

Hauled Wastewater Site Use Application Form

New Application
 Replacement Tags & Vehicle Amendment (Part A & C)
 New Vehicle (Part A & B)

Complete form in PDF fillable format, print and sign where indicated. **The City will not process incomplete or handwritten application forms, with the exception to the signature and date line.**

Form must be returned via email to receivables@regina.ca, by fax to 306-777-6814, or drop off at City Hall.

It may take up to **13 business days** before RFID Tags are issued.

Part A: Complete all sections

Applicant Details

Entity's Legal Name ("Applicant"):

Street Address:

Province:

Postal Code:

City:

Phone:

Contact Person's Name:

Email:

Is this entity incorporated?
(i.e.: Ltd., Inc., Corp.)

Yes
 No

If yes, corporation/business number:
(as shown on Corporations Branch Annual Return)

Applicant Billing Address (If different than above)

Street Address:

City:

Province:

Postal Code:

Account Payable Contact Information

Name:

Phone:

Can the City email your invoices?
 Yes
 No

Email:

Account Type

Credit – Credit application must be included with this Use Application

PART B: Complete for new vehicles requiring access to the Hauled Wastewater Site.

Vehicle Serial #	Year	Make	License Plate #	Primary Tank Capacity (m ³)	(1)Secondary Tank Capacity (m ³)	(1)Trailer Tank Capacity (m ³)	RFID Tag # (Internal use only)

(1) Only fill out the secondary or trailer tank capacity if they will be used to haul wastewater to the HWS.

PART C: Complete for replacement RFID Tags & vehicle license plate changes.

Vehicle Serial #	Old License Plate	New License Plate	Old RFID Tag # (if available)	RFID Tag # (Internal use only)

I hereby acknowledge the above information is accurate and true.

Print Name **Applicant Signature** **Date (DD/MM/YY)**

Information provided by users is collected and used in accordance with The Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan). By using this service you consent to the use of your personal information and to receiving electronic communications from the City of Regina, which uses IT software and hardware that is operated and maintained by a third-party in another jurisdiction.

If you wish to revoke the consent to disclose confidential or personal information and to cease receiving electronic communications as herein described, your sole and exclusive remedy is to provide the City with appropriate notice and discontinue using this service.

Terms and Conditions

1. The Applicant's first set of RFID Tags will be issued at the Hauled Wastewater Site, as part of training. Replacement RFID Tags must be requested by filling out the applicable section in this form, once ready they will be issued at 1430 McIntyre St during regular office hours (Monday to Friday; 8 a.m.-12 p.m. and 1 p.m.-4:45 p.m.). No permits or RFID Tags will be issued outside office hours.
2. Each vehicle used for the purpose of hauling wastewater to the Hauled Wastewater Site requires a separate RFID Tag.
3. No vehicle without a valid RFID Tag will be allowed inside the Hauled Wastewater Site.
4. No person shall cause or permit an RFID Tag to be used by another person or vehicle other than the vehicle identified in this application without prior written consent from the City of Regina.
5. The RFID Tag is the property of the City of Regina and shall be returned upon request.
6. The City of Regina may deactivate a RFID tag where the Applicant has neglected or refused to pay any fees assessed pursuant to *The Wastewater and Storm Water Bylaw, 2016, No. 2016-24* or for such other reasons that the City of Regina may deem appropriate.
7. The Applicant and its workers are required to follow safety instructions and signs while using the Hauled Wastewater Site. Visit Regina.ca for safety instructions.
8. The Applicant shall be responsible for all charges and conduct arising from the driver or vehicle associated with such RFID Tag(s).
9. If the Applicant is not incorporated, then the Contact Person shall be responsible for all charges and conduct arising from the driver or vehicle associated with such RFID Tag(s).
10. The Applicant is required to have a City of Regina approved trainer.
11. The Applicant's trainer is required to teach the Applicant's applicable employees the Hauled Wastewater Site rules, before the Applicant's employees are permitted access and use the Hauled Wastewater Site.
12. Failure to comply with applicable City of Regina Bylaws may result in suspension and/or termination from the Hauled Wastewater Site.
13. The City of Regina must pre-approve all industrial/commercial/institutional wastewater before such wastewater is disposed at the Hauled Wastewater Site.
14. Wastewater from industrial/commercial/institutional generators shall not be mixed with wastewater from any other generator.
15. Nothing in this document exempts a person from complying with all applicable provincial or federal legislation or standards.
16. All Hauled Wastewater is subject to inspection, sampling and/or analysis.
17. The Applicant consents to allow the City of Regina to provide analytic information to third parties, where required by law, for determining whether the hauled wastewater can be accepted or not at the Hauled Wastewater Site or when the City of Regina deems necessary for the purpose of ensuring compliance with applicable law.
18. All users acknowledge and understand that they are attending the site at their own risk and freely and fully accept responsibility for the risks, dangers and hazards present which may result in bodily injury or death.
19. The Applicant shall pay for site clean-up resulting from equipment leaks or disposal spills caused by the Applicant or any driver or vehicle associated with this Application.

Site Usage

20. All users of the Hauled Wastewater Site shall adhere to *The Wastewater and Storm Water Bylaw, 2016, No. 2016-24*.
21. Only wastewater that meets the requirements of *The Wastewater and Storm Water Bylaw, 2016, No. 2016-24* shall be disposed at the Hauled Wastewater Site.
22. Hydro vac waste is not permitted at the Hauled Wastewater Site.
23. No person shall enter the Hauled Wastewater Site except the vehicle operator and for the sole purpose of disposing of wastewater.
24. Vehicles entering the site are permitted to remain in the Hauled Wastewater Site only so long as reasonably required to unload the wastewater contained in the vehicle.

25. All vehicle operators shall abide by signs posted at the Hauled Wastewater Site and by directions provided by the City of Regina with respect to the use of the site.
26. Access to the site is monitored by cameras and RFID access system.
27. All hauled wastewater must be accompanied by a manifest which shall be deposited in the drop box at the site.
28. All wastewater shall be deposited at the Hauled Wastewater Site using a hose, which fits into the 300mm disposal portal and is provided by the Applicant.

Misrepresentation/Misuse of Permits

29. RFID Tags are issued to a specific vehicle. Use of a RFID Tag with a different vehicle, without prior consent from the City of Regina may result in fines and/or permanent suspensions from the site.
30. In the event the Applicant changes its vehicle(s) from the vehicle(s) identified on this application form, then the Applicant shall complete the appropriate City of Regina form identifying the information associated with the new vehicle and the assigned RFID Tag. It is the Applicant's responsibility to pay any fees associated with the above changes.

Damaged RFID Tags

31. In the event the RFID Tag is damaged or lost, it is the Applicant's responsibility to obtain a new RFID Tag from the City of Regina, at the Applicant's own cost, before entering the Hauled Wastewater Site.
32. Replacement RFID Tags must be requested by filling out the applicable section in this form, once ready they will be issued at 1430 McIntyre St during regular office hours (Monday to Friday; 8 a.m.-12 p.m. and 1 p.m.-4:45 p.m.). No permits or RFID Tags will be issued outside office hours.

Detailed Information about Hauled Wastewater Site

33. Visit Regina.ca for information about the Hauled Wastewater Site and a copy of *The Wastewater and Storm Water Bylaw, 2016, No. 2016-24*.

Billing, Accounts and Credit Applications

34. If the Applicant elected to apply for a credit account for the Hauled Wastewater Site the Applicant may be required to provide the City with a deposit on account before being granted access to the Hauled Wastewater Site. Deposit amounts will be determined based on credit reference checks.
35. The City of Regina shall hold the deposit in the Applicant's account until the Applicant requests in writing for the account to be closed and there is no outstanding debt owed to the City of Regina.
36. The City of Regina may choose to apply the deposit to account arrears. Hauled Wastewater Site access will be suspended until the Applicant prepays its account.
37. All charges are due and payable 30 days from the date of the invoice issued by the City of Regina.
38. Charges remaining unpaid after 30 days from the date of the invoice shall be deemed to be in arrears and the City of Regina shall have the right to suspend or cancel charging privileges for future use of the Hauled Wastewater Site until outstanding fees are paid in full and take such other enforcement steps as permitted in *The Wastewater and Storm Water Bylaw, 2016, No. 2016-24*.
39. Accounts not paid as of the due date will be subject to late payment charges of 1.25% per month.
40. The Applicant acknowledges and agrees that the City of Regina is hereby authorized to apply any amount payable by the City of Regina to the Applicant, pursuant to other contracts between the City of Regina and the Applicant, to any past due payments payable to the City of Regina in relation to the Hauled Wastewater Site.

The City of Regina reserves the right to amend or modify these terms and conditions at any time by mailing notice of such amendment or modification to the Applicant.

I acknowledge, accept and agree to all of these terms and conditions.

Print Name

Applicant Signature

Date (DD/MM/YY)