

Transfer Application Form for Waste Discharge Permits



**metro
vancouver**

In order to request transfer of a Waste Discharge Permit resulting from a **change in company name or ownership**, please complete this form. Company name changes require an amendment to any Waste Discharge Permit. An amendment to the Waste Discharge Permit is **not required for ownership changes which have not resulted in a registered company name change**. However, a Transfer Application form is required in order to update Metro Vancouver records.

To apply for other amendments to a Waste Discharge Permit, application must be made in writing and submitted for processing. **If you are applying for an amendment to a Waste Discharge Permit in addition to a name/ownership change, please attach the Transfer Application form to the amendment application.**

General Instructions for Completing Transfer Application Form

- 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: To be signed and dated by an executive of the company.
- **Copies of legal documentation of the name change and/or ownership change must be provided with the form.** This legal documentation should include a corporate registry search of the applicant.

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”.

The fee for a change of Company Name is \$250.00 and payment options are:

- Electronic Fund Transfer (EFT) or Wire Transfer*
- Online Bill Payment*
- Credit Card – Visa or MasterCard only*

***These options require that the Transfer Application form is first submitted to our office and an officer will contact you with your MV Account ID and an invoice number. Indicate below if you will be choosing one of these options:**

	Payment will be made by one of these three options
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- Or by Cheque – Made payable to GVS&DD (*Greater Vancouver Sewerage and Drainage District*)

Send the completed Transfer Application form and copies of the legal documentation by one of the following options:

- **Email:** regulationenforcement@metrovancover.org
- **By paper to:** Metro Vancouver - Environmental Regulation and Enforcement Division 4515 Central Boulevard, Burnaby BC V5H 0C6

TRANSFER APPLICATION FOR WASTE DISCHARGE PERMITS

SECTION A: GENERAL INFORMATION

Waste Discharge Permit Number	Date Issued
Current Name on Waste Discharge Permit	Last Amended Date
Facility Address	

SECTION B: CHANGE OF REGISTERED COMPANY NAME

New Registered Company Name to appear on the Waste Discharge Permit - Attach legal documentation.	Effective date
	Incorporation No.

SECTION C: CONTACT INFORMATION

i. EXECUTIVE CONTACT INFORMATION
Name and Title
Phone number/s
Email Address/es
Mailing address, including postal code

ii. ROUTINE CONTACT INFORMATION *Attach additional sheet if necessary*

Name and Title

Phone number/s

Email Address/es

Mailing address, including postal code

SECTION D: DECLARATION

Name and Title

Signature

Date

Copies of legal documentation enclosed?

Cheque for application fee enclosed (if required)?