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**Transfer Request for  
Waste Discharge Permits,  
Air Quality Management Permits  
and/or  
Solid Waste Licenses**



**metro  
vancouver**

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In order to request transfer of Waste Discharge Permits, Air Quality Management Permits and/or Solid Waste Licenses resulting from **changes in company name or ownership**, please complete the attached form. Company name changes require an amendment to any Waste Discharge Permit, Air Quality Management Permit and/or Solid Waste License. An amendment to the Waste Discharge Permit, Air Quality Management Permit and/or Solid Waste License is not required for ownership changes which have not resulted in a registered company name change. The Transfer Request form should be completed however, in order to update Metro Vancouver records.

To apply for other amendments to a Waste Discharge Permit, Air Quality Management Permit and/or Solid Waste License, the appropriate application must be completed and submitted for processing. These applications can be obtained at the Metro Vancouver website or by contacting Metro Vancouver at the address listed below. If you are applying for an amendment to a Waste Discharge Permit, Air Quality Management Permit and/or Solid Waste License, in addition to a name/ownership change, please attach the Transfer Request form to your application.

#### **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.
- 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 should 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 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".

Land title searches can be obtained for a nominal fee from:

- BC Online at: <https://www.bconline.gov.bc.ca/>.
- By visiting the Land Title office, 88 - 6th Street, New Westminster, BC V3L 5B3.
- By hiring a private title search company (see title service in your local yellow pages).

**The following fees must be submitted with the transfer request application:**

- **Waste Discharge Permit: \$250 payable to GVS&DD**
- **Air Quality Management Permit: \$200 payable to GVRD**
- **Solid Waste License: Please refer to the Solid Waste Bylaw payable to GVS&DD**

Send the completed Transfer Request form, copies of the legal documentation, and a cheque made payable to the appropriate statutory authority (as noted above) for the applicable amendment fee to the following address:

**Metro Vancouver**  
**Environmental Regulation and Enforcement Division**  
**4730 Kingsway, Burnaby, BC V5H 0C6**

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

**Transfer Request for Waste Discharge Permits,  
Air Quality Management Permits or Solid Waste Licenses**

**A. GENERAL INFORMATION**

WASTE DISCHARGE PERMIT, AIR QUALITY MANAGEMENT PERMIT OR SOLID WASTE LICENSE NO.	DATE ISSUED
CURRENT NAME ON WASTE DISCHARGE PERMIT, AIR QUALITY MANAGEMENT PERMIT OR SOLID WASTE LICENSE	LAST AMENDED DATE
FACILITY ADDRESS	

**B. NAME CHANGE**

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

**C. OWNERSHIP CHANGE**

REGISTERED COMPANY NAME TO APPEAR ON WASTE DISCHARGE PERMIT, AIR QUALITY MANAGEMENT PERMIT OR SOLID WASTE LICENSE <i>(Please attach legal documentation)</i>	EFFECTIVE DATE
	INCORPORATION NO.
<b>EXECUTIVE CONTACT INFORMATION</b>	<b>ROUTINE CONTACT INFORMATION</b>
NAME	NAME
TITLE	TITLE
MAILING ADDRESS	MAILING ADDRESS
PHONE NO.	PHONE NO.
FAX NO.	FAX NO.
E-MAIL ADDRESS	

**I hereby agree to comply with all the terms and conditions of Waste Discharge Permit, Air Quality Management Permit or Solid Waste License No. \_\_\_\_\_.**

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

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Copies of legal documentation enclosed?**

**Cheque for application fee enclosed (if required)?**