metrovancouver

Transfer Request for Air Quality Management Permit

Greater Vancouver Regional District
Air Quality Management Bylaw No. 1082, 2008

Company name changes require an amendment of your Air Quality Management Permit. You need to complete the attached form to request an amendment of your permit resulting from **changes in company name or ownership**. An amendment is not required for ownership changes that do not result in a registered company name change. However, the Transfer Request form should be completed to update Metro Vancouver records.

For other changes to your facility or the terms and conditions of a permit, you must complete and submit an Air Permit Application in accordance with the Guidance Document and using the Forms Package available on the Metro Vancouver website or by contacting Environmental Regulation and Enforcement staff.

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.
- Complete Section D for permits without a Permit Expiry Date.
  - Since 2015, we issue all new and most amended air permits with expiry dates to advance Metro Vancouver's policy of continuously improving air quality. A typical term limit is 10 years although it can vary from less than 5 to up to 20 years, and is considered on a case-by-case basis. Factors taken into account include: the quantity and types of air contaminants discharged, the sensitivity of the receiving environment, the relative capital cost of emission control equipment, confidence in the ability of a facility to minimize impacts, and the state of technology used in the industry. It is important that you provide the rationale for the permit term you are requesting.
- 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 needs to include a corporate registry search and a land title search. Other provincially or municipally registered documents that show the transfer of assets and/or title, such as a lease or purchase agreement of the assets and/or a business license, in cases where the registered company is not the owner of the land and/or assets may be required.

Corporate registry searches can be obtained from:

- BC Online at: http://www.bconline.gov.bc.ca/.
- BC Registries and Online Services: BC Registries and Online Services.

Land title searches can be obtained for from:

- BC Online at: https://www.bconline.gov.bc.ca/ .
- The BC Land Title and Survey office located in New Westminster, BC.

Once Metro Vancouver staff determine that the application is complete and can be finalized, we will issue an invoice for application fees. Application fees for administrative amendments are specified in Air Quality Management Fees Regulation Bylaw 1440.

Send the completed Transfer Request form and copies of the legal documentation to the following address:

Metro Vancouver
Environmental Regulation and Enforcement Division
4515 Central Boulevard, Burnaby, BC V5H 0C6

Telephone (604) 432-6200
Email: regulationenforcement@metrovancouver.org

Transfer Request for
Air Quality Management Permits

A. GENERAL INFORMATION

AIR QUALITY MANAGEMENT PERMIT NO.	DATE ISSUED
CURRENT NAME ON AIR QUALITY MANAGEMENT PERMIT	LAST AMENDED DATE
FACILITY ADDRESS	

B. NAME CHANGE

NEW REGISTERED COMPANY NAME TO APPEAR ON AIR QUALITY MANAGEMENT PERMIT *(Please attach legal documentation)*	EFFECTIVE DATE
	INCORPORATION NO.

C. OWNERSHIP CHANGE

REGISTERED COMPANY NAME TO APPEAR ON AIR QUALITY MANAGEMENT PERMIT *(Please attach legal documentation)*	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	E-MAIL ADDRESS

D. PERMIT TERM

Requested Permit term (in years)	
Rationale for requested term	

I hereby agree to comply with all the terms and conditions of Air Quality Management Permit GVA____

NAME *(please print)* TITLE

SIGNATURE DATE

(**Note:** to apply e-signatures, click **Tools** on the toolbar, click on **Fill & Sign** and click on **Sign** and your signatures will appear (must have saved electronic signatures previously) and then move your signatures in the **Signature** field.

Copies of legal documentation enclosed? ☐