

# **Transfer Request for Air Quality Management Permit**

Greater Vancouver Regional District  
Air Quality Management Bylaw No. 1082, 2008

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Company name changes require an amendment of your Air Quality Management Permit. You need to complete the attached form to request an amendment of your permit resulting from **changes in company name or ownership**. An amendment is not required for ownership changes that do not result in a registered company name change. However, the Transfer Request form should be completed to update Metro Vancouver records.

For other changes to your facility or the terms and conditions of a permit, you must complete and submit an Air Permit Application in accordance with the Guidance Document and using the Forms Package available on the Metro Vancouver website or by contacting Environmental Regulation and Enforcement staff.

### **General Instructions for Completing Transfer Requests**

- Complete Section A General Information for all requests.
- Complete Section B for registered company name changes only.
- Complete Section C for ownership changes only.
- Complete Sections B and C for changes to both company name and ownership.
- Complete Section D for permits without a Permit Expiry Date.
  - Since 2015, we issue all new and most amended air permits with expiry dates to advance Metro Vancouver's policy of continuously improving air quality. A typical term limit is 10 years although it can vary from less than 5 to up to 20 years, and is considered on a case-by-case basis. Factors taken into account include: the quantity and types of air contaminants discharged, the sensitivity of the receiving environment, the relative capital cost of emission control equipment, confidence in the ability of a facility to minimize impacts, and the state of technology used in the industry. It is important that you provide the rationale for the permit term you are requesting.
- The form must be signed and dated by an officer of the company.
- **Copies of legal documentation of the name change and/or ownership change must be provided with the application.** This legal documentation needs to include a Land Title Search, or any other provincially registered documents that prove the transfer of assets or title, and a corporate registry search of the applicant.

Corporate registry searches can be obtained from:

- BC Online at: <http://www.bconline.gov.bc.ca/>.
- Small Business BC at <http://www.smallbusinessbc.ca/>.

Land title searches can be obtained from:

- BC Online at: <https://www.bconline.gov.bc.ca/>.
- The BC Land Title and Survey office located in New Westminster, BC.

Once Metro Vancouver staff determine that the application is complete and can be finalized, we will issue an invoice for application fees. Application fees for administrative amendments are specified in [Air Quality Management Fees Regulation Bylaw 1330](#).

Send the completed Transfer Request form and copies of the legal documentation to the following address:

**Metro Vancouver**  
**Environmental Regulation and Enforcement Division**  
**4515 Central Boulevard, Burnaby, BC V5H 0C6**

**Telephone (604) 432-6200 Fax (604) 436-6707**  
**Email: [regulationenforcement@metrovancouver.org](mailto:regulationenforcement@metrovancouver.org)**

**Transfer Request for  
Air Quality Management Permits**

**A. GENERAL INFORMATION**

AIR QUALITY MANAGEMENT PERMIT NO.	DATE ISSUED
CURRENT NAME ON AIR QUALITY MANAGEMENT PERMIT	LAST AMENDED DATE
FACILITY ADDRESS	

**B. NAME CHANGE**

NEW REGISTERED COMPANY NAME TO APPEAR ON AIR QUALITY MANAGEMENT PERMIT <i>(Please attach legal documentation)</i>	EFFECTIVE DATE
	INCORPORATION NO.

**C. OWNERSHIP CHANGE**

REGISTERED COMPANY NAME TO APPEAR ON AIR QUALITY MANAGEMENT PERMIT <i>(Please attach legal documentation)</i>	EFFECTIVE DATE
	INCORPORATION NO.

EXECUTIVE CONTACT INFORMATION	ROUTINE CONTACT INFORMATION
NAME	NAME
TITLE	TITLE
MAILING ADDRESS	MAILING ADDRESS
PHONE NO.	PHONE NO.
FAX NO.	FAX NO.
E-MAIL ADDRESS	E-MAIL ADDRESS

**D. PERMIT TERM**

Requested Permit term (in years)	
Rationale for requested term	

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I hereby agree to comply with all the terms and conditions of Air Quality Management Permit GVA\_\_\_\_\_

\_\_\_\_\_  
NAME *(please print)*

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**(Note:** to apply e-signatures, click **Tools** on the toolbar, click on **Fill & Sign** and click on **Sign** and your signatures will appear (must have saved electronic signatures previously) and then move your signatures in the **Signature** field.

**Copies of legal documentation enclosed?**