

SECTION G: APPLICATION
NEW LICENCE OR LICENCE 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 local newspaper(s), as directed by Metro Vancouver. Prior to publication of the notice, please direct the publisher to forward a draft copy to our office either by email to regulationenforcement@metrovancouver.org 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**IMPORTANT: Do not publish the application until you have received written direction from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 Compostable Material handled at the facility, the type of equipment used on site, and the process applied to the Compostable 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 COMPOSTING 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 SOLID WASTE MANAGER, 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 Compostable Material from:

(source of Compostable Material)

The Composting Facility of approximately _____ square meters and is located at:

(Municipal Site Address)

and is legally described as: _____
(Legal Address)

The types of Compostable Material at the Facility are:

(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 Compostable Material(s) at one time:

Compostable Material(s)	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 COMPOSTING 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 SOLID WASTE MANAGER, 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 Compostable Material from:

(source of Compostable Material)

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

(Municipal Site Address)

and is legally described as: _____
(Legal Address)

The type of Compostable 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>