



# SITE INFORMATION REQUEST APPLICATION FORM

Contaminated Sites Program  
Ministry of Environment  
PO Box 9342 Stn Prov Govt  
Victoria BC V8W 9M1  
Telephone: 250.387.4441  
Fax: 250.387.9935

## Section I – Applicant Information

First Name

Last Name

Organization (if applicable)

Address

City

Province/State

Postal Code/Zip

Telephone ( )

Fax ( )

E-mail

**Section II – Site Registry Search** – If you have already carried out a BC OnLine Site Registry search for your site, unless you are unsure of the results, you need not apply for the ministry to repeat that search for you.

Select one or more of the listed parameters. It is recommended that you provide at least two parameters for the most comprehensive search. For example, a legal description, such as the parcel ID (PID), and a civic address or latitude/longitude coordinates. **Please be accurate.** Also, select the type of report you want.

Please note the fee schedule on the second page of this application form.

Land Titles PID (9 digit number) - -

Civic Address (include municipality)

Crown Lands PIN (7 digit number)

Crown Lands File (7 digit number)

Site ID (3, 4 or 5 digit number)

Latitude/Longitude - two types – please specify which you would like below and provide coordinates

small area search – 0.5 km radius - (deg° min' sec")

Lat ° ' "

large area search – 5.0 km radius - (deg° min' sec")

Long ° ' "

Synopsis Report

Detail Report

(select one)

**Section III – Custom Site Registry Searches** – These searches can be requested through our office. Please contact the Site Information Advisor with the specifics of your search requirements.

Custom report of data available on the Site Registry

Custom report update

**Section IV – Other Database Searches** – These searches require both a site address and/or location description and a company name. Fees for these searches are per site. Please check the boxes to indicate which searches you wish to have conducted.

Address and/or location of the site of interest

1<sup>st</sup> Company Name

2<sup>nd</sup> Company Name

**SWIS** – Special Waste Information System - Hazardous Waste Regulation – generator registrations, transport licences and transport manifests

**WASTE** – *Environmental Management Act* – permits, approvals, orders and regulated sites

**COORS** – Conservation Officer On-line Reporting System - convictions under the *Environmental Management Act*

**Section V – Retrieval of File Contents** – Correspondence and/or reports and instruments on file with the ministry. For this type of request you must have already conducted a Site Registry search and be able to provide the Site ID, and/or Ministry file number.

Site ID

Ministry Victoria File No.

Ministry Regional File No.

List the documents you wish to obtain below or attach a list.

Document Title	Document Date	Author (if known)

**Section VI – Fees** - Please do not submit fees with your request. You will be invoiced for any fees incurred.  
**\*Please note a \$10.00 surcharge will be added to each assisted Site Registry query.**

Query type	Fee
Land Titles PID	\$25*
Civic Address	\$50*
Crown Lands PIN	\$25*
Crown Lands File	\$25*
Site ID	\$10*
Small (0.5km radius) area	\$50*
Large (5.0km radius) area	\$100*
Report type	
Synopsis report	\$25*
Detail report	\$50*
Custom Site Registry reports	
Custom Site Registry report	\$500 plus \$100 per hour beyond 3 hours to prepare the information
Updated custom Site Registry report	\$200 per updated custom report
Other Database Searches	
SWIS	\$100 per site
WASTE	\$100 per site
COORS	\$100 per site
Retrieval of documents	\$30 per hour
Photocopying	\$0.25 per page for copies over 20 pages

**Section VII – Submission and Payment Information**

The fees above are subject to 7% GST, but not PST. Please allow 2 weeks for processing. You can fax your completed application form to (250) 387-9935, e-mail it to [Advisor.SiteInformation@gov.bc.ca](mailto:Advisor.SiteInformation@gov.bc.ca) or mail it to:

**Site Information Advisor  
 Contaminated Sites Program  
 Ministry of Environment  
 PO Box 9342 Stn Prov Govt  
 Victoria BC V8W 9M1**

**Disclaimer:** Information on sites is often filed in accordance with the provisions of the *Environmental Management Act*. While we believe the information to be reliable, the Province of British Columbia makes no representation or warranty as to its accuracy or completeness. Persons using this information do so at their own risk. The existence or absence of information provides no assurance that a site is or is not contaminated.