

Solid Waste Licence Application - Brokering Facility

Greater Vancouver Sewerage & Drainage District
Municipal Solid Waste and Recyclable Material
Regulatory Bylaw No. 181, 1996 (as amended)



INTRODUCTION

This information is provided to assist you in preparing an application for a **Brokering Licence** in accordance with Greater Vancouver Sewerage and Drainage District (GVS&DD) Municipal Solid Waste and Regulatory Bylaw No. 181, 1996, as amended (the Bylaw). A link to GVS&DD Bylaw No. 181, 1996 is available at: http://www.metrovancouver.org/boards/Bylaws1/GVSDD_Bylaw_181%20-%20Unofficial%20Consolidation.pdf

APPLICATION FEE

Application type	Fee
New application	\$1,000
Amendment application	\$500

*Please enclose a cheque for the applicable amount, payable to the GVS&DD or call (604)432-6200 to pay by credit card

GENERAL INSTRUCTIONS

- ◆ Provide all required information and attachments.
- ◆ If you do not have an answer for the requested information, indicate so and explain why.
- ◆ Indicate 'n/a' if a section does not apply to your application.
- ◆ Use additional pages, as required.
- ◆ Send the completed application form, attachments, and the application fee to the following address:

Metro Vancouver
Parks and Environment
Environmental Regulation & Enforcement Division
4515 Central Boulevard
Burnaby, BC
V5H 0C6
Telephone: (604) 432-6200

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SECTION A: BUSINESS NAME AND ADDRESS

Applicant Company (the company) information:

NAME (Registered Company Name):	INCORPORATION NUMBER:
FACILITY ADDRESS:	MAILING ADDRESS (if different):
_____	_____
(Street)	(Street)
_____	_____
(City/Province)	(City/Province)
_____	_____
(Postal Code)	(Postal Code)

Applicant (to be signed by an officer of the company or a duly authorized agent):

<u>Name</u>	<u>Title</u>
<u>Telephone</u>	<u>Fax</u>
<u>E-mail Address</u>	
.....
<i>Signature</i>	<i>Date</i>

Authorized contact person regarding this application (if applicable):

<u>Name</u>	<u>Title</u>
<u>Company Name (if different from above)</u>	<u>Postal Code</u>
<u>Street Address</u>	<u>Telephone</u>
<u>City/Province</u>	<u>Fax</u>
<u>E-mail Address</u>	

All Licence applicants must attach the results of a **Corporate Registry Search**, conducted within 30 days of this application submission date. The corporate registry search indicates that the applicant business has been registered with the BC Ministry of Finance. Corporate registry searches can be obtained for a nominal fee from:

- BC Online at: <http://www.bconline.gov.bc.ca/>.
- Small Business BC at <http://www.smallbusinessbc.ca/>.
- By using the services of companies listed in the yellow pages under “Title Service”.

When applying for a new Licence or an amendment to a Licence where there have been sales or acquisitions of property relevant to the application since the last land title documentation was provided, applicants must include:

- a copy of a **Land Title Registry Search** for the property conducted within the previous 30 days;
- a copy of the **Certificate of Title** for the property, and;
- a copy of the **Legal Survey Plan** (may be required) with the subject property outlined in red.

Site Ownership (check appropriate box)		
Owned by applicant		
Owned by others (provide written authorization of property owner and method of contacting owner)		
Has the owner of the <u>property</u> received a copy of this application?	Yes	No

Municipality
The host municipality in which the facility is located; _____ has confirmed the following municipal requirements:
Required zoning: _____
Required business Licence: _____

SECTION B: PROCESS DESCRIPTION

Describe the processes that are conducted at your facility, including the type of Municipal Solid Waste and Recyclable Material handled at the facility, the type of equipment used on site, and the process applied to the Municipal Solid Waste and Recyclable Material (separating, cleaning, baling, compacting, chipping, etc.).

SECTION C: OPERATING & RECEIVING HOURS

Operating Hours

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Specify the hours the facility will be operational for each day.

Receiving Hours Same as Operating or:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Specify the hours the facility will be receiving for each day.

SECTION D: SITE PLAN

Answer the following questions and indicate the required items on the site plan if applicable. Your site plan should also include building outlines, property lines and North arrow.

1. This facility is located approximately _____ metres from the nearest fire hydrant and _____ metres from the nearest dwelling, serviced lot, or recreational area. (Indicate these locations on site plan)

2. The nearest domestic or irrigation water well reservoir is approximately _____ metres away.

3. Name of nearest watercourse _____, and is approximately _____ metres away.

4. Is the site paved? Yes No (If yes show paved area on site plan)

5. What is the direction of drainage? _____ (Indicate on site plan)

6. Where does the site drain to? (Storm drain, ditch, creek, etc.) _____ (show on site plan)

7. Is the handling and storage of materials conducted under shelter? Yes No (If yes show sheltered area on site plan.)

8. Indicate the type of equipment used on site. (Loaders, forklifts, etc.)

9. The general layout of surrounding area is:

Industrial Commercial Residential Other (please specify) _____

10. Describe any additional features of the facility. (Fencing, scale, buildings, fire sprinklers, etc.)

SITE PLAN



This picture is not to scale

****If you wish to submit electronic copies of the site plan, it should be in JPEG format only.**

SECTION E: Materials

The types and maximum quantities of Recyclable Material expected to at the facility at any one time:

Type of Recyclable Material	Maximum Quantity at the facility (tonnes)

Types of materials recovered at this site:

Material	Weight (tonnes) recovered per month

SECTION F: Operating, Closure & Contingency Plans

Provide a **Proposed Operating Plan** that describes the method of operation proposed for the Brokering Facility. Confirm that the following information has been provided with the Plan (check all applicable boxes)

Site Plan Showing at least existing topography, buildings, paved areas, access roads, and all surface water bodies

Methods, equipment and buildings used for Brokering

Odour, dust, nuisance, vector, and litter control

Storm water control plan

List of site security including fencing, gates, and special storage containers

Emergency response plan

Monitoring and inspection plan

Provide a **Proposed Closure Plan** that describes the method proposed for closing the Facility should operations cease. Confirm that the following information has been provided with the Plan (check all applicable boxes)

Customer notification procedure

Site clean-up procedure

Site remediation procedure if necessary

Period of time to close the Facility

Provide a **Contingency Plan** that describes the method(s) you will use to ensure consistent compliance with the terms and conditions of the Licence such as;

Types of wastes received,

Quantities received at the Facility.

SECTION G: APPLICATION
NEW PERMIT OR PERMIT AMENDMENT (Complete only one)

Every person who applies for a new Licence is required to provide notice to those persons who may be interested or adversely affected by the facility operation. Persons applying for an amendment to an existing Licence may have to provide similar notice. The applicant must post, for 30 days, a signed copy of the application at a conspicuous location at the main entrance to the property.

Once the application is received we will draft a publication notice. The applicant must make arrangements to have the information published only once in the weekend edition of two local newspapers, as directed by Metro Vancouver. Prior to publication of the notice, please direct the publisher to forward a draft copy to our office by email to regulationenforcement@metrovancover.org or for our review and approval.

Following publication please submit the full page on which the advertisements appeared to our office within 10 days of publication. Alternatively, you may wish to have the newspaper forward the tear sheets directly to our office. You will be invoiced directly by the publisher for the notification to appear in print.

IMPORTANT: Do not publish the application until you have received written direction from Metro Vancouver

The following instructions are for completing a new Licence application:

Section 1: Input the required information.

Section 2: Provide a narrative description, in general terms, of the processes that are conducted at your facility, including the type of recyclable material handled at the facility, the type of equipment used on site, and the process applied to the Recyclable Material (separating, cleaning, baling, compacting, chipping, etc.). If there is insufficient space to include a discussion for all processes, a summary of the major processes and equipment will suffice.

Section 3: Input the planned start date or the date the operation begun at this location

Section 4: Input the normal working hours for each day of the week.

Section 5: Input the types of materials that will be accepted at the facility and the maximum quantity, in tonnes, that will be at the facility at any given time.

Sign and date the declaration at the bottom of the page

A copy of this application was posted at the facility on: _____

The following instructions are for completing the **amendment** application:

Section 1: Input the required information.

Section 2: Input the date the date operation begun at this location.

Section 3: Provide all changes at the facility. Include any new processes, materials, or change in quantity of materials.

Sign and date the declaration at the bottom of the page

A copy of this application was posted at the facility on: _____

NOTICE OF APPLICATION FOR A BROKERING FACILITY LICENCE UNDER GREATER VANCOUVER REGIONAL DISTRICT MUNICIPAL AND SOLID WASTE REGULATORY BYLAW 181

This summary of the Application is filed with the Solid Waste Manager, METRO VANCOUVER. Any person who may be adversely affected by the operation at this Facility as described below may, within 30 days from the date of posting, publication, service or display, write to the DISTRICT DIRECTOR, METRO VANCOUVER, ENVIRONMENTAL REGULATION AND ENFORCEMENT DIVISION, 4515 Central Boulevard, BURNABY, BC, V5H 0C6, or email at: regulationenforcement@metrovancover.org stating how they are affected. **Letters submitted in relation to this application will become part of the public record and may be made available, subject to the provisions of the FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.**

1. I/We, _____
(Full name or if a company, British Columbia registered name)

of: _____
(Full address or if a company, British Columbia registered address)

give notice and hereby apply for a Licence to handle Recyclable Material from:

(source of Recyclable Material)

The Brokering Facility of approximately _____ square meters is located at:

(Municipal Site Address)

and is legally described as: _____
(Legal Address)

The type of Recyclable Material at the Facility is:

(Paper, plastic, wood, etc.)

2. The purpose of this Application is to request authorization to accept and manage materials as follows:

3. Date operation started at this site: _____

4. Hours of operation are: _____

5. Maximum quantity of Recyclable Material(s) at one time:

Material	Maximum Quantity at one time (tonnes)
Total	

(Date)

(Print name of applicant or agent)

(Signature of applicant or agent)

NOTICE OF APPLICATION FOR AN AMENDMENT TO BROKERING FACILITY LICENCE UNDER GREATER VANCOUVER REGIONAL DISTRICT MUNICIPAL AND SOLID WASTE REGULATORY BYLAW 181

This summary of the Application is filed with the Solid Waste Manager, METRO VANCOUVER. Any person who may be adversely affected by the operation at this Facility as described below may, within 30 days from the date of posting, publication, service or display, write to the DISTRICT DIRECTOR, METRO VANCOUVER, ENVIRONMENTAL REGULATION AND ENFORCEMENT DIVISION, 4515 Central Boulevard, BURNABY, BC, V5H 0C6, or email at: regulationenforcement@metrovanouver.org stating how they are affected. **Letters submitted in relation to this application will become part of the public record and may be made available, subject to the provisions of the FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.**

1. I/We, _____
(Full name or if a company, British Columbia registered name)

of: _____
(Full address or if a company, British Columbia registered address)

give notice and hereby apply for a Licence to handle Recyclable Material from:

(source of Recyclable Material)

The Brokering Facility of approximately _____ square meters is located at:

(Municipal Site Address)

and is legally described as: _____
(Legal Address)

The type of Recyclable Material at the Facility is:

(Paper, plastic, wood, etc.)

2. Date operation started at this site: _____

3. The purpose of this Application is to request the following changes:

Current	Requested Change

(Date)

(Print name of applicant or agent)

(Signature of applicant or agent)

SECTION H: DECLARATION

This declaration must be signed by an officer of the company or a duly authorized agent. If you need additional information about any of these declarations, please contact Metro Vancouver, Environmental Regulation and Enforcement Division using the contact information contained in the introduction of this application document.

I understand that any information provided by Metro Vancouver staff during the review process is intended only to aid the applicant in producing a complete and accurate application package.

I understand that no part of the Metro Vancouver application review process suggests a final outcome of a decision by Solid Waste Manager with respect to issuing a Solid Waste Licence.

I understand that all information submitted as part of this application is determined solely by me, the applicant regardless of the origin of the information, including information obtained from Metro Vancouver staff.

I declare that the information given in this application is correct and accurate to the best of my knowledge.

..... <i>Name (please print)</i> <i>Title</i>
..... <i>Signature</i> <i>Date</i>