

The following application form may be used to apply for a Waste Hauler License pursuant to the Regional District of Nanaimo's (RDN) "Waste Hauler Licensing Bylaw No. 1813, 2022". In addition, this form may be used to renew or modify such a license.

Any person or company that on a commercial basis picks up, delivers, hauls or otherwise transports municipal solid waste within the Regional District **is required to obtain a Waste Hauler License**. As exceptions, as set out in the bylaw, such a license is not required for the following activities:

- To haul source separated recyclable material;
- To haul refuse associated with the cleanup of spilled or illegally dumped material;
- To haul municipal solid waste by or on behalf of a Municipality or the Regional District (curbside collection program);
- To haul municipal solid waste under a subsisting Extended Producer Responsibility Plan prepared and approved under the *Environmental Management Act* Recycling Regulation; or
- To haul refuse generated outside the Region to:
  - a site or facility in the region that holds a valid and subsisting Waste Stream Management License;
  - a site or facility in the region that holds a valid and subsisting site-specific authorization that specifically authorizes the management of municipal solid waste at the site or facility issued by the Ministry of Environment and Climate Change Strategy; or
  - a location that is outside of the region.

Waste Hauler Licenses are available at different tiers. The tiers are based on the maximum tonnage of municipal solid waste that the license holder is entitled to receive at a discounted tipping fee rate when making deposits at RDN facilities. If a hauler exceeds the tonnage limit of their license tier, they will be required to pay the more expensive standard tipping fee rate for any additional deposits at RDN facilities or they can renew their license early at the next license tier.

The "**Regional District of Nanaimo Tipping Fee and Solid Waste Disposal Regulation Bylaw No. 1784, 2019**" bylaw, as amended periodically, sets the general tipping fee rates and the license-reduced tipping fee rates. Please note that these rates may change when the bylaw is updated. For the most current version of the bylaw, please contact RDN Solid Waste Services at [zerowaste@rdn.bc.ca](mailto:zerowaste@rdn.bc.ca).

**Please refer directly to the Waste Hauler Licensing Bylaw to ensure you understand its requirements.**

Please note that all waste haulers are required to make **monthly reports, keep certain records**, and pay a **monthly disposal levy in addition to tipping fees**, among other requirements set out in the bylaw.

Should you have any questions regarding the bylaw or this application, please contact RDN Solid Waste Services at [zerowaste@rdn.bc.ca](mailto:zerowaste@rdn.bc.ca).

# APPLICATION

## 1. APPLICATION TYPE

Select application type

### **New Waste Hauler License**

The license is valid for a term of one year from the date of issuance, unless the license is cancelled or replaced before the end of the term.

### **Annual Waste Hauler License Renewal**

A licensee may renew a license, including at a different license tier than the expiring license, at least 60 days before, but no earlier than 120 days before license expiry.

### **License Tier Increase**

A licensee may at any time apply to change their license tier to a higher tier. On issuance of a new license at a higher tier, the new license is valid for one year and the previous license is automatically cancelled.

### **Application Following License Cancellation**

If a license is cancelled, any application for a new license made within 12 months of the cancellation may only be of a higher tier. For a tier 5 license, re-application within 12 months may only be for a tier 5 license.

## 2. APPLICANT INFORMATION

Business Name:

Applicant Name:

Business Mailing Address:

Business Site Address/Addresses:

Same as Mailing Address

Preferred Business Contact:

Business Phone Number:

Business Email Address:

Business License or Incorporation No.

*(If Applicable)*

*If there is a change in any of the information listed above, the hauler must notify the RDN at [zerowaste@rdn.bc.ca](mailto:zerowaste@rdn.bc.ca)*

# APPLICATION

## 3. LICENSE TIER SELECTION & HAULING INFORMATION

### a. For **New License Applications** and **License Renewal Applications**

Check the box for the license tier that best matches the amount of municipal solid waste generated within the region that you anticipate **depositing at RDN facilities** during the license term:

License Tier	Tier Tonnage	License Fee
Tier 1	Maximum of 100 Tonnes	\$500
Tier 2	101 Tonnes – 1,000 Tonnes	\$1,500
Tier 3	1,001 Tonnes – 3,500 Tonnes	\$4,500
Tier 4	3,501 Tonnes – 6,000 Tonnes	\$10,000
Tier 5	6,001 Tonnes and up	\$18,000

In addition, please estimate the amount of municipal solid waste generated within the region that you anticipate hauling to disposal facilities including material recovery facilities during the license term, **other than RDN facilities**:

### b. For **License Tier Increase Applications** and **Applications Within 12 Months of License Cancellation**

The new license tier must be higher than the current or cancelled license tier. As an exception, if the cancelled license tier is tier 5 then the new license tier must be tier 5. Check the box for the license tier that best matches the amount of municipal solid waste the hauler anticipates depositing at **RDN facilities** during the new license term:

Current or Cancelled License Tier	New License Tier	Tier tonnage	License Fee
Tier 1	<b>N/A</b> Tier 1	Maximum of 100 Tonnes	\$500
Tier 2	Tier 2	101 Tonnes – 1,000 Tonnes	\$1,500
Tier 3	Tier 3	1,001 Tonnes – 3,500 Tonnes	\$4,500
Tier 4	Tier 4	3,501 Tonnes – 6,000 Tonnes	\$10,000
Tier 5	Tier 5	6,001 Tonnes and up	\$18,000

In addition, please estimate the amount of municipal solid waste generated within the region that you anticipate hauling to disposal facilities including material recovery facilities during the new license term, **other than RDN Facilities**:

# APPLICATION

Please attach a cheque for the license fee amount. The “Waste Hauler Licensing Bylaw No. 1813, 2022” prohibits staff from processing your application until the relevant license fee has been paid. In the event that a license is not issued, the license fee will be refunded less an administrative fee of 10% or \$100, whichever is greater, up to a maximum administrative fee of \$500.

Cheque attached:      Yes      No

I would like to arrange monthly payments for my 2025 license:      Yes      No

***Please Note: When a hauler reaches the maximum tonnes in their selected license tier, they must pay the regular tipping fee rate for any additional deposits. A hauler may apply to increase their license tier, in which case they shall be required to pay the regular tipping fee rate until such time as their new license has been issued. A hauler may apply for a license tier increase early, if they are aware that they are about to reach the maximum tonnes in their selected license tier.***

I/we certify that the information contained within this application is true and correct.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE

## OFFICE USE ONLY

RDN Solid Waste Planning

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

COMMENTS