



# DEPOT PERMIT APPLICATION

## Depot Relocation

Beverage Container Management Board

DEPOT PERMITS ARE NON-TRANSFERABLE





## DEPOT PERMIT APPLICATION – DEPOT RELOCATION

Introduction Letter

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

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### **Thank you for submitting a Depot Permit Application for Depot Relocation.**

Any Permit Holder wanting to apply for a change of their permitted location must provide written notice by completing a Depot Relocation Application, which includes a robust explanation on the reasons for the proposed relocation. This application is to be completed and submitted to the BCMB prior to relocation of your Depot. Depot locations may not be altered until this application has been received and approved by the BCMB.

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

1. Applications are to be submitted to the BCMB **at least 90 days** prior to the proposed relocation date.
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. 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.
  - a. Once your application has been accepted, you will be instructed via email to submit the Permit Application Fee of \$2500. Instructions for payment will be provided at that time.
9. The BCMB retains the right to waive or reduce the Depot Relocation Fee for Rural or Urban Depots that collect less than six (6) million containers per year. If your Depot meets these criteria, and you would like to apply for a reduction or waiver of the fee, please complete the form on page 5 of the Application.

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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### ***Depot Relocation Application Process:***

**Please note that all application timelines below are subject to extension by the BCMB due to factors outside of the BCMB's control.**

#### Phase 1 – Preliminary Screening (estimated 10 days):

- a. Once an Application is received, the BCMB will conduct a preliminary screening to ensure the Application is complete and not missing any required documentation. Confirmation of a complete application will be received within 10 business days of receipt of the Application. **Please note, an email confirming the Application is complete is NOT an approval of the Application.** All incomplete Applications will be rejected.

#### Phase 2 – Review (estimated 14 days):

- b. Once a complete application has been accepted, a review will be completed by the BCMB within 14 business days. You will then be advised if the application is complete, or if there are any deficiencies.
- c. Should the proximity measurement of the proposed location to existing depots be within +/- 0.3km of the proximity requirement in By-law, the BCMB will source a measurement completed by a certified surveyor.
- d. Should the proximity measurements outlined in the Depot By-law not be met, the Application will be rejected.

#### Phase 3 – Public Consultation (estimated 30 days):

- e. Once an application is complete and without any outstanding deficiencies, the BCMB will publish notice of the application for relocation allowing any person who is directly affected by the application for relocation to submit written concerns to the BCMB.
- f. The BCMB will put together a package of the feedback received and may provide a copy to the Applicant for response if there has been notice of opposition.

#### Phase 4 – Applicant Response Period (estimated 14 days):

- g. Once the Public Consultation period has ended, the Applicant will have 14 days to submit, to the BCMB, written response to any public opposition received.

#### Phase 5 – Decision (estimated 15 days):

- h. The decision whether or not to grant the relocation application is in the sole discretion of the BCMB taking into consideration the criteria in Section 6.5 of the Depot By-law.
- i. Where the BCMB grants an application for relocation, the BCMB may provide or cause the Permit Holder to provide notice of the BCMB's decision within 15 days after the date the BCMB makes its decision.

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### *Criteria*

**Please carefully review the criteria below and within the Depot By-law, prior to submitting an application to the BCMB.**

As indicated in the Depot By-law:

- A. The BCMB may, in its sole discretion, allow the Permit Holder to apply for relocation if the BCMB is satisfied:
  - i. There are special circumstances warranting such an application;
  - ii. The proposed Depot location satisfies the proximity requirements contained in Article 3 of the Depot By-law;
  - iii. The Permit granted for the existing location was not the result of a recent RFA process and the Depot is not within its first five years of operation at that location;
  - iv. The proposed location is not within an area which is the subject of an RFA or an area that the BCMB has deemed a future growth RFA area; and
  - v. The proposed location is not outside of the municipal boundary within which the Permit was granted by the BCMB.
  
- B. If a Permit Holder submits a relocation application, the decision whether or not to grant the relocation application is in the sole discretion of the BCMB taking into consideration:
  - i. Whether the proposed location is within close proximity of the existing location and members of the public currently served at the existing location could reasonably be expected to continue to do business at the proposed location;
  - ii. Whether the relocation is in the best interests of the industry and public;
  - iii. Any considerations raised by material received during the notice of application period in Section 6.6 of the Depot By-law.
  - iv. Any other criteria the BCMB considers relevant in maintaining a viable Container recovery system.
  
- C. In determining the number and location of Depots to be permitted in Alberta, the BCMB will consider the following criteria:
  - i. patterns of population growth;
  - ii. closure of existing Depots;
  - iii. the number and nature of complaints received from the public regarding the collection of Containers generally; and
  - iv. any other criteria the BCMB considers relevant in order to maintain a viable Container recovery system.



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- D. Unless otherwise directed by the Board, no new Permit may be issued in:
- i. a Metro or Urban Area for a Depot that will be located within a 3 kilometre radius of an existing and operating Depot;
  - ii. a Rural Area for a Depot that will be located within a 24 kilometre driving distance by Public Road, of an existing and operating Depot in a Rural Area, or within a 10 kilometre driving distance by Public Road of an existing and operating Depot in an Urban or Metro Area.
- E. Unless otherwise directed by the Board, the number of Depots allowed in:
- i. a Metro Area shall be calculated by dividing the population of that Metro area by 40,000;
  - ii. an Urban Area shall be calculated by adding 10,000 to the population of that Urban Area and dividing that number by 30,000.

The standards prescribed within BCMB by-laws and approved agreements must be met or exceeded for a Depot Permit to be issued. Applicants are encouraged to exceed the minimum standards to better serve the public in accessing convenient, quality, innovative and safe beverage container recycling services in Alberta. All BCMB by-laws and agreements can be found on the BCMB website at <https://www.bcmb.ab.ca/about/governing-documents/>

As of December 31, 2020, all Depots handling an excess of 6 million containers are required to have an Industry Standard Point of Return (POR) system. For more information on this please contact the BCMB.



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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 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.



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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:

**Current Depot Site Location**

Legal Land Location / Lot, Block, Plan:

Street:

City/Town:

Province:

Postal Code:

**New Depot Site Location**

Legal Land Location / Lot, Block, Plan:

Street:

City/Town:

Province:  Postal Code:

**Depot Mailing Address**  Same as new Depot Site Location above

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

Street:

City/Town:

Province:  Postal Code:

**Will you own or lease the above noted property where the Depot will be operated?**

Own  Lease

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



**DEPOT OWNERSHIP/SHAREHOLDER INFORMATION**

**Type of Ownership: check 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).*

*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 Permit Holder, 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 Permit Holder, 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 future industry related communications will be sent through the BCMB assigned Industry Email Address only. Any alternate contact information 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

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

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**APPLICATION TO WAIVE OR REDUCE DEPOT RELOCATION FEE**

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*As per the Fee By-law, the BCMB retains the right to waive or reduce the Depot Relocation Fee for Rural or Urban Depots that collect less than six (6) million containers per year. **The decision to waive or reduce the Fee is in the sole discretion of the BCMB.***

**Complete the following information if you would like to apply to have the BCMB waive or reduce the \$2500 Depot Relocation Fee.**

Check the box that represents your depot’s classification:

**Rural Depot**

**Urban Depot**

Check the box that represents your request:

**Waive \$2500 Fee**

**Reduce \$2500 Fee**

To request that the Depot Relocation Fee be **reduced**, please indicate the amount by which you would like the Fee reduced:

\$

Please indicate your depot’s annual container collection volume as reported in your UCA (Uniform Code of Accounts):

Please provide an explanation as to why the BCMB should consider waiving or reducing the Depot Relocation Fee for your depot):

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

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**DISCLAIMER FOR APPLICATION TO WAIVE OR REDUCE DEPOT RELOCATION FEE**

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The decision to waive or reduce the Depot Relocation Fee is in the sole discretion of the Beverage Container Management Board (BCMB). In reviewing the application the BCMB will consider such factors as: whether the Applicant is a Rural or Urban Depot; whether the Applicant has an annual volume less than six million containers; whether the Applicant has demonstrated an inability to pay the \$2500 Fee; whether the proposed new location has the potential to result in increased container collection; whether the proposed new location will benefit the community and the depot operation; and the complexity of the relocation (land development vs. relocating to an existing building). If you have additional documentation to support your application, please submit the documents with this application.

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

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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 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.
- Completed Application to Waive or Reduce Depot Relocation Fee (if applicable)**
- Robust Explanation on the Reasons for the Proposed Relocation**  
What is your rationale for requesting this relocation? Provide a clear and in-depth explanation in writing and include any supporting documentation for your rationale with your Application.
- Business Plan**  
See attached Business Plan Checklist for requirements.
- Government Issued Photo Identification**  
A copy of valid, government issued photo ID for each Permit Holder listed above. Can be one of the following:
- Drivers License
  - Passport
  - Provincial Identification Card
  - Permanent Resident Card
- Current Business Licence**  
A copy of an updated Business License, issued by the municipality where the Depot is located, is required. The business license must be issued to the proposed Permit Holder. If your municipality does not issue business license's, then you will need to provide a copy of confirmation from them in writing.
- Letter of Sufficient Operating Capital or Line of Credit**  
One of the two following options is required:
- A letter from a recognized financial institution stating that the applicant has operating capital or a line of credit in the amount as specified in the Depot By-law; or
  - An account statement from a recognized financial institution under the applicant's name that shows the account balance as specified in the Depot By-law.
- Detailed Site Plan**  
Must include building and lot dimensions, interior layout, customer service and container storage areas, customer vehicle entrance/exit, customer parking area, transport truck access and loading area, and identification of adjacent buildings as per the Depot By-law.
- Copy of Development Permit(s)**  
If any permits were required for renovations or construction, copies will need to be provided.
- Confirmation of Zoning Compliance & other Approvals**  
Copies of any documentation from the municipality in regard to zoning approvals, or other permissions will need to be provided.
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**Loading Dock Requirements**

An assessment of the loading dock will need to be completed and approved by ABCRC before an amended permit is issued. In order to facilitate this assessment, please include the following with your application:

Architectural plans that show the tractor/trailer sweep paths from the street access right into the building/dock and then the same on the exit.

Confirmation in writing of the following:

- What is the maximum sized unit that would have a clear path? ABCRC's most common unit is a 53 ft trailer, referred to as a WB-20. If this size unit would not be able to maneuver without hitting obstacles, what is the size of the largest unit that could have clear access?
- If not already shown on the architectural diagram, confirm the slope, angles, and the height of the dock for a standard unit. Is the loading dock at ground level or a raised dock (with or without a dock-leveler)? How many access doors will there be?

Pictures of the site, or the design for locations not yet built, along with overhead pictures of the site and surrounding units.

 **Public Notification**

If you have already completed a period of public notification as a requirement by your Municipality, please provide copies of all documentation. If this has not been completed through your Municipality, you will need to advise the BCMB in writing.

 **Lease Agreement for the Depot Property (if applicable)**

The Permit Holder for a Depot must be the owner or lessee of the location where the Depot is operated. If the Permit Holder is a lessee, you must provide a copy of your lease agreement for the depot property. If the Permit Holder is the owner of the Depot property, refer to the "Conditions of Approval" outlined below.

- A Lease Agreement may be required if the property is owned by a corporate entity other than the entity the Permit is being issued to, even if the Shareholder structure and Directors are the same (ie. a holding company).

 **Land Title for the Depot Property (if applicable)**

The Permit Holder for a Depot must be the owner or lessee of the location where the Depot is operated. If the Permit Holder is the owner, you must provide a copy of an updated land title showing the Permit Holder as the registered owner of the Depot property.

- If an updated Land Title cannot be provided at the time of submission, then Applicants must include a copy of the purchase agreement for the proposed property. The Land Title will still be required before a valid permit is issued.

 **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 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.**



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**CONDITIONS OF APPROVAL**

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If your Depot Relocation Application is approved, you may be required to meet conditions of approval before a final permit is issued to you. Conditions may include the following:

**A Land Title (if applicable)**

As noted above in the Required Documents Checklist, if this was not available at the time you submitted your application, it will need to be provided before a valid permit is issued. The Land Title must show the Permit Holder as the registered owner of the Depot property.

**Depot Inspection**

An inspection will need to be completed prior to a valid permit being issued. When the Depot is near ready to operate, a Compliance Officer will visit the new location to ensure that the premises meets or exceeds the requirements as outlined in the Depot By-law and the Applicants Business Plan, and to ensure any construction is complete and the Depot is customer ready. If any deficiencies are noted during inspection, the issuance of the permit may be postponed.

**Please note that this list is not all-inclusive. At the BCMB's discretion there may be other conditions in addition to or in place of those noted here.**

# BUSINESS PLAN CHECKLIST

TO OPERATE A BEVERAGE CONTAINER DEPOT IN THE PROVINCE OF ALBERTA



The following information **MUST** be included within the Business Plan. **Applications will not be considered complete if any item(s) on this list are missing. Missing documentation may affect the amount of time required to process the application.**

Along with the required information below, the Business Plan must explicitly demonstrate how the proposed Depot/changes to the existing Depot will meet or exceed the requirements specified in the Depot By-law.

**Depot Name**

**Name of Applicant**

Full legal name

**Applicant Contact Information**

Phone number and email address (both required)

**Notice of Construction and/or Renovations (if applicable)**

- New construction or renovations
- Proposed date construction will begin
- Proposed date operations will commence

**Financial Information**

- Banking Institution
- Accountant name and contact information
- Fiscal year end date (Sole Proprietors and Partnerships must use December 31<sup>st</sup> to coincide with personal tax returns)
- Cash flow projections and financial forecasts
  - Basis of cash flow projections and financial forecasts

**Legal Information**

- Legal advisor name and contact information

**Ownership and Management**

- Full names of all Owners, Directors, Shareholders, Managers, and Key Staff with their position/title
- Indication of the role each individual included above will fulfill in the day-to-day operations of the Depot
- Description of staffing levels

**Operations**

- Employee uniforms/Depot branding
- Point of Return implementation (if applicable)
- Description and number of counting stations
- Implementation of other technology: automated cash machines, sorting/counting equipment, video surveillance, etc. (if applicable)
- Customer complaint/recount process
- Proposed Hours of Operation
  - Specify seasonal hours
  - Specify Statutory Holiday hours

# BUSINESS PLAN CHECKLIST

TO OPERATE A BEVERAGE CONTAINER DEPOT IN THE PROVINCE OF ALBERTA

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**Location**

- Population served
- Proximity to nearest Depot(s)

**Market Justification/Viability of Business**

**Description of Proposed Marketing/Advertising**

**Additional Information**