



## EPEA Registration Process

### Introduction

The [\*Environmental Protection and Enhancement Act\*](#) (EPEA) and its accompanying regulations set out the activities which require approval, registration or notice and the key aspects of the process for obtaining an approval, a registration and providing notice. This document provides an overview of the registration process. An overview of the approval process can be found at <http://www3.gov.ab.ca/env/protenf/approvals/factsheets/approv.html> .

Alberta Environment's review of registration applications helps ensure proposed activities do not cause an adverse impact on the environment. After the review of an application for registration of a proposed activity, the Director makes a decision as to whether a registration should be issued or refused. If a registration is issued, the activity must be conducted in accordance with specified requirements such as a Code of Practice, in addition to the applicable provisions of EPEA and the regulations, and any other applicable legislation.

### When is a Registration Required?

Schedule 2 of the [\*Activities Designation Regulation\*](#) lists those activities currently requiring a registration. The *Activities Designation Regulation* is updated as required to reflect changes to the activities that require approval, registration or notice.

### What are the Stages of the Registration Process?

The stages of the Registration Process are:

- Stage 1 Proponent applies for a registration,*
- Stage 2 Review of the application, and*
- Stage 3 Decision whether to issue a registration.*

#### *Stage 1 – Proponent Applies for a Registration*

The registration process begins when the application for registration is received at:

an Alberta Environment Regional or District Office, (located in Lethbridge, Calgary, Red Deer, Stony Plain, Edmonton or Peace River); or

Alberta Environment  
Regulatory Approvals Centre  
Main Floor, 9820 - 106 Street  
Edmonton, Alberta T5K 2J6

The [\*Approvals and Registrations Procedure Regulation\*](#) governs the information that must be submitted with a registration application. The Code of Practice for the specific activity may address additional application information necessary for the activity for which registration is sought. Guidance documents for the proposed activity provide additional assistance to help ensure a complete application. Examples of information to be provided include the location, capacity, size, and the nature of the activity.

**Note: An application cannot be processed and the Director cannot make a decision on whether to issue a registration, unless the application is complete. Incomplete applications may be returned to the applicant.**

#### *Stage 2 - Review of the Application*

The Director reviews the application for a registration.

### *Stage 3 - Decision Whether to Issue a Registration*

The Director decides whether to issue or refuse to issue a registration. When a registration is issued, the activity must occur in accordance with the latest version of the Code of Practice for the particular activity or as otherwise stipulated by the Director. **Note: the activity may not proceed until the registration is issued.**

#### **Can Changes be made to Registered Activities once a Registration is issued?**

The registration holder must advise the Director of proposed changes to a registered activity, as required in the applicable Code of Practice and regulations.

#### **Can a Registration be Suspended or Cancelled?**

EPEA sets out the situations in which a registration can be suspended or cancelled, such as an application from a registration holder, by a Director on their own initiative, or through an enforcement order.

#### **Can a Registration be Transferred?**

EPEA and its regulations provide the process to transfer a registration. A transfer of a registration is not valid without the written consent of the Director. Applications for transfer of a registration must be made to Alberta Environment's Regulatory Approvals Centre or an Alberta Environment District or Regional office.

#### **When can Financial Security be Required from a Registration Holder?**

Currently under the EPEA, the applicant for a registration or the registration holder may be required to provide financial security for the activity. As an example, financial security is required for many activities governed by the [Conservation and Reclamation Regulation](#) and the [Waste Control Regulation](#).

#### **One Window Process**

Where more than one registration and / or approval is required under EPEA, the [Water Act](#), or under other legislation administered by other provincial government agencies such as Alberta Sustainable Resource Development and the Natural Resources Conservation Board, Alberta Environment may utilize a streamlined "single window" approach in reviewing the application for registration. The "single window" approach may include a one-point contact for proponents, a single form on which application can be made under multiple pieces of legislation, and a co-ordinated application review process to ensure the reviews under the various pieces of legislation and each resulting decision are coordinated and occur in a timely manner.

#### **More Information**

For more information regarding the Registration Process, please call your nearest Alberta Environment Regional or District office in Lethbridge, Calgary, Red Deer, Stony Plain, Edmonton, or Peace River, at the telephone numbers listed below, or call Alberta Environment's Regulatory Approvals Centre at 780-427-6311.

Lethbridge	(403) 381-5322
Calgary	(403) 297-7602
Red Deer	(403) 340-7052
Edmonton	(780) 427-7617
Stony Plain	(780) 963-6131
Peace River	(780) 624-6402