



# HOLDING TANK (PUMP AND HAUL) REGISTRATION INFORMATION

A waste disposal rate of \$0.01 per Imperial gallon is available to registered properties in the Regional District of Nanaimo for the disposal of holding tank waste (pump and haul). Refer to RDN Trucked Liquid Waste Rates and Regulations Bylaw No. 1732 and its amendments for complete and current registration eligibility or verify eligibility with the RDN.

## **TEMPORARY PUMP AND HAUL**

All of the following conditions must be met to qualify:

- An Authorized Person (as defined by the Sewerage System Regulation) confirms that the property's on-site sewage disposal system (ie: septic tank) has malfunctioned and shall be repaired within ninety (90) days.
- The property's septic tank has been recently pumped out at the regular Septage Disposal User-Rate – the reduced rate applies to subsequent loads;
- The property's septic tank has been converted to a holding tank for the purpose of storing sewage until the complete system is repaired.

## **LONG-TERM PUMP AND HAUL**

All of the following conditions must be met to qualify:

- The property is within Electoral Area 'B', 'E', 'F', 'G', or 'H', the City of Nanaimo, or the District of Lantzville;
- The property conforms to zoning bylaws;
- The owner or occupier of the property has first obtained a holding tank permit from Island Health in accordance with the Sewerage System Regulation;
- The property is for existing uses and the on-site sewage disposal system malfunctioned, or the property is currently vacant and will only be used for the construction of a single family residence;
- The property is a parcel that cannot be further subdivided, including subdivision under the *Strata Property Act*, according to existing zoning or a Section 219 covenant under the *Land Title Act*;
- A community sewer system is not available;
- The property owner(s) agree to connect to a community sewer system if it comes available; and
- A covenant is registered against the title to the land.

## **LONG-TERM PUMP AND HAUL – HORNE LAKE STRATA PROPERTIES**

Any property that was previously included in the "Horne Lake Pump and Haul Service Establishment Bylaw No. 1217" prior to its repeal is eligible for the holding tank reduced rate.

## **LONG-TERM PUMP AND HAUL – MARINE SEWAGE RECEPTION FACILITIES**

All of the following conditions must be met to qualify:

- Boaters using the marine sewage reception facility are not directly or indirectly charged for the disposal of sanitary sewage from marine vessels; and,
- The marine sewage reception facility accepts only sanitary sewage from marine vessels.

**HOLDING TANK (PUMP AND HAUL) REGISTRATION – REQUIRED DOCUMENTS AND FEES**

CATEGORY	REQUIRED DOCUMENTS AND FEES
<b>Temporary</b>	<ul style="list-style-type: none"> <li>✓ Completed Holding Tank Registration Application Form</li> <li>✓ Temporary Holding Tank Supplement, completed by an Authorized Person</li> <li>✓ Invoice showing a recent tank pump-out at the regular Septage Disposal User-Rate (The holding tank reduced rate applies to subsequent loads.)</li> <li>✓ Proof of payment of above invoice</li> <li>✓ Application Fee: None</li> </ul>
<b>Long-term</b>	<ul style="list-style-type: none"> <li>✓ Completed Registration Application Form</li> <li>✓ Copy of the Island Health holding tank permit</li> <li>✓ Restrictive covenant on title of the property</li> <li>✓ Application Fee: \$100 for single-family residential properties OR \$300 for other properties</li> <li>✓ Legal fees: \$400 for the first two property owners and \$100 for each additional property owner</li> </ul>
<b>Long-term – Horne Lake Strata Properties</b>	<ul style="list-style-type: none"> <li>✓ Completed Holding Tank Registration Application Form</li> <li>✓ A site plan drawn to scale showing the proposed location of the holding tank in relation to the cabin, the natural boundary of Horne Lake and any other watercourse, collection lines, and elevation of the lower lip of the access hatch or other opening</li> <li>✓ Application Fee: None</li> </ul> <p><b>Note:</b> Owners are advised to submit an <a href="#">Application for Holding Tank Permit</a> to Island Health concurrent with this application. Island Health approval of this application is required before the property is eligible for the holding tank reduced rate.</p>
<b>Long-term – Marine sewage reception facility</b>	<ul style="list-style-type: none"> <li>✓ Completed Registration Application Form</li> <li>✓ Copy of the holding tank permit, if applicable</li> <li>✓ Application Fee: \$300</li> </ul>
<b>Cancellation of Long-term Registration</b>	<ul style="list-style-type: none"> <li>✓ Completed Registration Application Form requesting cancellation (Section 2)</li> <li>✓ Application Fee: \$100 for single-family residential properties OR \$300 for other properties</li> </ul> <p><b>Note:</b> Applicants are responsible for paying the legal fees and charges from the Land Title Office.</p>

Note: Application does not guarantee registration and only upon approval of the RDN will the property owner be able to access the Holding Tank Waste Disposal User-Rate.

**Submit application to:**  
 RCU@rdn.bc.ca  
 Wastewater Services, Regional District of Nanaimo  
 6300 Hammond Bay Road Nanaimo, BC V9T 6N2

**REGIONAL DISTRICT OF NANAIMO  
HOLDING TANK REGISTRATION APPLICATION FORM**

**1. APPLICANT INFORMATION**

<i>PROPERTY OWNER NAME(S) (and contact name if property is a business)</i>		<i>BUSINESS NAME (if applicable)</i>	
<i>PHONE 1</i>	<i>PHONE 2</i>	<i>EMAIL</i>	
<i>CIVIC ADDRESS (property that the holding tank is situated on)</i>			<i>POSTAL CODE</i>
<i>LOT</i>	<i>PLAN</i>	<i>DL</i>	<i>LD</i>
<i>MAILING ADDRESS (if different than above)</i>			<i>POSTAL CODE</i>

**2. APPLICATION CATEGORY**

Cancellation	Long-term: Single Family Residential	Long-term: Horne Lake
Temporary	Long-term: Other: _____	Long-term: Marina

**3. SIGNATURE OF APPLICANT(S)**

<i>SIGNATURE</i>	<i>DATE</i>
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Note: You may be deregistered for failure to comply with the Trucked Liquid Waste Rates and Regulations Bylaw No. 1732

*For office use only:*

<b>Finance</b>	
<input type="checkbox"/> \$_____ Application Fee (\$100 single family residence; \$300 other)	( 11-2870-9800 )
<input type="checkbox"/> \$_____ Legal Fee (\$400 first 2 owners; \$100 each additional owner)	( 11-2870-9800 )
<b>Zoning/development permit check</b>	DP/DVP#/comments (attach files if necessary):
_____ Name and Signature	_____ Date
<b>Island Health authorization</b>	
_____ Name and Signature	_____ Date
<b>Wastewater Services registration</b>	
_____ Name and Signature	_____ Date
	_____ File No.

**TEMPORARY HOLDING TANK SUPPLEMENT**  
*To be completed by an Authorized Person*  
 Submit along with the Holding Tank Registration Application Form

<b>1. AUTHORIZED PERSON</b>			
<i>Registered practitioner or professional as designated in the Sewerage System Regulation</i>			
<i>FULL NAME</i>			
<i>BUSINESS OR COMPANY NAME</i>			
<i>PHONE</i>			
<i>EMAIL</i>			
<i>REGISTRATION NUMBER OR STAMP</i>			
<b>2. DESCRIPTION OF SYSTEM MALFUNCTION</b>			
<i>Please provide as much detail as possible</i>			
<i>TYPE OF SYSTEM</i>	Type 1 Type 2 Type 3	Other ( <i>specify</i> ):	<i>Tank Volume (Imperial gallons)</i>
<i>COMPONENT MALFUNCTION</i>	Tank Distribution box	Distribution lines Drain field	Other ( <i>specify</i> ):
<i>LIKELY CAUSE OF MALFUNCTION</i>	Regular wear / age Damaged part Blockage	Roots / vegetation Saturated field Not pumped-out	Undersized system Not maintained Other ( <i>specify</i> ):
<i>ADDITIONAL COMMENTS</i>			
<i>OUTCOME</i>	System will be repaired by ( <i>specify estimated repair date</i> ): System cannot be repaired Property will be connected to sewer ( <i>specify estimated connection date</i> ):		
<b>3. AUTHORIZED PERSON SIGNATURE</b>			
<i>SIGNATURE</i>	<i>DATE</i>		

**Submit to:**  
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 6300 Hammond Bay Road Nanaimo, BC V9T 6N2