



**DEPOT PERMIT APPLICATION**  
**Change of Depot Name**

Beverage Container Management Board

**DEPOT PERMITS ARE NON-TRANSFERABLE**



## DEPOT PERMIT APPLICATION – CHANGE OF DEPOT NAME

Introduction Letter

[www.bcmb.ab.ca](http://www.bcmb.ab.ca)

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### **Thank you for submitting a Depot Permit Application – Change of Depot Name.**

This application is to be completed and submitted to the BCMB prior to changing the name of your Depot.

#### ***Depot Permit Application Process***

The process to apply for a Change of Depot Name with the BCMB:

1. Complete the PDF fillable forms attached to this document. No handwritten documents will be accepted.
2. Required supporting documentation: all items as listed in the checklist of the PDF fillable form must be attached.
3. Confirmation boxes in lieu of signature. You will be required to check the box on each page to confirm that the information you have submitted is accurate and submitted by you as the Permit Holder. The final checkbox at the end of the document serves in lieu of a signature.
4. There is no fee for this application.
5. The completed application must be submitted to the BCMB via email only. No paper copies will be accepted. Please send your completed Change of Location application to: [permits@bcmb.ab.ca](mailto:permits@bcmb.ab.ca)
6. The review and approval process will be completed by the BCMB within 30 days of receiving the completed application.

If you have any questions regarding these criteria, or any other portion of the attached application package, please contact the BCMB Compliance/Operations team at 1-888-424-7671. Further contact information is also available on the BCMB website at [www.bcmb.ab.ca](http://www.bcmb.ab.ca)

### ***Are you keeping up-to-date with Industry Initiatives and Communications?***

#### ***Communications***

Any written notice or written communications from the BCMB will be sent to a Permit Holder through the Industry Email Address assigned to your depot. Please ensure that you are monitoring your industry email on a regular basis.



Depots are required to monitor, respond to and submit issues through Quality Monitoring System tickets. Among many other resources, forms and relevant information, the QMS Depot User Guide is available on the BCMB website under the ***Depot Owners/Operators*** tab at [www.bcmb.ab.ca](http://www.bcmb.ab.ca).



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*Did you know that if you do not respond to a QMS ticket within three (3) days the ticket will be closed, and the issue will be considered resolved?*

For more information regarding your industry email account or Quality Monitoring System account contact the BCMB Policy and Program Coordinator team at 1-888-424-7671. Further contact information can be found on the BCMB website under the **Contact Us** tab.

### ***By-laws, Policies and Agreements***

From time to time, the BCMB amends its by-laws, policies and Service Agreements. The BCMB releases notifications informing the depot network of the updates through your industry email. Please take the time to review and update yourself with new rules and guidelines for the operations of your depot. As a depot owner, you are obligated to abide by all legislation, regulation, by-laws, policies, guidelines and agreements.

Have questions? Contact the BCMB Policy team or the BCMB Compliance team to discuss. Contact information can be found on the BCMB website under the **Contact Us** tab.

### ***Get Involved***

Want to become a BCMB Board member? The Alberta Bottle Depot Association (ABDA) nominates individuals to the BCMB Board of Directors. Those individuals are chosen by the ABDA Board of Directors. Industry expertise in rural, urban and metro depots is invaluable to the industry. Get involved, be heard and help the industry grow, become more effective and more innovative.



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## DEFINITIONS:

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Below is a list of definitions used throughout this document:

1. “Depot” means a place operated as a business for the collection of empty Containers.
2. “Depot Manager” means the individual identified by the Permit Holder as the individual primarily responsible for the day to day operations of a Depot.
3. “Industry Email Address” means the email address assigned by the BCMB to each Depot in conjunction with its Permit.
4. “Permit” means a Permit to operate a Depot issued by the BCMB in accordance with the Regulation and the By-laws.
5. “Permit Holder” means an individual or corporate entity named in a Permit.

**DEPOT INFORMATION**

Previous Depot Name:

New Depot Name:

Depot Telephone:

**Depot Site Location**

Legal Land Location / Lot, Block, Plan:

Street:

City/Town:

Province:

Postal Code:

**Depot Mailing Address**  Same as above

Street:

City/Town:

Province:  Postal Code:

*I, the Permit Holder, confirm that the information provided above is true and accurate*

Complete the following information for the individual completing and submitting this application.

*Applicants: must be at least 18 years of age and; must be able to provide authorization to make the application on behalf of an incorporated application (if applicable) if requested by the BCMB.*

**Change of Depot Name Applicant**

Name:

Home Phone:

Cell Phone:

Email

**Corporate Mailing Address**

Street:

City/Town:

Province:

Postal Code:

*I, the Permit Holder, confirm that the information provided above is true and accurate*

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**AUTHORIZATIONS**

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By checking the authorization box below, I, \_\_\_\_\_, confirm that:  
Permit Holder

- I understand and acknowledge that the Beverage Container Management Board may request the submittal of additional information considered necessary to complete this application;
- I have submitted this application in accordance with and will abide by the Beverage Container Recycling Regulation, all BCMB by-laws, policies, guidelines and approved agreements;
- The information and supporting documents submitted in relation to this application are truthful and accurate;
- I have the authority to submit this application and that it is my full intention and obligation to carry out all business and depot operations as identified in this application;
- This change of Depot name is not due to any change in incorporation or ownership;
- I agree to immediately inform the Beverage Container Management Board of any and all changes to the information provided in this application during the application approval process and throughout the term of the permit (if awarded).

*I, the Permit Holder, confirm that the information provided above is true and accurate*

**PRIVACY STATEMENT**

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The Beverage Container Management Board (BCMB) recognizes that the confidentiality of an individual’s personal information is important, and we respect the privacy of all our stakeholders. As a Delegated Administrative Authority for Alberta Environment and Parks, the BCMB is subject to the *Freedom of Information and Protection of Privacy Act*. Any personal information that the BCMB requests from you is collected and managed in compliance with Alberta’s *Freedom of Information and Protection of Privacy Act*, which states: "No personal information may be collected by or for a public body unless that information is necessary for an operating program or activity of the public body."

We do not collect personal information for commercial marketing. We may share the personal information you give us with government departments or agencies, our Collection System Agents, a Collection Service Provider or the Alberta Bottle Depot Association if your inquiry relates to that entity and the sharing is permitted by law.

**FOR BCMB OFFICER USE ONLY**

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Permit # \_\_\_\_\_

Date of Application Approval \_\_\_\_\_

BCMB Officer \_\_\_\_\_



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**REQUIRED DOCUMENTS CHECKLIST**

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Please check the applicable box to confirm the information/documentation has been included.

**The following documents **MUST** be included with the application. Applications will not be accepted if any item on this list is missing from the application.**

**Completed Application Form**

Please review to confirm you have checked all authorization boxes.