



# Application to Operate a Recycling Facility

Pursuant to Sections 4 and 17 of the *Environmental Protection Act*  
Materials Stewardship and Recycling Regulations

Personal information on this form is collected under sections 4 and 17 of the *Environmental Protection Act* Materials Stewardship and Recycling Regulations as it relates directly to and is necessary for an application to operate a recycling facility or an automotive salvage and scrap metal collection facility. If you have any questions about this collection of personal information, you may contact Department of Environment, Energy and Climate Action at (902) 368-5700

### Section A – Applicant Information (Please Print)

Name of individual or business:

Mailing address:

Contact person:

Email:

Office phone:

Cell phone:

Fax:

### Section B – Facility Information

New Facility     Renewal of Existing Facility     Renewal of Existing Facility with Revisions (describe revisions below)

Property identification number:

Community:

### Section C – Description of the Facility (check all that apply)

#### Type of Material to be Recycled:

paper/cardboard     organic material/brush     glass     construction and demolition waste     tires     plastics

#### Type of Metals to be Recycled:

automotive salvage (parts)     automobile hulks (whole vehicles)     lead-acid batteries   
 non - automotive metals (general scrap, copper, etc.)     white good appliances

#### For Each Material Selected Above, Estimate the Expected Annual Quantities Received:

paper/cardboard _____ kg <input type="checkbox"/> tonne <input type="checkbox"/>	automotive salvage (parts) _____ kg <input type="checkbox"/> tonne <input type="checkbox"/>
organic material/brush _____ kg <input type="checkbox"/> tonne <input type="checkbox"/>	automobile hulks (whole vehicles) _____ kg <input type="checkbox"/> tonne <input type="checkbox"/>
glass _____ kg <input type="checkbox"/> tonne <input type="checkbox"/>	lead-acid batteries _____ kg <input type="checkbox"/> tonne <input type="checkbox"/>
tires _____ kg <input type="checkbox"/> tonne <input type="checkbox"/>	non-automotive metals (general scrap, copper, etc.) _____ kg <input type="checkbox"/> tonne <input type="checkbox"/>
construction and demolition waste _____ kg <input type="checkbox"/> tonne <input type="checkbox"/>	white good appliances _____ kg <input type="checkbox"/> tonne <input type="checkbox"/>
plastics _____ kg <input type="checkbox"/> tonne <input type="checkbox"/>	

Recycling will occur:    indoors     outdoors     both indoors and outdoors

Distance from the boundary of the proposed facility to the nearest property boundary: \_\_\_\_\_ metres

Distance from the boundary of the proposed facility to the nearest off-site structure (dwelling, business, etc.): \_\_\_\_\_ metres

Will the facility be visible from adjacent highways or public roads?    Yes     No

If response to above is yes, please describe method of screening facility from public view:

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**Section D – Operation of Auto Salvage and Scrap Metal Collection Facility**

***(to be completed if the application is for a recycling facility with an automotive and scrap metal permit endorsement)***

**Following are the minimum requirements for the handling, collection, and storage of automotive fluids and ozone-depleting substances:**

- all automotive fluids from vehicles are collected, segregated, and stored in appropriate containers
- all containers are labeled to indicate their contents and stored in a location to prevent spillage
- all automotive fluids are disposed of at least once per year at a facility approved for that purpose by the Department
- all ozone-depleting substances shall be recovered in accordance with the Ozone Layer Protection Regulations (EC619/94)

Describe any additional plans to ensure the safe handling, collection, and storage of automotive fluids and ozone-depleting substances:

**Following are the minimum requirements for the handling, collection and storage of lead-acid batteries and mercury-containing switches:**

- all lead-acid batteries must be stored in a water-tight container or in a weather-tight building
- all lead-acid batteries must be removed from vehicles prior to crushing or compacting
- all mercury-containing switches must be removed, recovered, and collected from vehicles prior to crushing or compacting

Describe any additional plans to ensure the safe handling, collection, and storage of lead-acid batteries and mercury-containing switches:

**Section E – Application Fees**

Pursuant to subsection 4(8) of the Materials Stewardship and Recycling Regulations, the application fee of \$100 for the approval of a recycling facility is included:

If the application is also for the recycling of automotive salvage and scrap metal, pursuant to subsection 17(8) of the Materials Stewardship and Recycling Regulations, the application fee of \$50 for the approval of a permit endorsement is included:

**TOTAL AMOUNT OF APPLICATION FEES SUBMITTED: \$ \_\_\_\_\_**

**Section F – Signature of Applicant**

By signing this application, I declare:

- The information I have provided in the application is true and complete to the best of my knowledge.
- I have not misrepresented, concealed, or omitted any relevant information.
- If applicable, I agree to comply with the operational requirements as detailed in Section D of this application.
- I will, upon request of the Minister, submit records indicating weights of any material recycled.

\_\_\_\_\_  
Name *(please print)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**(Please note: Acceptance of the application fee does not indicate a permit has been issued.)**

**Method of Payment *(Check appropriate box)***

- Cheque (Make cheques payable to **Minister of Finance**.)
- Credit Card (in person or by phone)
- Cash (in person only)

**Return the completed application form, and payment, to:**

Department of Environment, Energy and Climate Action  
4<sup>th</sup> Floor, Jones Building  
11 Kent Street, PO Box 2000  
Charlottetown, PE C1A 7N8 Phone: (902) 368 - 5700