

Regional District of Nanaimo

6300 Hammond Bay Road, Nanaimo, BC, V9T 6N2
Environmental Services – Tel 250.390.6560, Fax 250.390.1542

Licence Application Guide

This application guide is provided to assist you in the preparation of an application for a Licence in accordance with *RDN Bylaw No.1386, Waste Stream Management Licensing Bylaw*. To satisfy the requirements of the Bylaw and to assist the Environmental Services Department with the processing of your application, we have provided the following guide to help you fill out the attached forms. If there are any real or perceived conflicts between this guideline and *RDN Bylaw No.1386, Waste Stream Management Licensing Bylaw*, the bylaw will take precedence.

Form A. Licence Application Form

When filling out the attached application form the applicant should supply as much detail as possible. To ensure prompt processing of the application, every effort should be made to submit a complete application.

In order to assist the applicant in completing the application, the following line items are clarified below:

- Line 5: If the applicant is not the owner of the property a signed letter from the owner indicating that he or she is aware of and approves the proposed use of the property must also accompany the application, along with information on how to contact the owner.
- Line 7: Please locate these items on the site plan.
- Line 18: Within 15 days from the date of signing the application, the applicant shall post for 30 days a signed copy of the application in a conspicuous place near the proposed site of discharge.
- Line 19: Please tally all negative value materials under column F of Form B. Refer to Article 8 of the bylaw for more information on security.

This information is required to adequately assess the application. Further details, if necessary, may be requested.

Form B. Material Tracking Information

Completing this form satisfies part B of Section 9.1 (see attached bylaw) for your Operating Plan. Please provide as much detail as possible. Refer to the bottom of Form B for helpful notes.

Form C. Municipal Zoning and Business Licence Confirmation Form

Please take this form to the appropriate municipal office if the facility is located in the City of Nanaimo, the District Municipality of Lantzville, the City of Parksville or the Town of Qualicum Beach. If the facility is located outside of these areas (in an electoral area), please take it to the RDN Development Services Department; they will provide the applicable information and assistance required to complete the form.

Form D. Facility Closure Plan

As part of the application process, the attached Closure Plan Terms of Reference form must be completed to ensure that the facility/operation acknowledges the requirements involved in committing to a comprehensive Closure Plan should the facility shut down, relocate, or go out of business. The plan itself is a detailed report that will include remediation/clean-up actions, material removal and timelines.

The following items are required in addition to the above Licence Application Forms:

1. Site Plan

A signed and dated site plan must be submitted with the package. The site plan must clearly identify the site boundary, buildings, approximate locations of existing and new works, site entrance, a scale (e.g. 1:2000) and north arrow. A drafted site plan, if available, is preferred. Please refer to the attached example of what an acceptable site plan should look like.

2. Application Fee

An application fee of \$1,000.00 is payable to the Regional District of Nanaimo. Please refer to Schedule 'A' of *the RDN Bylaw No.1386, Waste Stream Management Licensing Bylaw*, for a list of other fees. Please pay particular attention to the schedule of fees if the facility is a registered charitable or non-profit organization. Applications will not be considered complete unless accompanied by this fee.

3. Title Search

The applicant is required to supply a legal description of the property on which the facility is located. The title search must be performed by the applicant no earlier than 30 days prior to the date of application. Title searches can be done at any BC Access/BC Assessment office.

4. Legal Survey

A copy of a legal survey plan shall be submitted with the subject property outlined in red.

5. Publishing

Upon submission of this application package to the RDN, the Bylaw requires that a notice of the application be published in local newspapers where the facility is located or proposed to be located. The notice must be approved by the manager and published

within 30 days of submitting this application. It is at the applicant's expense to publish the notice in a newspaper that is distributed in the area at least weekly to complete the application. Please refer to Part A of Section 3.2 of the bylaw for further information.

6. Operating Plan

A listing of all Operating Plan requirements is provided in the attached copy of RDN Bylaw 1386 Section 9.1. Please ensure that all of these requirements are met before submitting the Operating Plan.

The list below clarifies some of the parts required for a complete Operating Plan:

- Section 9.1 Part **A**: If a thorough site plan and/or legal survey is included with the application package and indicates the location of all works within the facility then this part can be omitted from the operating plan.
- Section 9.1 Part **B**: As stated above, the attached Form B, if complete, can be used for Part B (Section 9.1) when included in the operating plan.
- Section 9.1 Part **D**: Measures can include filters over storm drains, security systems, fire alarms etc.

Before submitting the application package to the RDN, please ensure that all required documents and attachments are completed and included. Use the checklist below.

- Site Plan
- Application Fee
- Title Search
- Legal Survey
- Draft Operating Plan
- Application Form including:
 - Confirmation of zoning and business licence
 - Proof of property ownership or written authorization of property owner
 - Newspaper tear out (due within 30 days of application submission
(must be approved by the general manager prior to publication))
- Applicable Permits and Approvals for other Agencies
- Security provided and accessible within 30 days from date of application

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Licence Application

Form A

This Application is to be filed with the General Manager of Environmental Services,
Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo, BC V9T 6N2.

OWNER INFORMATION – Please print

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

give notice and hereby apply for a Licence to handle municipal solid waste and/or recyclable material and give notice of application to all persons affected.

FACILITY INFORMATION – Please print

2. The _____ of approximately _____ is located at _____
(Transfer Station / Material Recovery Facility) (square metres)
_____ (municipal address)

and is described legally as _____
(lot #) (Section) (Range) (Plan) (Block)
_____ (as indicated on title search)

3. Date operation started or is to start at the Facility _____
month/day/year

4. Hours of operation are _____
(operating hours, e.g. 7am - 5pm Monday to Saturday, seasonal hours)

5. Site ownership (check appropriate block):

Owned by applicant (provide proof of ownership i.e. title search)

Owned by others (provide written authorization of property owner for intended use and method of contacting owner).

6. Do you have a business licence for the facility? _____ If no, is the facility located within one of the eight RDN electoral areas? ___

7. The Facility is located approximately:

- (a) _____ metres from the nearest fire hydrant.
- (b) _____ metres from the nearest watercourse;
- (c) _____ metres from the nearest domestic or irrigation water well or reservoir;
- (d) _____ metres from the nearest dwelling, serviced lot, or recreational area.

Indicate these locations on the site plan.

8. Name of nearest watercourse _____

9. Is the Facility paved? _____ Show paved area on site plan.

10. What is the direction of site drainage? _____ Indicate direction on site plan.

11. Where does the site drain to? _____
(stormdrain, ditch, creek, etc.)

12. Is the handling of municipal solid waste and/or recyclable material conducted under shelter? _____ Show sheltered area on site plan.

13. Indicate the type of equipment used on site. _____

(e.g. loaders, excavators, trommel, hammer mill, etc.)

14. The general layout of the surrounding area is _____
(industrial, commercial, residential, etc.)

15. Describe briefly the nature of your operation. _____

16. Describe any additional features of the Facility. _____

(locking gates, fencing, scale, buildings, security, fire sprinklers, etc.)

17. A site plan indicating site location and layout of works must accompany this application.

18. A copy of this application was posted at the site on _____
(date posted)

19. _____ total security (\$) due within 30 days upon approval of application.

NOTE: Please ensure that you have read and fully understand Sections 4.1 and 4.2 of the bylaw to ensure that all requirements are met.

Applicant: _____
(PRINT) (SIGNATURE)

Tel. No: _____ Fax No: _____ Date: _____

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Material Tracking Information

Form B

This form must be filled out and included in the Operating Plan for completion of Section 9.1, Part 'B' of *RDN Bylaw No. 1386 - Waste Stream Management Licensing Bylaw*.

a. What materials are deposited at the facility? ¹	b. Maximum quantity expected (stockpiled) onsite at any one time (tonnes)	c. Average amount of material that flows through the facility monthly ²	d. Average Density of material (tonnes/m ³)	e. Estimated cost to dispose of / recycle the maximum quantity of materials stockpiled on-site at any one time ³	f. Total security due ⁴

¹ Please indicate if that material is mixed load (ML), separated (S), or processed (P). Each phase of the material must be assumed a separate material (e.g. construction demolition (ML), clean wood waste (S) sorted from the C&D and processed wood waste/hog fuel (P) are three separate materials and must be documented on the chart). Please note: all material expected to be managed on-site must be identified as part of this licence application. A licence amendment is required if other materials, not identified in application, are to be managed.

² How much material (monthly) leaves the site after being sorted/processed (tonnes).

³ All cost associate with loading, trucking, tipping fees, etc.

⁴ Please calculate security by multiplying the maximum tonnage of the material allowed at the facility at one time (column B) by the current cost per tonne to haul and dispose/recycle the material (column E). This should be done for each material accepted at the facility. Those materials that result in any revenue (positive value) should be calculated, but can not be used to offset the total security required. Please indicate whether it is a positive or negative value on the chart.

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Municipal Zoning and Business Licence Confirmation

Form C

To: Regional District of Nanaimo, Environmental Services

Attention:

General Manager - Environmental Services

Fax: (250) 390.1542

From: _____

(Undersigned)

(Municipality)

Application for Licence Pursuant to RDN Waste Stream Management Licensing Bylaw No. 1386.

Company: _____

Site Address: _____

A brief description of facility operations: _____

(e.g. Types and quantities of materials accepted and types(s) of on-site processing)

yes no

The proposed application at the above noted site address is consistent with the uses permitted in the current zoning for the site.

 The company has a business licence (exempt if in RDN electoral area)

Confirmation signed off by:

Municipal Contact _____ (Please specify which jurisdiction)

Regional District Contact

(Print Name)

(Print Position)

(Signature)

(Date)

(Telephone number)

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Closure Plan Material Recovery Facility

Form D

Facility Name and Address:	
Contact Person Name and Address:	
Date:	

In case of facility closure, the following measures will be considered and performed (where applicable) to ensure the facility and property are left in, or as close to, pre-operating and/or pre-lease conditions as possible or as deemed acceptable by the general manager:

- All material on site will be removed from the premises and taken to an authorized facility
- The operators shall notify all haulers of closure date
- All debris and litter must be cleaned up
- Leachate controls and post-closure monitoring shall be conducted (dependent on type of facility)
- Groundwater and/or soil testing shall be conducted (dependant on type of facility)

The facility is required to submit a formal Closure Plan within 30 days of written closure notice.

NOTE: If any clean-up procedures or requirements by the general manager are not completed within the time specified in an approved Closure Plan or a plan is not submitted as required, the manager may draw down in whole or in part, any security the facility holds for the completion of these projects.

Submitted By:

Date:

(printed owner's name)

(owner's signature)

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Site Plan Layout



Scale 1: _____

N



Location Map

I, _____
(Applicant – Print)

(Signature)

Provide this site plan in support of my
application in the name of:

(Company name)

Date: _____

Dear <<Applicant>>,

Attached please find a copy of your facility licence for operation under *RDN Bylaw No. 1386, Waste Stream Management Licensing Bylaw*. A copy of your completed and approved application package has been included for your records. Your facility licence <<#>> is valid as of <<date>>. Please note that the first annual administration fee is due <<date>>; failure to pay the administration fee could result in licence suspension and/or cancellation.

Under licence <<#>>, the facility must comply with all terms, requirements and operating conditions listed in the attached Bylaw and approved application package, and any subsequent amendments thereto. Please apply to the RDN in writing should you wish to change any of your operations as set out in your approved application package (refer to Section 11.4 of Bylaw No. 1386). Facility inspections will be arranged and performed by the RDN on a periodic basis to monitor for full compliance.

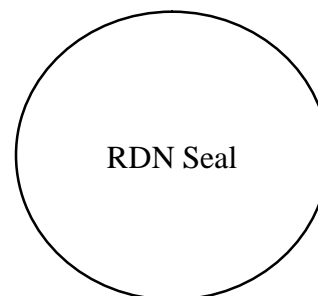
If you have any questions regarding this licence please do not hesitate to contact this office.

Sincerely,



This is to certify that <<business>> is an approved Waste Management facility under RDN Bylaw No.1386, Waste Stream Management Licensing Bylaw, effective <<date>>.

For persons interested in current operating status and compliance history, please contact the RDN at 250-390-6560 or check www.rdn.bc.ca.



RDN Chair

Date