
Transfer Request for Waste Discharge Permits



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

To apply for other amendments to a Waste Discharge Permit the appropriate application must be completed and submitted for processing. These applications can be obtained at the City of Vancouver website or by contacting the Environmental Protection Branch at the address listed below. If you are applying for an amendment to a Waste Discharge Permit 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: <https://www.bconline.gov.bc.ca/>.
- By visiting the Provincial Courthouse at 800 Hornby Street (small claims desk).
- By mailing your written request and a cheque to Suite 100, 800 Hornby St. Vancouver B.C., attn: Cashier. The cheque should be made out to the Ministry of Finance. Phone the courthouse for details (604) 660-4200.

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).

If the transfer request is for a Waste Discharge Permit (liquid waste) the application fee is \$250 and must be submitted with the application.

Send the completed Transfer Request form, copies of the legal documentation, and a cheque payable to the City of Vancouver for the applicable amendment fee to the following address:

**City of Vancouver
Licences and Inspections
Environmental Protection Branch
453 West 12th Ave,
Vancouver, BC V5Y 1V4**

Telephone (604) 873-7892 Fax (604) 873-7963

Transfer Request for Waste Discharge Permits,

A. GENERAL INFORMATION

WASTE DISCHARGE PERMIT NUMBER	DATE ISSUED
CURRENT NAME ON WASTE DISCHARGE PERMIT	LAST AMENDED DATE
FACILITY ADDRESS	

B. NAME CHANGE

NEW REGISTERED COMPANY NAME TO APPEAR ON WASTE DISCHARGE PERMIT <i>(Please attach legal documentation)</i>	EFFECTIVE DATE
	INCORPORATION NO.

C. OWNERSHIP CHANGE

REGISTERED COMPANY NAME TO APPEAR ON WASTE DISCHARGE PERMIT <i>(Please attach legal documentation)</i>	EFFECTIVE DATE
	INCORPORATION NO.
EXECUTIVE CONTACT INFORMATION	ROUTINE CONTACT INFORMATION
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 Number, _____.

NAME *(please print)*

TITLE

SIGNATURE

DATE

Copies of legal documentation enclosed?

Cheque for application fee enclosed (if required)?