



# DEPOT PERMIT RENEWAL APPLICATION

Beverage Container Management Board

DEPOT PERMITS ARE NON-TRANSFERABLE



## DEPOT PERMIT RENEWAL APPLICATION

Introduction Letter

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

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### Thank you for submitting a Depot Permit Renewal Application.

All Permit Holders are required to renew their Permit with the BCMB every five years unless otherwise indicated. The decision to grant a renewal of a depot permit and the length of time for which the permit is renewed is within the sole discretion of the BCMB. However, no permit will be renewed for a term longer than five years. Please refer to the Depot By-law for further information.

**Please note that Permit Renewal Applications take approximately 30-60 days to process.**

#### ***Depot Permit Renewal Application Instructions:***

1. Complete applications must be received by the BCMB at least 60 days prior to the expiry date on your Permit. However, please note that Permit Renewal Applications will not be accepted earlier than six-months prior to the expiry date of your permit.
  - a. Permit Renewal Applications submitted less than 60 days prior to the current permit's expiry date will not be accepted until a Permit Amendment – Extension Request Application is submitted. A \$600 permit amendment application fee will be collected if an extension request is required.
2. Complete the PDF fillable forms attached to this document. **Handwritten applications will not be accepted.**
3. Applications must be completed by a Permit Holder. **Applications completed and submitted by anyone other than a Permit Holder/Depot Owner will be rejected.**
4. Include required supporting documentation: all items listed in the checklist at the end of this application package must be attached. **Incomplete applications, with missing documentation, will be rejected.**
5. Check all confirmation boxes and complete all required fillable fields. There is a check box on the bottom right corner of each page to confirm that the information you have provided is accurate and submitted by you as the Permit Holder.
6. Read the authorizations and acknowledgements thoroughly.
7. The complete application must be submitted to the BCMB via email to [permits@bcmb.ab.ca](mailto:permits@bcmb.ab.ca).
  - a. **Depots must use their assigned industry email address when submitting their application.**
  - b. **Applications received from alternate/third-party emails will be rejected for security purposes.**
  - c. **Fax or paper copies will not be accepted.**
8. Please note that a permit application fee is **no longer required** for permit renewal applications.
9. Once an application has been submitted, you will receive an automatic response confirming delivery. You can then expect a Compliance Officer to be in contact within 10 business days.

If you have any questions regarding these criteria, or any other portion of the attached application package, please contact a BCMB Compliance Officer at 1-888-424-7671. Further contact information is also available on the BCMB website at: <https://www.bcmb.ab.ca/contact/>

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### ***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. Any correspondence sent to BCMB or Industry Partners, including requests for information, must be sent using your Industry Email Address, or QMS when applicable. Correspondence or requests from third parties or alternate email addresses will not be accepted for security purposes.



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).

*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 a BCMB Compliance Officer. 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 notifications and update staff on new rules and guidelines for the operation 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 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 valuable 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. These definitions are used in BCMB by-laws.

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.

Note: For the purpose of this application, a Depot Manager is considered any person who is not a Permit Holder, who supervises staff and has authority or control of the Depot when the Permit Holder is not present. This includes Supervisors or other similarly named staff who have a higher level of responsibility than general employees.

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.

Note: For the purpose of this application, the term “Permit Holder” will also be used to refer to any individual Shareholder, Director or Owner of the corporate entity named in a Permit.



**DEPOT INFORMATION**

Depot Name:

Depot Telephone:

**Depot Site Location**

Legal Land Location / Lot, Block, Plan:

Address:

City/Town:

Province:  Postal Code:

**Depot Mailing Address**  Same as above

*(Address provided here will be used for all mailed correspondence)*

Address:

City/Town:

Province:  Postal Code:

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

DEPOT OWNERSHIP/SHAREHOLDER INFORMATION

Type of Ownership (read the descriptions and check only one):

[ ] Sole Proprietorship
A sole proprietorship is a non-incorporated business where you are the sole owner, and fully responsible for all debts and obligations related to your business.

[ ] Partnership
A partnership is a non-incorporated business that is created between two or more people. In a partnership, your financial resources are combined with those of your business partner(s) and put into the business. All partners must be identified as Permit Holders in your application.

[ ] Corporation
Select this option if you have incorporated your business. All Shareholders and/or Directors must be identified as Permit Holders in your application. If a Shareholder is another Corporation, the Shareholders and Directors of that corporation will need to be identified as Permit Holders, until we have a record of ownership to the individual level.

Corporation Name: [ ]

[ ] Non-Profit Organization
A corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive. All Directors should be identified as Permit Holders in your application.

Organization Name: [ ]

Complete the following information for each Depot Owner/Shareholder/Director:

Note: Applicants for Permits must be at least 18 years of age and must be able to provide authorization to make the application on behalf of a corporation or organization (if applicable).

Note: All industry related communications will be sent through the BCMB assigned Industry Email Address only. Any alternate email address you provide will be kept on record as back-up contact information only.

Permit Holder 1

The individual named as Permit Holder 1 will be the BCMB's primary contact regarding this application.

Name: [ ]

Home Phone: [ ]

Cell Phone: [ ]

Email: [ ]

Address: [ ]

City/Town: [ ]

Province: [ ]

Postal Code: [ ]

I, the Applicant, confirm that the information provided above is true and accurate [ ]

**Permit Holder 2**

Name:

Home Phone:

Cell Phone:

Email:

Address:

City/Town:

Province:

Postal Code:

**Permit Holder 3**

Name:

Home Phone:

Cell Phone:

Email:

Address:

City/Town:

Province:

Postal Code:

**If there are more Permit Holders than listed above, please include their names and contact information below:**

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

DEPOT MANAGER

Complete the following information for any individual(s), other than the above noted Permit Holders, who are primarily responsible for Depot management and day to day operations.

All industry related communications will be sent through the BCMB assigned Industry Email Address only. Any alternate email address you provide will be kept on record as back-up contact information only.

Depot Manager 1  Check box if the Depot Manager is the above indicated Permit Holder 1

Name:

Telephone:

Email

Depot Manager 2 (if applicable)

Name:

Telephone:

Email:

If there are more than two Managers, please include their names, titles and contact information on page 3.

DEPOT PRIMARY CONTACT

Who should be designated as the primary contact for BCMB and Industry Partners? (select only one – the remaining individuals noted in this application will be considered alternate contacts if we cannot reach the designated primary contact)

Permit Holder 1

Permit Holder 2

Permit Holder 3

Depot Manager 1

Depot Manager 2

I, the Applicant, confirm that the information provided above is true and accurate



**AUTHORIZATIONS**

By initialing the authorization boxes 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;
- 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).

Date:

Signature:

**PRIVACY STATEMENT**

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.

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

## REQUIRED DOCUMENTS CHECKLIST

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

The following documents **MUST** be included when submitting your application. Applications will be returned if any item(s) on this list are missing. **Current, active and up to date copies are required, even if this documentation has been provided in past applications. Applicants are responsible for ensuring their application is complete, the BCMB will not recover records on your behalf.**

### Completed Application Form

Please review to confirm you have checked all authorization boxes and filled in all the required fields.

### Current Lease Agreement or Land Title for the proposed Depot property

The Permit Holder must provide documentation to indicate they are the owner or the lessee of the location where the Depot will be operated.

- For Land Titles: a copy of your land title should have been requested from a Registry Agent within the last 3 months to be considered current.
- In lieu of a Land Title, we will also accept a copy of your most recent property tax assessment as proof of ownership.
- For Lease Agreements: You must provide a copy of an active, fully executed lease.

### Current Business License

You must provide a copy of a current, active Business License issued from the municipality in which the Depot is located. If your municipality does not issue business license's, then you will need to provide a copy of confirmation from them in writing.

### For New Depot Manager(s) (if applicable):

If the Depot Manager has changed since your last Permit application, we will require:

#### Criminal Record Check

- must be obtained from a local law enforcement detachment, general background checks will not be accepted.
- must have been obtained within 3 months of submission, any records older than 3 months will not be accepted.

#### Proof of English Proficiency

- proof of birth and/or education in an English-speaking country; or
- a Canadian Language Benchmark score of six (6) or better on speaking and listening and a score of four (4) on reading and writing.

### Non-Profit Registration (if applicable)

If the owner of the Depot is a non-profit organization, a copy of the organization's registration and a current list of Directors must be provided.

**For corporate entities, the BCMB will pull a corporate search to verify that current incorporation documents and shareholder information match what has been indicated above.**

**Please note that the above list is not all-inclusive. Per the Depot Bylaw, during the review of any application the BCMB may request oral information or additional written information from the Applicant, a person who is directly affected by the application, a local authority, Government agency**

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or any other source the BCMB considers appropriate (Sec 4.13). Should we require any additional information or documentation to process your application, you will be notified in writing.