



DEPOT PERMIT RENEWAL APPLICATION

Beverage Container Management Board

DEPOT PERMITS ARE NON-TRANSFERABLE



DEPOT PERMIT RENEWAL APPLICATION

Introduction Letter

www.bcmb.ab.ca

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.

Depot Permit Renewal Application Process

The process to apply for a new Depot Permit is as follows:

1. Applications must be received by the BCMB at least 30 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.
2. Complete the PDF fillable forms attached to this document. No handwritten documents will be accepted.
3. Required supporting documentation: all items as listed in the checklist of the PDF fillable form must be attached.
4. 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.
5. Submit payment. The Permit Renewal Fee is \$600. This fee is non-refundable and must accompany the completed application. Fees can be paid via cheque made out to the BCMB.
6. The completed application must be submitted to the BCMB via email only. No paper copies will be accepted. Please send your completed Permit Renewal Application to: permits@bcmb.ab.ca
7. 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



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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.



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.

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 valuable to the industry. Get involved, be heard and help the industry grow, become more effective and more innovative.

DEFINITIONS

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.
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

Depot Name: [text box]

Depot Telephone: [text box]

Depot Site Location

Legal Land Location / Lot, Block, Plan: [text box]

Street: [text box]

City/Town: [text box]

Province: [text box] Postal Code: [text box]

Depot Mailing Address Same as above

Street: [text box]

City/Town: [text box]

Province: [text box] Postal Code: [text box]

DEPOT OWNERSHIP/SHAREHOLDER INFORMATION

Type of Ownership: check one

Sole Proprietorship
With this type of business organization, 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.

Corporation
When you incorporate your business, it is considered to be a legal entity that is separate from it's shareholders. As a shareholder of a corporation, you will not be personally liable for the debts, obligations or acts of the corporation. Incorporation may be done at the federal or provincial level.

Corporation Name/Number: [text box]

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

Complete the following information for each Depot Owner/ Shareholder.

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 an incorporated application (if applicable) if requested by the BCMB.

The email addresses you provide will be utilized for set-up and communication of Industry Email Address only. All industry related communications will be sent through the BCMB assigned Industry Email Address only.

Permit Holder 1

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

Name:

Home Phone:

Cell Phone:

Email

Corporate Mailing Address

Street:

City/Town:

Province: Postal Code:

Permit Holder 2

Name:

Home Phone:

Cell Phone:

Email

Corporate Mailing Address

Street:

City/Town:

Province: Postal Code:

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

Permit Holder 3

Name:

Home Phone:

Cell Phone:

Email

Corporate Mailing Address

Street:

City/Town:

Province:

Postal Code:

If there are more Permit Holders than listed above, please list the others below:

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

DEPOT MANAGER

Complete the following the information for the individual(s) primarily responsible for Depot management.

The email addresses you provide will be utilized for set-up and communication of Industry Email Address only. All industry related communications will be sent through the BCMB assigned Industry Email Address 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

Which of the above indicated individuals would you like to be the primary general contact for the BCMB? (check one)

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

OTHER INFORMATION

Has anything changed to your Depot from your previous Permit number that is not listed above? If so, please indicate below:

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

AUTHORIZATIONS

By checking 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).

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

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.

FOR BCMB OFFICER USE ONLY

Fee Amount Received	_____
Transaction #	_____
Application #	_____
New Permit #	_____
Date of Signed Acknowledgement Statement	_____
Date of Application Approval	_____
BCMB Officer	_____

REQUIRED DOCUMENTS CHECKLIST

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.

Permit Application Fee

Non-refundable fee of \$600 payable to the Beverage Container Management Board.

Lease Agreement or Land Title for the proposed Depot property

Copies are clearly readable. The applicant must include the land title or lease agreement showing that the applicant is the owner or the lessee of the location where the proposed Depot will be operated or have signed offer to purchase or lease the location, which the offer is subject to the issuance of a Permit.

Current Business License

A copy of the current Business License issued by the municipality that is clearly readable. If a Business License is not required, written confirmation from the municipality is required.

The following documents must be included with the application **IF APPLICABLE**:

Certificate of Incorporation & accompanying Shareholders List

If the Organization is a not-for-profit organization where there are no shareholders, a list of Directors is required.

Criminal Record Check (Depot Manager)

If the Depot Manager has changed since your last Permit application, a current Criminal Record Check relating to the updated Depot Manager is required.