



# Application for Renewal of Hauled Liquid Waste Permit(s)

City of Greater Sudbury

Water/Wastewater Treatment & Compliance

For the **2025** calendar year

The applicant shall provide the following information to the City of Greater Sudbury (hereafter referred to as the City) and notify the City immediately of any changes to the following information, including but not limited to company or owner information, provincial license numbers, Workplace Safety and Insurance Board (WSIB) clearance, employee training records, vehicle information, and proof of insurance.

**SECTION A: APPLICANT INFORMATION**

Legal Company Name: \_\_\_\_\_

Operating Name (if  
different): \_\_\_\_\_

Business Registration#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: ON Postal Code: \_\_\_\_\_

Billing or Mailing Address (if different):  
\_\_\_\_\_  
\_\_\_\_\_

Name of Primary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Do you pump waste from grease interceptors/traps? Yes / No

If yes, Identify the disposal location: \_\_\_\_\_

Do you pump out oil/water separators, car wash pits etc.? Yes / No

If yes, Identify the disposal location: \_\_\_\_\_

**SECTION B: PROVINCIAL LICENSING INFORMATION**

To dispose of hauled liquid waste in the City, you must have a valid one of the following Ministry of the Environment, Conservation and Parks (MECP) permissions:

- Environmental Activity and Sector Registry permit (EASR)
- Certificate of Approval (C of A)
- Environmental Compliance Approval (ECA).

EASR, C of A or ECA number(s): \_\_\_\_\_

Issue date(s) (dd-mmm-yyyy): \_\_\_\_\_

If not previously provided, please submit a copy of your EASR, C of A or ECA with this renewal application.

- Document has been previously provided
- Document is new and has been attached for submission

**SECTION C: WSIB INFORMATION**

For licensed hauled liquid waste carriers to enter onto City property, the company must provide up-to-date WSIB information by way of a clearance certificate. Please provide a current copy of your WSIB information with this renewal application.

- Copy of the WSIB clearance certificate is attached





**SECTION F: PROOF OF INSURANCE**

Proof of having the following insurance liabilities must be appended to this renewal application in the form of a Certificate of Insurance to the City:

- Minimum \$2,000,000 Automobile Liability;
- Minimum \$2,000,000 Commercial General Liability; and
- Minimum \$1,000,000 Environmental Impairment/Pollution Liability.

**SECTION G: ASSOCIATED FEES****(1) RENEWAL:**

Renewal application fees for an annual Hauled Liquid Waste Permit Renewal are charged in accordance with Schedule "C" of the *Water and Wastewater Policy and Rates and Charges By-Law*. If mailing your renewal package, please ensure a cheque made payable to the "City of Greater Sudbury" is enclosed along with the completed renewal application and supporting documentation. Otherwise, payment is also accepted by credit card upon hand delivery.

- The current renewal fee is \$63.00

**(2) SLUDGE AND SEPTIC STATION ACCESS CARDS:**

Access cards for new or additional trucks, as well as replacement cards for those lost or damaged are available at a fee prescribed by the *Water and Wastewater Policy and Rates and Charges By-Law*.

- The current card addition or replacement fee is \$20.00/card

**(3) TIPPING FEES:**

Carriers are responsible for collecting tipping fees from collection sites. The fees collected by City from the carriers will be calculated based on the type of liquid waste and the volume discharged, as indicated by the receiving station's flow meter. Invoices for the amount due to the City will be mailed out at the end of every month. Payment of fees shall be made within thirty (30) days of receipt of an invoice from the City.

- The current tipping fee for septic and/or holding tanks is \$27.26 per the 2024 Bylaw rates – should this change in 2025 you will be notified

**SECTION H: HAULED LIQUID WASTE DISCHARGE PROCEDURE**

All licensed Carriers must adhere to the procedures, conditions and measures outlined in the following documents to discharge septage and sludge properly and safely at the Sudbury Wastewater Treatment Plant receiving station.

- The City's Hauled Liquid Waste Discharge Procedure, SOP No. WWS-SC-S014;
  - Their Hauled Liquid Waste Permits; and
  - The Sewer Use By-Law 2010-188
- By signing this Renewal Application below, you acknowledge the complete review and acceptance of all conditions outlined in the Procedure, your permits, and the By-law.

**SECTION I: RENEWAL TERMS AND CONDITIONS**

1. This is an Annual Renewal Application for existing clients who have previously applied for hauled liquid waste permits to discharge wastewater at the City's receiving station in accordance with the Sewer Use By-Law.
2. The Applicant hereby agrees to indemnify and save harmless the City, its servants, workers, contractors and agents from all loss, damage, damages, suits, costs and expenses of every nature and kind arising from or in consequence of the issuance of the permits referred to in Condition (1) and any work done there under whether such loss, damage, damages, costs and expenses arise by reason of negligence or without negligence on the Applicant's part or on the part of its employees, servants, workers, contractors or agents and whether such loss, damage, damages, costs and expenses are occasioned to the City or to any other person whatsoever.
3. The Applicant declares that it has read this renewal application in its entirety and that it understands and agrees to be bound by these application conditions.
4. The Applicant declares that it understands and agrees to be bound by the Hauled Liquid Waste Discharge Procedure, the Permit Conditions, and the Sewer Use By-law (as amended from time to time).
5. The Applicant declares that all information, which it has provided or will provide to the City, is correct and true in all respects.
6. Renewal Applications along with supporting documents and all fees are due by March 31<sup>st</sup> of the calendar year for which you are applying for permits to discharge. **Registered haulers who fail to submit their renewal application package prior to this date will have their access cards deactivated April 1<sup>st</sup> of the same year.** Cards will remain inactive until such a time that a completed renewal application package and all associated fees are received.

...Renewal Terms and Conditions (Continued)

7. All carrier vehicles not listed specifically on a valid Hauled Liquid Waste Permit will be denied access to the City's receiving station.
8. Before submitting your renewal application for review by the City, please **ensure that all supporting documents have been attached.**

In addition to a copy of your permits, the City will provide the permit holder with a supply of the hauled liquid waste manifests that are to be submitted to the City immediately following each discharge.

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**Signature of Company Official**

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**Date (dd-mmm-yyyy)**

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**Name of Company Official (Print)**

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**Title**

The completed renewal form, fee and supporting documentation can be sent by mail to:

City of Greater Sudbury  
Water/Wastewater Treatment and Compliance  
P.O. Box 5000, Station 'A'  
Sudbury, ON P3A 5P3

**Attn: Sudbury Wastewater Treatment Plant**

Alternatively, the package can be dropped off and payment made by credit card at either the Citizen Services Main Desk, Tom Davies Square Lobby, located at 200 Brady Street in Sudbury, or at the Sudbury Wastewater Treatment Plant front desk. Permits will not be processed unless the complete documentation is provided.

All information submitted to the City is subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56.

<b>For Office Use Only</b>	
Renewal application completed/signed	Denied, more information required:
Copy of EASR, C of A or ECA attached	Resubmit with copy of EASR, C of A or ECA
Copy of WSIB certificate attached	Resubmit with WSIB information
Proof of Insurance:	Resubmit with proof of missing insurance type:
\$2,000,000 Automobile Liability	\$2,000,000 Automobile Liability
\$2,000,000 Commercial General Liability	\$2,000,000 Commercial General Liability
\$1,000,000 Environmental Impairment or Pollution Liability	\$1,000,000 Environmental Impairment or Pollution Liability
Renewal application fee included (date: _____)	Resubmit with renewal application fee (\$ _____)
Renewal Reviewed on:	Final Approval on:
Permit Issue Date:	Permit Expiry Date:
Permit Number(s):	
Renewal Application Reviewed by:  (Print)	  (Sign)

**NOTES:**