BEVERAGE CONTAINER MANAGEMENT BOARD

NOTICE

TO: Depot Network

DATE: October 30, 2026

RE: **Depot Portal – Alternative Permit Renewal Process**

Dear Depot Network,

The permit renewal function within the SIMS/Depot portal is currently unavailable..

Until further notice, depots will be required to submit their applications by email to compliance@bcmb.ab.ca.

Permit Renewal Application Process

1. Applications must be completed by a proposed Permit Holder. Applications completed and submitted by a third party, or anyone other than a proposed Permit Holder/Depot Owner will be rejected.

2. Applicants for Permits must be at least 18 years of age and, if applicable, must be able to provide proof of authorization to make the application on behalf of an incorporated entity if requested by the BCMB.

3. Permit renewals take approximately 30-60 days to process. BCMB will complete an initial review within 10 business days of receiving the application and will contact the applicant following that review.

4. By submitting the application by email to compliance@bcmb.ab.ca, you are confirming the authorizations below:

    a) I understand and acknowledge that the BBCMB may request the submittal of additional information considered necessary to complete this application;
    b) I have submitted this application in accordance with and will abide by the Beverage Container Recycling Regulation (BCRR), all BCMB by-laws, policies, guidelines and approved agreements;
    c) The information and supporting documents submitted in relation to this application are truthful and accurate;

d) 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;
e) 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).

Required Documentation

The following documents must be included with the application. Applications will not be considered complete if any of the item below are missing.

Missing documentation may affect the amount of time required to process the application. Current, up to date copies are required, even if this documentation has been provided to the BCMB before for other applications. During the review stage of any application, the BCMB may request additional information or documentation be provided if necessary.

If you are granted conditional approval, there may be conditions that must be met before a permit will be issued. Should we require any additional documentation or information, you will be advised in writing.

1. **Business License** – *A copy a current business license is required for the municipality where the depot is located. If you do not yet have a business license, this should be noted in your business plan with a note of intent to provide a copy to the BCMB within 3 months of a permit being granted. If the municipality does not issue/require business licenses, then you will need to provide a copy of written confirmation from the municipality.*

2. **Lease Agreement or Land Title** - *You must provide a current land title or lease agreement showing that the Permit Holder is the owner or lessee of the location where the depot will be operated.* ***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.*

3. **Certificate of Incorporation** – *If the owner of the Depot is a corporate entity, you will need to provide a copy of your incorporation documents, which include your certificate of incorporation and shareholder information. If any of the Shareholders of this corporate entity are other registered corporations, you will also need to provide corporate searches for those entities, and so on until ownership is disclosed to the individual level.*

4. **Non-Profit Registration** - *If the ownership of the depot is a non-profit organization, a copy of the organization's registration and a current list of Directors must be provided.*

NOTICE (continued)

All Permit Holders who intend to renew their operating permits are required to submit a permit renewal application no earlier than 180 days and no later than 60 days prior to the expiry of their current operating permit.

Permits are subject to renewal 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 BCMB. A permit will not be renewed for a term longer than five years.

For questions regarding permit renewal applications please contact a BCMB Compliance Officer at compliance@bcmb.ab.ca.