults with First Nations and the public according to the consultation plan, and responds to information requests and public, First Nations and agency comments. ❖ <i>Note:</i> It is recognized that consultation may not be completed at this point.
	B. Applicant – finalization of application	Applicant: <ul style="list-style-type: none"> ❖ prepares consultation report; and, in consideration of consultation, ❖ prepares final application form, ❖ prepares final technical assessment report.

Stage	Activity	
3. Application	A. Applicant – submission of application	Applicant: <ul style="list-style-type: none"> ❖ submits to the Ministry of Environment <ul style="list-style-type: none"> • final application form • final technical assessment report • consultation report ❖ submits application fee in accordance with the Permit Fees Regulation.
4. Ministry Review	A. Ministry of Environment – review of application	Ministry of Environment staff: <ul style="list-style-type: none"> ❖ reviews application form, technical assessment report and consultation report ❖ if considered acceptable, prepares draft authorization with conditions necessary to protect the environment for applicant's review. <i>Note:</i> Significant changes may require repeated notification and publishing and/or consultation.
	B. Applicant – review of draft recommendations	Applicant: <ul style="list-style-type: none"> ❖ reviews draft recommendations including draft authorization ❖ provides comment to Ministry of Environment.
5. Decision	A. Ministry of Environment – decision on application	Ministry of Environment staff: <ul style="list-style-type: none"> ❖ provides recommendations including draft authorization, if applicable, for Director's decision Director: <ul style="list-style-type: none"> ❖ makes a decision on the application.

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