



Water Licensing Application Package

Updated April 2009

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Application Completeness Checklist for New Water Licence Application

Water licence applications must include the items listed below. Please be advised that incomplete applications will be returned to the applicant.

APPLICATION REQUIREMENTS	
Application Form	<input type="checkbox"/> The form must be completed according to the Application Requirements . <input type="checkbox"/> The application form must be signed and dated .
Application Fee	<input type="checkbox"/> An application fee must be included with the application. <input type="checkbox"/> Refer to Schedule 1: Water Purposes & Application Fees to calculate applicable fees . If you are applying for more than one purpose, calculate the fee by adding fees for all uses. <input type="checkbox"/> If a Permit over Crown Land (PCL) is required, include the appropriate fee with the application. Provide the total area of Crown land to be used (Refer to Part 6 of the Application Form Guide and Part 6 of the Application Form). <input type="checkbox"/> A cheque or money order payable to Minister of Finance .
Drawing	<input type="checkbox"/> The drawing must be prepared according to the Required Drawing Standards . <input type="checkbox"/> The drawing must be signed by the applicant.
Topographical Map	<input type="checkbox"/> A topographical map must be provided showing the general location of your property in relation to nearby communities, highways, railways and other water sources.
Survey Plans	<input type="checkbox"/> A copy of the Registered Survey Plan must be provided for any parcel of land where the water is intended to be used.
Proof of Land Ownership or Tenure	<input type="checkbox"/> Proof of land ownership or tenure is included with this application. <input type="checkbox"/> If the applicant owns the land where the water is proposed to be used, submit the Certificate of Title, BC Tax Assessment Notice or Transfer of Sales Agreement. <input type="checkbox"/> If the proposed works will occupy or flood Crown land, complete the appropriate sections under Part 5 & 6 of the application package. <input type="checkbox"/> If you have tenure on Crown land where the water is proposed to be used, submit a copy of the Lease or Licence of Occupation.

APPLICATION REQUIREMENTS	
Landowner's Consent	<input type="checkbox"/> If the proposed pipeline or diversion works are on or will cross one or more parcels of land owned or leased by another party, submit a completed Landowner's Consent Form for each parcel affected. <input type="checkbox"/> If such an agreement cannot be obtained indicate how access is proposed e.g., by an interim agreement or Proof of Service Form .
Joint Works	<input type="checkbox"/> If the proposed works will be connected to another licensee's authorized works, refer to General Information on Joint Works Agreement and submit a Joint Works Agreement.
Agency Requirements	<input type="checkbox"/> I have read the Water Applicant's Agency Resource Guide .

APPLICATION REQUIREMENTS FOR SPECIFIC PROJECTS	
Development Plans	<input type="checkbox"/> For any application with a proposed diversion rate of over 25,000 gallons a day, a development plan must be completed. Refer to the Development Plan Template .
Storage	<input type="checkbox"/> If off-stream storage is proposed to support water use, or if an on-stream storage dam or reservoir is proposed, complete Schedule 2: Dam & Reservoir Information .
Waterpower	<input type="checkbox"/> For all applications for waterpower submit a completed Schedule 2: Dam & Reservoir Information , and Schedule 3: Power Information . <input type="checkbox"/> If the project is to produce waterpower for sale, refer to the Guidebook for Waterpower Project Applications .

GPS COORDINATES				
GPS Coordinates (Optional)	<input type="checkbox"/> GPS coordinates are provided using the GPS Coordinates Form for the point of proposed diversion , dwelling (if applicable) and any property pins found. The GPS unit should be set to the NAD83 datum. Note: A GPS device may be obtained from a surveyor.			
Example:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">ZONE:</td> </tr> <tr> <td style="padding: 2px;">UTM Easting:</td> </tr> <tr> <td style="padding: 2px;">UTM Northing:</td> </tr> </table>	ZONE:	UTM Easting:	UTM Northing:
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UTM Northing:				

Application Form Guide for a Water Licence

Updated March 2009

This Guide is designed to assist you in completing the application form. The order of the information contained in the Guide corresponds with the order of requested information in the Application Form.

Occupation and use of Crown land under the **Land Act** require submission of an application and issuance of a tenure.

The diversion and use of all surface water in British Columbia must be authorized under the **Water Act**. In order to acquire a water licence, the applicant must have ownership or have substantial interest (registered owner, leaseholder) in the land where the water is to be used.

For waterpower applicants the location of the proposed powerhouse is considered to be land where the water will be used. Waterpower projects on Crown land will require an application for land tenure under the **Land Act** and a water licence under the **Water Act**. If the powerhouse will be on private property, which is not owned by the applicant, an option to purchase or a tenure (registered with Land Titles) must be obtained. Refer to the Waterpower Guide book for assistance.

You may wish to check the status of the stream prior to filling out the application. Please refer to the attached list of government offices.

Compliance with all stated application requirements does not guarantee that a water licence will be issued.

IF YOUR APPLICATION IS INCOMPLETE IT WILL BE RETURNED.

Application fees **must be submitted** with the application. If paying by cheque or money order, make payable to **Minister of Finance**.

PART 1. Name(s) and Mailing Address

Joint Tenants (Land tenure): If more than one applicant for a land tenure, check if joint tenancy. In a joint tenancy situation, when one of the tenants expires, his/her interest in the land passes to the surviving joint tenant(s).

Tenants in Common (Land tenure): If more than one applicant for a land tenure, check if tenants in common. In a tenancy in common situation, when one of the tenants expires, his/her interest in the land passes to his/her estate.

Company Name or Society Name: If registering an application in a name other than an individual (e.g., **ABC Society** or **ABC Company Limited**) indicate if a Company Name or a Society Name. For a **water licence**, enter the name of the registered owner or name of the individual/company holding tenure to the land where the water is to be used.

BC Incorp. No., BC Registered No. or Society No.: Company must be incorporated in BC or registered as an extra provincial company. Information on becoming an Extra-provincial Company can be obtained from the BC Ministry of Finance.

Registered societies should submit the society number as well as the following:

- A certified copy of the Constitution and Bylaws indicating your organization has formed a non-profit organization and is entitled to hold land.
 - The Constitution and Bylaws must state that on winding-up and dissolution of the society, after all debts have been paid or provision for payment has been made, the assets remaining shall be paid, transferred, or delivered to the Minister of Finance.
 - A copy of the latest annual report of your organization including the financial statement and the report of the directors to the members.
 - Written confirmation that the organization passed a resolution endorsing the application and stating that all land applied for is required for the intended use.
 - Documentation indicating the organization is exempt from payment of property tax, pursuant to the **Taxation (Rural Area) Act** and the **Municipal Act** by virtue of the fact that the activities are of demonstrable benefit to all members of the community.
 - The appropriate documentation showing that the organization is exempt from payment of income tax, pursuant to the federal **Income Tax Act**, by virtue of the fact that no income is payable to or available for the personal benefit of any proprietor, member or shareholder. Revenue Canada Rulings Directorate (613) 957-8953 is the department that would make the ruling as to whether or not the organization is deemed to be a non-profit organization pursuant to the **Income Tax Act**. This department will also determine whether or not the organization is tax exempt.
-

PART 2: Place of Use

Do you hold another water licence(s)? If you already hold a water licence, enter file number, licence number and client number. Refer to your last water rental statement for this information.

PID #: If the proposed place of use is private land, surveyed properties are assigned a PID (Parcel Identification Number). Enter your PID in the box provided. The PID number can be obtained from your property tax notice, Certificate of Title or land sale agreement.

Land description: Enter the full description of the property where the use of water is proposed (e.g., Lot 1 of Section 31, Township 12 W6M Kamloops Division of Yale District Plan 18411). A legal description is found in the Certificate of Title (CofT). A copy of the CofT must be attached to the application. A copy of your Registered Survey Plan, if available, will confirm the dimensions of the place of use.

Civic address of the property: If applicable, enter the civic address of the property, including street number, city, province and postal code.

Confirmation of tenure to land: If the proposed works will occupy Crown land a Permit over Crown Land, or in the case of larger projects (e.g., waterpower or waterworks) a more formal land tenure, under the *Land Act*, may be required.

If the water is proposed for use on private land, a copy of the Certificate of Title, recent tax notice or lease must be attached.

In order to obtain a water licence you must qualify as:

- the owner of land or a mine;
- a holder of certificate of convenience and necessity issued under the *Public Utilities Act* or under the *Utility Act*;
- a municipality, improvement district, water user's community or regional district;
- a commission, board or person having charge of the administration of land, mine or other property owned or controlled by a ministry, department, branch or other subdivision of the federal or provincial government;
- the Greater Vancouver, Victoria or Nanaimo Water Districts or any other water district incorporated by an act of the legislature; or
- The British Columbia Hydro and power Authority.

Lessees of private property or Crown land may also qualify.

Are you the Registered Owner? If the proposed place of use is private land, indicate if you are the registered owner, a lessee on the land or indicate other.

PART 3: Purpose(s) and Quantity(ies)

Domestic: If the purpose for which the use of water is requested is domestic, enter the number of dwellings on the land and the total quantity, in gallons per day, to be used.

Other: If the purpose(s) for which the use of water is requested is not domestic, irrigation or stockwatering, identify the purpose(s). For each purpose, identify the quantity to be used and units (e.g., gallons per day). There is a separate fee for each purpose requested in the application. (Refer to [Schedule 1 - Water Purposes and Application Fees](#), for a list of purposes and fees.)

Irrigation: For irrigation purpose, specify the number of acres to be irrigated.

Stockwatering: For industrial (stockwatering) purpose, specify the number of head and type of livestock (e.g., beef or dairy cattle, hogs, sheep, etc.).

If the application includes a storage purpose, a completed [Schedule 2 - Dam & Reservoir Information](#) form must be submitted with the application.

If the application includes a power purpose, a completed [Schedule 3 - Power Information](#) form must be submitted with the application.

PART 4: Source of Water

Name of Source: Name of the source of water. If the source is unnamed, indicate "unnamed". You may suggest a name for a previously unnamed source.

If creek, brook or river, width of source at diversion point: If creek, brook or river, the width of the source at the point at which the water to be used will be diverted.

Flows into: Name of the water body (stream, lake, etc.) to which the source is tributary. If the source seeps into the ground and does not flow into any other stream at any time, specify "ground".

PART 5: Works

This Section is required if Works are to be constructed to divert and convey water to place of use.

List Works: Works, such as intakes, diversion structures, pumps, tanks, sumps, pipelines, ditches, troughs, reservoirs, irrigation systems, etc., to be constructed at the place of use.

(a) Diversion Works

- **Pump or Gravity Feed:** Indicate whether the water will be conveyed to the place of use by pumping or by gravity feed system.
- **Length of pipe into a river or a lake measured from the high water mark:** Length of pipe, measured in feet, for specified conveyance method.
- **Are any of the Works on Crown land:** Indicate if works will cross Crown lands.
- **Length of Works on Crown land:** If Works cross Crown lands, indicate length of Works, in feet, that cross Crown lands.

(b) Storage Works

- **Do you require storage?** Indicate if storage is required.
- **List Storage Works:** If storage is required, indicate Storage Works and complete **Schedule 2 - Dam & Reservoir Information**. (Note that tanks are not considered storage works.)

(c) Additional Information

- **Joint with another's Works?** Indicate if the Works will be shared with another licence, either in whole or in part.
 - **If yes, with whom?** If Works are to be shared, provide the name of the other user(s).
 - **Joint Works Agreement:** If Works are to be shared, a Joint Works Agreement is recommended. Indicate if a Joint Works Agreement is enclosed. General information on preparing a Joint Works Agreement is included with this application package.
 - **Works constructed?** Indicate if Works have already been constructed.
-

PART 6: Other Lands Physically Affected by Works

If the proposed works will affect lands other than your own, whether private or Crown owned, complete this section.

Do the Works affect another person's private land? Indicate if the Works to be constructed affect another person's private land.

Do the Works affect Crown land? Indicate if the Works to be constructed cross Crown land.

For smaller scale works constructed on Crown land, such as those associated with domestic or irrigation use, a Permit over Crown Land (PCL) may be required.

Please include the PCL fee with your application (refer below to Fees for Permit over Crown Land).

For larger operations a tenure which is issued under the *Land Act* may be more appropriate. For example, waterpower or waterworks developments generally have a greater impact on Crown land. Large projects may also have higher consequences if works fail (e.g., a dam or a large capacity pipeline). Therefore a higher level of security and the exclusive use of Crown land may be required.

Contact FrontCounter BC for information on how to obtain Crown land tenure under the *Land Act*.

Legal description of land affected: Legal land description for each parcel that will be affected by works to be constructed or by flooding from water to be stored in a reservoir (e.g., Lot 1 of Section 31, Township 12 W6M Kamloops Division of Yale District Plan 18411). Legal descriptions are found on annual Property Assessments, Land Tax Notices, Certificates of Title and Transfer of Sale Agreements. A copy of one of these documents must be attached to the application. A copy of your Registered Plan will confirm the dimensions of the place of use. The dimensions of the Crown land affected must be indicated on the application form.

Landowner's Consent Form for land affected:

Private Land: Indicate if Landowner's Consent Form is enclosed. Agreement from private landowners affected by your proposed works should be obtained in writing prior to making an application. For your convenience, a consent form is included in the application package.

Fees for a Permit Over Crown land

Refer to [Schedule 1 – Water Purposes and Application Fees](#) (page two).

The fee for a PCL is based on the **total area** of Crown land used, in hectares. For example, the fee could be calculated based on the area of Crown land required for a pipeline. If a dam site and a reservoir floods Crown land, their areas are also used in the PCL fee calculation. **With respect to a pipe into a river or lake, a PCL is required for any pipe longer than 50 feet (15.24 metres), from the high water mark.**

Name of Owner(s) including Crown land tenure holders: Landowner's name for each parcel that will be affected by works to be constructed or by flooding from water to be stored in a reservoir. The regional MOE office should be contacted to identify potential Crown land tenure holders that might be affected by your proposed works. Notification of affected Crown land tenure holders is the responsibility of the applicant.



Water Applicant's Agency Resource Guide

Introduction

This guide is intended to assist applicants for a water licence by describing the responsibilities of the agencies that may be associated with water licensing.

Summary of Agency Responsibilities:

As part of the process of acquiring a new water licence other government agencies have regulations that must be followed. Depending on the nature of your water use requirements, you may need to contact one or more of the agencies contained in this Guide. The following agencies may also be able to facilitate your water development activities.

[Aboriginal Interests](#) (page 4)

- If your proposed point of diversion is located up-stream on a water source, or is in a watershed which flows through an [Indian Reserve](#) it will be necessary to refer your water licence application to the [Band office](#). In addition, if your works will affect (e.g., flood or cross) an Indian Reserve, your application should also be referred to the Band.
- The [Ministry of Aboriginal Relations and Reconciliation](#) can provide you with information respecting treaty negotiations in a given area.

[BC Assessment](#) (page 5)

- If your proposed works will affect (e.g., cross or flood) private land, you will be required to notify all property owners. If your application is eligible for Quick Licensing, if applicable, you will be required to obtain the written consent of each of the landowners. [BC Assessment](#) and the [Land Titles office](#) can provide information on property ownership.

[Crown land](#) (page 5)

- If your proposed works (e.g., a pipeline, a diversion structure or flooding associated with a storage reservoir) will occupy Crown land a Permit over Crown land may be required from the Ministry of Environment, Water Stewardship. The Ministry of Agriculture and Lands, Integrated Land Management Bureau can provide various forms of Crown land tenure for more substantive occupation of Crown land.
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[Drinking Water](#) (page 6)

- The [Drinking Water Protection Act](#) and the [Drinking Water Protection Regulation](#) administered by [Local Health Authorities](#) describes the responsibilities of the water purveyor, which include supplying potable water to consumers, disinfecting surface water and preparing an emergency response plan.

The [Sanitary Regulation](#) prescribes setbacks between wells and sources of contamination and prohibits contamination of any domestic water source

[Ecosystems](#) (page 8)

- The [Ecosystems Branch](#) of the [Ministry of Environment](#), manages fish and wildlife habitat throughout British Columbia. Habitat Management Officers can also provide you with guidance on how to protect fish and fish habitat in accordance with the federal [Fisheries Act](#), the provincial [Fish Protection Act](#) and the [Water Regulation](#) of the [Water Act](#).

[Exploration](#) (page 9)

- If you are planning to undertake mineral exploration it will be necessary to submit an application for a [Notice of Work](#) to the [Ministry of Energy, Mines and Petroleum Resources](#) (MEMPR)
- MEMPR will advise the applicant if it is a requirement to obtain an Approval for Short Term Use of Water or a Licence under the [Water Act](#).

[Federal Fisheries Interests](#) (page 10)

- If you propose to obtain water from a source that supports [fish life](#) your intake must be properly screened to prevent the passage of small fish. In addition, sections 35 and 36 of the federal [Fisheries Act](#) prohibit the deposit of any deleterious substances into waters frequented by fish, and the harmful alteration or disruption of fish habitat.
- The federal department of [Fisheries and Oceans Canada](#) can provide you with assistance in regard to screening water intakes and avoiding damage to fish habitat.

[Forests Roads](#) (page 14)

- If you plan to cut, flood or destroy timber on Crown land you must contact the [Ministry of Forests and Range](#) for a [Forestry Licence to Cut](#) or, if applicable, a [Burning Permit](#).
 - If you propose to [construct works](#) within an existing forest road right of way on Crown land, you must obtain a [Works Permit](#) from the Ministry of Forests if the road is a Forest Service road, or negotiate an [Agreement to Construct Works](#) with an existing permit holder if the road is under road permit or special use permit.
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- If you propose to use an existing forest road to [transport heavy equipment or materials](#), you must obtain a [Road Use Permit](#) from the Ministry of Forests if the road is a Forest Service road, or negotiate a [Maintenance Agreement](#) with an existing permit holder if the road is under road permit or special use permit.
- The Ministry of Forests also issues [Grazing Permits](#) for livestock on Crown land. It may be necessary to obtain a Grazing Permit before a water licence application for livestock watering is filed.

[Improvement Districts](#) (page 16)

- Before filing a water licence application you should determine whether your land falls within an Improvement District. An Improvement District may be able to supply water for irrigation as well as domestic and commercial use.

[Irrigation & Agriculture](#) (page 16)

- The [Ministry of Agriculture and Lands](#) offers assistance for a wide variety of services that support the agriculture industry, such as irrigation scheduling, crop evapotranspiration rates, soil analysis, and assistance with various efficient methods of irrigation.
- The [Irrigation Industry Association of British Columbia](#) was formed in 1979 to provide a forum for manufacturers, suppliers, and contractors to get together to communicate and exchange information about the irrigation industry.

[Land Title](#) (page 17)

- The Land Title and Survey Authority can confirm the ownership of private land by providing Certificates of Title as well as copies of Registered Plans. However, you may need to contact the BC Assessment office to find the up-to-date address of the landowner.

[Navigable Waters Protection](#) (page 18)

- If your proposed works have the potential to [affect navigation](#), by vessels of any size as defined in the federal [Navigable Water Protection Act](#), and Regulation contact the [Navigable Waters Protection Division of Transport Canada, Marine Safety](#).

[Regional Districts & Subdivisions](#) (page 19)

- [Regional District](#) offices have mapping coverage that contains private land lot boundaries that will be of assistance for producing [the Applicant's Drawing](#) to the required standard, as part of the requirement for filing a water licence application. In many parts of British Columbia subdivision approvals fall under the jurisdiction of the Regional District (or other local government) approving officers.

[Road Crossings & Subdivisions](#) (page 19)

- If your proposed works will occur within a public road allowance, or cross a public road, you must file an application for permission to construct works with [the Ministry of Transportation](#).
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Aboriginal Interests: Ministry of Aboriginal Relations and Reconciliation

Individual Bands hold water licences. In some situations the proposed diversion, storage and use of water, or the construction, maintenance and operation of works may adversely impact aboriginal interests.

If the proposed point of diversion will be located upstream on a source or watershed that flows through an Indian Reserve the Band must be contacted. In addition, if the proposed works would affect (e.g., degrade water quality, flood or cross) any portion of an Indian Reserve, the local Band office must be contacted. In order to ensure aboriginal interests are considered appropriately, provincial organizations should consult with First Nations with regard to those interests.

If you have questions regarding water resources and treaty negotiations/aboriginal you can contact the [Ministry of Aboriginal Relations and Reconciliation](#)

[Indian and Northern Affairs Canada](#) represents the federal government in all treaty processes. The federal department of Indian and Northern Affairs also manages Indian Reserves under the *Indian Act*. The Legal Surveys Division of Natural Resources Canada can provide you with maps, photographs and surveys of the Indian Reserves within BC.

Web Sites:

[Ministry of Aboriginal Relations and Reconciliation](#)

[Indian and Northern Affairs Canada](#)

[Band and Tribal Council Contacts](#)

Office Locations:

Ministry of Aboriginal Relations and
Reconciliation
PO Box 9100 Stn Prov Govt
Victoria BC V8W 9B1

Natural Resources Canada
Legal Surveys Division
Room 800 1550 Alberni St.
Vancouver, BC V6G 3C6
Phone: (604) 666-5329; Fax: (604) 666-0522

Telephone: Enquiry BC: Vancouver (604)
660-2421, Victoria (250) 387-6121, BC (other
than Vancouver or Victoria): 1-800-663-7867

E-mail:
Indian and Northern Affairs Canada
300 - 1550 Alberni St.
Vancouver, BC V6G 3C5
Phone: (604) 666-3931; Fax: (604) 666-3808

Toll-Free Treaty Information Line
Telephone: 1-800-880-1022
E-Mail: TNOInfo@gems3.gov.bc.ca

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BC Assessment:

The BC Assessment can provide current information on who owns a parcel of land, based on the annual property tax assessment roll.

If you plan to use BC Assessment records to search land ownership, obtain the legal description of the property you wish to search. Your search with BC Assessment is limited to the legal description of the property in question. BC Assessment cannot be used to confirm property owners by last name.

Registered property information is also available at the Land Titles office for your area.

Although the Land Title office contains up-to-date registrations of land parcels, landowners may have changed their address or new owners may have purchased the property that you wish to search.

BC Assessment also has maps to assist you with your search. If you have an account with **BC-Online** (a Web-based access tool for various government records), BC Assessment's automated assessment searches are available to you in a variety of ways.

Web Sites: [BC Assessment](#)

[BC-Online](#)

Refer to the white pages of the phone book, under British Columbia for offices.

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Crown land: Ministry of Agriculture and Lands

The Ministry of Agriculture and Lands, Integrated Land Management Bureau administers the sale and use of Crown land in the province.

There is a wide range of Crown land use authorizations available. A Permit Over Crown land (PCL) merely provides non-exclusive use of Crown land to avoid trespass. A *Land Act* tenure provides more significant authorizations, including the exclusive use of Crown land under a lease.

The majority (about 85 percent) of water licences with works on Crown land support domestic and agricultural water-use which occurs on private land. The impact of works on Crown land which support domestic and agricultural water-use is generally small (e.g., on average approximately 0.14 hectares). For these purposes a PCL would provide the appropriate authorization. Large industrial, waterpower or waterworks developments generally have a greater impact on Crown land.

Large projects may also have higher consequences if works fail (e.g., a dam or a pipeline). Therefore a higher level of security and the exclusive use of Crown land may be required. Developers and the public interest would benefit from more significant Crown land tenure issued under the *Land Act*.

A PCL will be issued with a water licence from [Ministry of Environment, Water Stewardship](#). Tenure authorizations under the *Land Act* can be obtained from the [Ministry of Agriculture and Lands, Integrated Land Management Bureau](#).

Refer to the blue pages of the phone book, under British Columbia or search online for offices.

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Drinking Water:	Local Health Authorities and the Ministry of Health
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The [Drinking Water Protection Act](#) defines a water supply system as: “a domestic water system, other than: (a) a domestic water system that serves only [one single-family residence](#), and (b) equipment, works or facilities prescribed by regulation as being excluded”.

Any person who intends to construct, alter, or extend a water supply system must first obtain a [Construction Permit](#) from the regional public health engineer (refer to section 6 of the [Drinking Water Protection Regulation](#)). A person must also obtain an operating permit from a medical health officer or public health inspector before the waterworks system is put into use.

The Regulation also describes the responsibilities of the water purveyor, which include supplying potable water to consumers, disinfecting surface water and preparing an emergency response plan. Water purveyors must also monitor the quality of the water they provide to consumers to ensure that it meets both the microbiological standard listed in the Schedule of the Regulation and the [Guidelines for Canadian Drinking Water Quality](#).

Water purveyors are required to perform water quality monitoring at the direction of the public health inspector or medical health officer. The owners of private water supplies are advised to periodically monitor their water for bacteria and chemical content.

The [Sanitary Regulation](#), pursuant to the provincial [Health Act](#), prescribes set backs between wells and sources of contamination and prohibits contamination of any domestic water source.

[Regional Health Authority](#) offices will be able to supply you with a list of accredited or approved laboratories to perform your water testing and can explain what the results of the test mean.

Health Authorities:

Capital Health Region
2101 Richmond Ave., 3rd Floor
Victoria, BC V8R 4R7
Phone: (250) 370-8699; Fax: (250) 370-8750

Northern Interior Regional Health Board
2000 15th Ave., 4th Floor
Prince George, BC V2L 3G6
Phone: (250) 565-2649; Fax: (250) 565-2640

Cariboo Community Health Services Society
540 Borland St. 3rd Floor
Williams Lake, BC V2G 1R8
Phone: (250) 398-4600; Fax: (250) 398-4249

Okanagan Similkameen Health Region
2180 Ethel Street
Kelowna, BC V1Y 3A1
Phone: (250) 862-4010; Fax: (250) 862-4201

Central Vancouver Island Health
495 Dunsmuir St., Suite 610
Nanaimo, BC V9R 6B9
Phone: (250) 755-3010; Fax: (250) 755-7353

Coast Garibaldi Community Health Services
Box 78 494 S. Fletcher Rd.
Gibsons, BC V0H 1V0
Phone: (604) 886-5600; Fax: (604) 886-2250

East Kootenay Community Health Services
1212-2nd Street North
Cranbrook, BC V1C 4T6
Phone: (250) 426-1385; Fax: (250) 426-1384

Fraser Valley Health Region
34194 Marshall Rd.
Abbotsford, BC V2S 5E4
Phone: (604) 556-5060; Fax: (604) 556-5077

Kootenay Boundary Community Health Services
813 10th St.
Castlegar, BC V1N 2H7
Phone: (250) 365-4300; Fax: (250) 365-4303

North Okanagan Health Region
1440-14th Ave.
Vernon, BC V1B 2T1
Phone: (250) 549-5714; Fax: (250) 549-5468

North Shore Health Region
231 East 15th St.
North Vancouver, BC V7L 2L7
Phone: (604) 984-3841; Fax: (250) 984-5788

Peace Liard Community Health Services
1001-110th Ave.
Dawson Creek, BC V1J 4X3
Phone: (250) 784-2400; Fax: (250) 784-2413

Simon Fraser Health Region
260 Sherbrooke St.
New Westminster, BC V2L 3M2
Phone: (604) 520-7684; Fax: (604) 520-4827

Simon Fraser Health Region
11940 Haney Place
Maple Ridge, BC V2X 6G1
Phone: (604) 466-7200; Fax: (604) 463-6057

South Fraser Health Region
10233 153rd St. Suite 300
Surrey, BC V3R 0Z7
Phone: (604) 587-4600; Fax: (604) 587-4666

Thompson Health Region
311 Columbia St
Kamloops, BC V2C 2T1
Phone: (250) 314-2784; Fax: (250) 314-2765

Upper Island Central Coast Community Health Services
480 Cumberland Rd.
Courtenay, BC V9N 2C4
Phone: (250) 334-1140; Fax: (250) 334-1425

Vancouver & Richmond Health Board
520 West 6th Ave., Suite 200
Vancouver, BC V5Z 4R5
Phone: (604) 736-2033; Fax: (604) 775-1804

Additional Web Sites:

[Ministry of Health](#)

[Drinking Water Protection Act](#)

[Drinking Water Protection Regulation](#)

[Drinking Water Program](#)

[Well Protection Toolkit](#)

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Ecosystems:	Ministry of Environment, Environmental Stewardship Division
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The [Ecosystem Branch](#) with the Ministry of Environment's Environmental Stewardship Division reviews referrals which involve fish and wildlife habitat. Site visits are undertaken to ensure that the potential adverse affects on fish and wildlife habitats are minimized.

Habitat Management Officers also assess proposals for work in-and-about a stream to see to see if they are in compliance with the provisions of the provincial [Fish Protection Act](#) the [Water Act](#), and the [Water Regulation](#).

The Ecosystem Branch provides a Web page titled [Guidelines and Best Management Practices](#) which will helps to ensure that proposed development activities are planned and carried out in compliance with the various legislation, regulations, and policies that apply to your activity. The booklet titled [A User's Guide to Working In and Around Water](#) is a comprehensive guide of both federal and provincial legislation for working in and around water.

Additional publications include: [Best Management Practices for Installation and Maintenance of Water Line Intakes](#) the [Fish and Fish Habitat Protection: Best Management Practices](#) (Vancouver Island) and [Lake Care: A property owner's guide to conserving fish habitat in lakes](#).

Refer to the blue pages in the phone book, under Governments of British Columbia, for the Ministry of Environment offices.

Additional Web Sites: [Provincial Fish and Fish Habitats \(Ministry of Environment\)](#)

 [Fish Protection Act \(provincial\)](#)

 [Riparian Areas Regulation](#)

 [Sensitive Streams Designation and Licensing regulation](#)

Also refer to [Fisheries Interests, Federal](#) (page 7) for fish screening and fish habitat requirements administered by Fisheries and Oceans Canada.

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Exploration:	Ministry of Energy, Mines and Petroleum Resources
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If you plan to carry out [mineral or placer exploration](#) you must submit a [Notice of Work](#) application to the Ministry of Energy and Mines and Petroleum Resources. The Mines Branch will refer the application to [the Ministry of Environment, Water Stewardship](#) and advise the applicant whether a [Mines Act](#) permit is required.

If the size and scope of the proposed operation is small (e.g., a hand shovel operation or diamond drill program), authorization from Ministry of Environment, [Water Stewardship](#) is usually not required.

However, if the proposal involves a major diversion of water or work in and about a stream (e.g., the use of a backhoe) it will be necessary to apply for an Approval for Short Term Use of Water, (which may be valid for up to 12 months) under the [Water Act](#). An application for a water licence should be filed for water use that is anticipated to be longer than 1 year.

Web Sites: [Ministry of Energy, Mines and Petroleum Resources](#)

 [Mines Act](#)

 [Mineral Tenure Act](#)

 [Health, Safety and Reclamation Code for Mines](#)

Refer to blue pages of phone book, under Government of British Columbia for offices.

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Federal Fisheries Interests:	Fisheries and Oceans Canada
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Sections 35 and 36 of the federal [Fisheries Act](#) prohibit the deposit of any deleterious substances into waters frequented by fish, and the harmful alteration, disruption or destruction of fish habitat.

Water main breaks that result in the discharge of chlorinated water may also constitute a violation of the [Fisheries Act](#). Water purveyors should develop plans to minimize the effects of water main breaks, and avoid deliberate discharge of chlorinated water to fish bearing streams during maintenance operations.

It is advisable to contact the provincial [Ecosystems Branch](#) of the Ministry of Environment or the federal [Fisheries and Oceans Canada](#) prior to initiating work in and about a water source that supports a fisheries resource.

[Fisheries and Oceans Canada](#) provides a Web site on [Oceans and Fish Habitat](#) which contains [Fish Habitat Management, Working in or Around Water](#) and the [Freshwater Intake End-of-Pipe Fish Screen Guideline](#).

The [Ecosystems Branch](#) of the Ministry of Environment's Environmental Stewardship Division also manages the province's freshwater fisheries resource, refer to page 6.

Additional Web Sites: [Fisheries and Oceans Canada](#)

[Fisheries Act \(federal\)](#)

Fisheries and Oceans Canada Locations (Pacific Region):

Lower Mainland			
Office	Contact	Hours	Area of responsibility
Chilliwack 327-44500 South Sumas Road Chilliwack, BC V2R 5M3	604-824-3300 (T) 604-858-0002 (F)	10 AM - 2 PM	Region 2
Delta 100 Annacis Parkway, Unit 3 Delta, BC V3M 6A2	604-666-8266 (T) 604-666-7112 (F)		28, 29, Region 2
Langley 5550 - 268th Street Langley, BC V4W 3X4	604-607-4150 (T)		28, 29, Region 2
Mission 32873 London Avenue Mission, BC V2V 6M7	604-814-1055 (T) 604-814-1064 (F)		Region 2
Squamish 1120 Hunter Place, Box 2360 Squamish, BC V0N 3G0	604-892-3230 (T) 604-892-2378 (F)		
Steveston 12551 No. 1 Road Richmond, BC V7E 1T7	604-664-9250 (T) 604-664-9255 (F)		28, 29, Region 2
Vancouver (Regional HQ) Suite 200 - 401 Burrard Street Vancouver, BC V6C 3S4	604-666-0384 (T) 604-666-1847 (F)		

Vancouver Island			
Office	Contact	Hours	Area of responsibility
Campbell River 315-940 Alder Street Campbell River, BC V9W 2P8	250-850-5701 (T) 250-286-5852 (F)		13, Region 1
Comox 148 Port Augusta Street Comox, BC V9M 3N6	250-339-2031 (T) 250-339-4612 (F)	9 AM - 3:30 PM	14, 15, Region 1
Duncan Box 241, 5653 Club Road Duncan, BC V9L 3X3	250-746-6221 (T) 250-746-8397 (F)	10 AM - 12 PM	18, Region 1
Gold River 499 Muchalaht Drive (Box 130) Gold River BC, V0P 1G0	250-283-9075 (T) 250-283-9058 (F)	Call Ahead	25, Region 1
Nanaimo (Front Street) 60 Front Street Nanaimo, BC V9R 5H7	250-754-0230 (T) 250-754-0309 (F)		14, 17, Region 1
Nanaimo (SCD) 3225 Stephenson Point Road Nanaimo, BC V9T 1K3	250-756-7270 (T) 250-756-7162 (F)		
Parksville 457 East Stanford Avenue Parksville, BC V9P 1V7	250-954-2675 (T) 250-248-6776 (F)	Call Ahead	
Pender Harbour Box 10 12841 Madeira Park Road Madeira Park, BC V0N 2H0	604-883-2313 (T) 604-883-2152 (F)	8 AM - 12 PM	16, 28, Region 2
Port Alberni 250 - 4877 Argyle Street Port Alberni, BC V9Y 1V9	250-720-4440 (T) 250-724-2555 (F)		21, 22, 23, 25, 26, Region 1
Port Hardy Box 10, 8585 Wolloson Road Port Hardy, BC V0N 2P0	250-949-6422 (T) 250-949-6755 (F)		11, 12, 27, Region 1
Powell River 7255 Duncan Street Powell River, BC V8A 5N6	604-485-7963 (T) 604-485-7439 (F)	8:30 AM - 12:30 PM	15, Region 2
Tofino Box 48, 161 1st Street 2nd Fl Tofino, BC V0R 2Z0	250- 725-3500 (T) 250- 725-3944 (F)	8 AM - 12 PM	24, Region 1

Victoria 4250 Commerce Circle Victoria, BC V8Z 4M2	250-363-3252 (T) 250-363-0191 (F)		19, 20, Region 1
Victoria - CCG 25 Huron Street Victoria BC V8V 4V9	250-480-2600 (T) 250-480-2702 (F)		

Central and Northern Coast

Office	Contact	Hours	Area of responsibility
Bella Bella Box 38 Bella Bella, BC V0T 1B0	250-957-2363 (T) 250-957-2767 (F)	Call Ahead	7, 8, 9, 10, Region 5
Bella Coola Box 130 (Hwy 20) Bella Coola, BC V0T 1C0	250-799-5345 (T) 250-799-5540 (F)		7, 8, 9, 10, Region 5, 6
Masset Box 99, 1590 Old Beach Road Masset, BC V0T 1M0	Not Currently Staffed. Queen Charlotte City office for assistance.		1, Region 6
Pender Harbour Box 10 12841 Madeira Park Road Madeira Park, BC V0N 2H0	604-883-2313 (T) 604-883-2152 (F)	8 AM - 12 PM	
Powell River 7255 Duncan Street Powell River, BC V8A 5N6	604-485-7963 (T) 604-485-7439 (F)	8:30 AM - 12:30 PM	
Prince Rupert 417-2nd Avenue West Prince Rupert, BC V8J 1G8	250-627-3499 (T) 250-627-3427 (F)		3,4,5, Region 6
Queen Charlotte City PO Box 99, 137 Bay Street QCC, BC V0T 1S0	250-559-4413 (T) 250-559-4678 (F)	8 AM - 4 PM (closed for lunch)	2, Region 6

BC Interior			
Office	Contact	Hours	Area of responsibility
Clearwater Box 610 1121 E. Yellowhead Hwy Clearwater, BC V0E 1N0	250-674-2633 (T) 250-674-3553 (F)	Call Ahead	Region 3
Hazelton Box 490 4351-11th Avenue New Hazelton, BC V0J 2J0	250-842-6327 (T) 250-842-6283 (F)	Call Ahead	Region 6
Kamloops 985 McGill Place Kamloops, BC V2C 6X6	250-851-4950 (T) 250-851-4951 (F)		Region 3, 8
Lillooet Box 315 - 654 Industrial Place Lillooet, BC V0K 1V0	250-256-2650 (T) 250-256-2660 (F)		Region 3
Nelson 118 McDonald Drive Nelson, BC V1L 6B9	250-352-0891 or 250-352-0892 (T) 250-352-0916 (F)	8:30 AM - 4:30 PM	
Prince George 3690 Massey Drive Prince George, BC V2N 2S8	250-561-5366 (T) 250-561-5534 (F)		Region 7
Quesnel 97 - 1205 North Cariboo Hwy Quesnel, BC V2J 2Y3	250-992-2434 (T) 250-992-7232 (F)	8 AM - 1 PM	Region 5
Salmon Arm Box 1160, 1751-10th Ave SW Salmon Arm, BC V1E 4P3	250-804-7000 (T) 250-804-7010 (F)		Regions 3 and 8
Smithers Box 578, 3177 Tatlow Road Smithers, BC V0J 2N0	250-847-2312 (T) 250-847-4723 (F)		Region 6
Terrace 5235 A Keith Avenue Terrace, BC V8G 1L2	250-615-5350 (T) 250-615-5364 (F)		6, Region 6
Upper Nass (New Aiyansh) 111 Nass Road, New Aiyansh Mailing address: PO Box 216 New Aiyansh, BC V0J 1A0	250-633-2408 (T) 250-633-2439 (F)	Call Ahead	3, Region 6

Williams Lake 310A North Broadway Williams Lake, BC V2G 2Y7	250-305-4002 (T) 250-305-3017 (F)	No admin staff after 2:30 PM	Region 5
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Forests Roads:

Ministry of Forests and Range

Removal of timber

You may cut and remove from private or Crown land timber necessary to permit construction and maintenance of works authorized under a water licence.

The cutting of any merchantable Crown timber will require a [Forestry Licence to Cut](#), obtained from the Ministry of Forests district office. The Crown may retain ownership of all merchantable timber that is cut. Compensation may also be payable to the province for trees that are removed or damaged on Crown land. There may be other requirements for rehabilitation of the cut area to restore it to a productive site for growing crop trees and/or silviculture obligations such as the reforestation of any cleared trees.

There will be requirements for disposal of slash that may include piling and burning, burying or other means as determined by the forest district office. If you intend to burn slash, you must also obtain a [Burning Permit](#) from the Ministry of Forests.

Construction of works within the right of way of existing forest roads

If you propose to construct works within the right of way of an existing forest road, you will need to gain authorization for those works. As illustrated below in the flowchart of permit/agreement requirements for existing forest roads, you must:

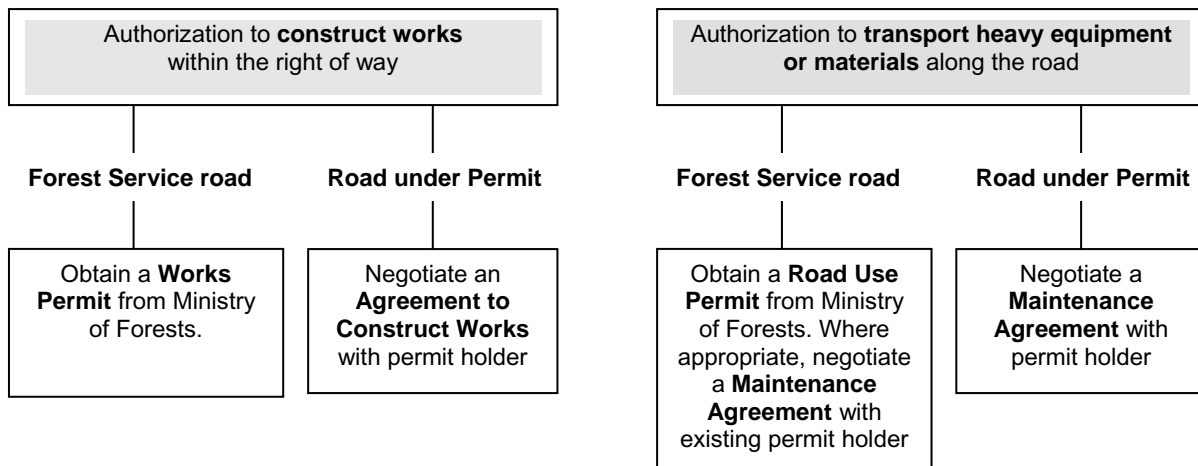
- a) for a [Forest Service road](#), obtain a [Works Permit](#) issued by the Ministry of Forests. The Works Permit will include a *Schedule of Construction Requirements* to specify conditions for construction that you must meet. The Ministry of Forests timelines to respond to a request for a Works Permit will vary depending on the complexity of your project and the scope and nature of the potential impacts. It is recommended that you submit your request at least three months in advance of the planned construction start date.
- b) for a road under an existing [Road Permit](#) or [Special Use Permit](#), negotiate an [Agreement to Construct Works](#) with the permit holder. You must negotiate the terms of the agreement whereby you agree to comply with due diligence / best practices requirements to protect the safety of road users; the road and associated infrastructure; the environment, including forest resources and other social and economic values; the legal rights of the permit holder authorized to use the road for harvesting of Crown timber or other industrial purpose; and the legal rights of a forest agreement holder's operations as set out in a Forest Stewardship Plan or Forest Development Plan.

Use of existing forest roads to transport heavy equipment or materials

If you propose to use an existing forest road to transport heavy equipment or materials, you will be considered an 'industrial user' as described in Section 22.1(2) of the *Forest and Range Practices Act*. As illustrated below in the flowchart of permit / agreement requirements for existing forest roads, you must:

- a) for a [Forest Service road](#), obtain a [Road Use Permit](#) from the Ministry of Forests.
- If no other industrial users are currently using the Forest Service road, you should expect that the district manager will direct you to carry out all required road maintenance while you are using the road.
 - If another industrial user holds a Road Use Permit to use the Forest Service road and has been directed by the district manager to carry out road maintenance, you must also negotiate a [Maintenance Agreement](#) with the permit holder to pay for your fair share of the road maintenance costs;
- b) for a road under [Road Permit](#) or [Special Use Permit](#), notify the permit holder of road use at least five clear days ahead of startup, negotiate a [Maintenance Agreement](#) with the permit holder, and pay your fair share of road maintenance as per the agreement.

Permit / Agreement Requirements for Existing Forest Roads



Livestock Watering

The Ministry of Forests also issues [Grazing Permits](#) for livestock on Crown land. In some locations in the province it may be necessary to obtain a Grazing Permit before a water licence application for livestock watering is filed with Water Stewardship, Ministry of Environment.

Web Sites: [Ministry of Forests and Range](#)

[Forest Act](#)

[Forest and Range Practices Act and Regulations](#)

[Forest Practices Code and Regulations](#)– Transition Version (pre-January 31, 2004)

Refer to blue pages of phone book, under Government of British Columbia for offices.

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Improvement Districts: Local Government

[Improvement Districts](#) are autonomous local government bodies responsible for providing one or more local services for the benefit of the residents of an area. There are approximately 270 Improvement Districts in the province and they are usually located in rural areas.

Improvement Districts supply such services as domestic water supply, irrigation, dyking, drainage, fire protection and street lighting.

While Improvement Districts are independent public bodies, they are subject to supervision from the Ministry of Community, Aboriginal and Women's Services, Local Government Division.

Additional Web Site: [Local Government](#)

Refer to the blue pages in the phone book under Municipalities and Regional Districts.

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Irrigation and Agriculture:

The Ministry of Agriculture and Lands can provide guidance on both irrigation and livestock water needs.

In addition, the [Irrigation Industry Association of British Columbia](#) (now Irrigation BC) was formed in 1979 to provide a forum for manufacturers, suppliers, and contractors to get together to communicate and exchange information about the irrigation industry.

Association Objectives:

- To foster and promote the interests and welfare of the irrigation industry and its members.
- To establish and develop a means for the exchange of information and ideas within the industry.
- To establish and promote guidelines, standards and specifications for the design and installation of irrigation systems.
- To promote and encourage harmony and cooperation between members and others who are directly or indirectly engaged in the industry or other related industries.
- To promote and encourage public awareness and appreciation of irrigation and water management.

To determine your water irrigation requirements, the range of crops, the type of soil and the area of land to be irrigated must all be considered. A peak flow rate and the quantity of water required annually for each acre irrigated (the duty) can be determined using information obtained from the [B.C. Sprinkler Irrigation Manual](#) and the [B.C. Trickle Irrigation Manual](#).

These manuals along with the new [BC Irrigation Management Guide](#) also provide information on water quality requirements and irrigation system design, management and operation.

These publications are available from the [Irrigation Industry Association of B.C.](#) or [Irrigation BC](#) (604-859-8222).

Additional Web Sites: [Ministry of Agriculture and Lands](#)

[Irrigation Industry Association of BC](#)

Refer to the blue pages of phone book, under Government of British Columbia for offices for the Ministry of Agriculture and Lands.

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Land Title:	BC Land Title and Survey Authority
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The Land Title and Survey Authority of British Columbia (the "Authority") is an independent, not-for-profit corporation without share capital. The Authority is established under the [Land Title and Survey Authority Act](#) and has responsibility for managing, operating and maintaining British Columbia's land title and land survey systems. The Authority is responsible for the following three main functions:

- [Land Title Division](#) – ensuring the continued integrity of BC's Torrens system for registering land titles;
- [Surveyor General Division](#) – maintaining the quality of the land survey structure of the Province and issuing Crown Grant documents that transfer Crown land into private ownership; and
- [Corporate Services Division](#) – provides the Authority with finance, human resources and corporate support services.

The following information has been obtained from the brochure titled: [What the Land Title Office can do for You](#) produced by the Ministry of the Attorney General.

In British Columbia, ownership of land, also known as land title, is registered at the Land Title Office.

To access land title records you can:

- access a Land Title Office;
 - obtain a land title search from the Government Agent's Office located in BC Access Centers across the province; and
 - contact private agencies - refer to "Title Services" in the yellow pages of the phone book;
-

Additional Web Sites: [BC Land Title and Survey Authority](#)

[Contacts](#)

Kamloops/Nelson Land Title Office

114 - 455 Columbia St.
Kamloops, BC V2C 6K4
 Phone: (250) 828-4455; Fax: (250) 371-3717

Victoria Land Title Office

850 Burdett Ave.
Victoria, BC V8W 1B4
 Phone: (250) 387-6331; Fax: (250) 356-6060

Lower Mainland Land/Prince George/Prince Rupert Title Office

Suite 300, 88 Sixth Street
New Westminster, BC V3L 5B3
 Phone: (604) 660-2595 Fax: (604) 660-4064

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Navigable Waters:

Transport Canada, Marine Safety

The *Navigable Waters Protection Act* (NWPA) establishes the public right of marine navigation on all the navigable waterways, including freshwater, of Canada. A "[navigable waterway](#)" is defined "as any body of water capable of being navigated by floating vessels of any description.."

Under the NWPA "[work](#)" is defined as follows:

- (a) any bridge, boom, dam, wharf, dock, pier, tunnel or pipe and the approaches or other works necessary or appurtenant thereto,
- (b) any dumping of fill or excavation of materials from the bed of a navigable water,
- (c) any telegraph or power cable or wire, or
- (d) any structure, device or thing, whether similar in character to anything referred to in this definition or not, that may interfere with navigation.

Depending on the nature of your planned work, an application may need to be filed as part of the NWPA Approval procedure. The Regulations for the NWPA provide specific direction on how navigable waterways are to be managed.

Web Sites:

[Transport Canada](#)

[Navigable Waters Protection Act and Regulations](#)

Navigable Waters Protection Office location:

Navigable Waters Protection
 Transport Canada
 Marine Safety
 620-800 Burrard St.
Vancouver, BC V6Z 2J8

Phone: (604) 775-8867; Fax: (604) 775-8828

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Regional Districts: Ministry of Community Services

Regional District offices can provide maps that contain recent subdivisions of land in your area. These maps are a good source for preparing the drawing required with your application for a water licence. In addition, [Ministry of Environment](#) offices can accept drawings in digital format (ArclInfo export file or an ArclInfo coverage file).

In many parts of British Columbia subdivision approvals fall under the jurisdiction of the Regional District (or other local government) approving officers. Subdivision approval is subject to proof of a water supply for each parcel under the [Subdivision Regulations](#), pursuant to the [Local Services Act](#).

Additional Web Sites: [Ministry of Community Services](#)

[Regional Districts and Municipalities](#)

Refer to the blue pages of phone book, under Municipalities and Regional Districts for offices.

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Road Crossings & Subdivisions: Ministry of Transportation and Highways

Any work within a public road allowance or which crosses a road will require a Permit from the Ministry of Transportation. A [Permit to Construct Work within a Highway Right-of-way](#) is required regardless of the size of pipe, water use or the type of road. A requirement for constructing a pipe under a road is to place the water line within a larger conduit to prevent damage from leakage. This approach will also facilitate pipe maintenance.

For many roads the pipe must be installed without digging up the traveled portion. This requirement will depend on the type of road surface and the volume of traffic. The Ministry of Transportation will be able to provide guidelines for the installation of works that affect roads and road right-of-ways.

In many parts of British Columbia subdivision approvals fall under the jurisdiction of the Ministry of Transportation approving officers. Subdivision approval is subject to proof of a water supply for each parcel under the [Subdivision Regulations](#), pursuant to the [Local Services Act](#).

Web Site: [Ministry of Transportation](#)

Refer to the blue pages of phone book, under Government of British Columbia for offices.

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Part 1 of the Water Tariff

(Updated June 2008)

DOMESTIC USE SECTOR

Water used for **domestic household purposes**, including watering a garden up to **1,012 square metres** (approx. 1/4 acre) in area. Generally, one household requires **2,250 litres** or **2.25 cubic metres** (approx. 500 gallons) a day.

Fee: \$100.00

Associated Industrial Purposes

Camps
Churches or community halls
Exhibition Grounds
Institutions
Public Facilities
Residential lawn or garden watering if area exceeds **1,012 square metres** (approx. 1/4 acre) in area.
Swimming Pools
Work Camps

Fee: \$150.00 (for each purpose)

AGRICULTURAL USE SECTOR

to irrigate less than **5 hectares** (approx. 12.35 acres)

Fee: \$100.00

to irrigate **5 hectares** to less than **50 hectares** (approx. 12.35 acres to less than 123.5 acres)

Fee: \$150.00

to irrigate **50 hectares** (123.5 acres) or more

Fee: \$400.00

water conveyed by a local authority for irrigation

Fee: \$400.00

Associated Industrial Purposes

Crop Suppression
Flood Harvesting
Frost Protection
Game Farms
Greenhouses
Kennels
Nurseries
Ponds
Stockwatering
Watering of golf courses, ornamental gardens, parks or similar properties

Fee: \$150.00 (for each purpose)

AQUACULTURE SECTOR

Fish Hatcheries

Fee: \$150.00

INDUSTRIAL & COMMERCIAL SECTOR

Amusement parks
Bottling fresh water for sale less than **200 cubic metres** (approx. 43,993 gallons) a day
Brake cooling
Cooling
Dewatering
Dust control
Effluent dilution
Enterprise, which includes hotels, motels, trailer parks, stores, service stations, restaurants, or similar commercial enterprises
Film processing plants
Fire prevention
Fire protection
Garbage dumps
Heat exchangers
Ice making
Log fluming
Mineral baths or trading
Overburden disposal
Processing, which includes food processing plants, manufacturing operations, sawmills and washing sand or gravel
Road maintenance
Sediment control
Sewage disposal
Shipyards
Snowmaking
Truck washing
Tunnelling
Washing intake screens
Wharves

Fee: \$500.00 (for each purpose)

Bottling fresh water for sale of **200 cubic metres** (approx. 43,993 gallons), or more a day

Fee: \$2,000.00

Pulp mills

Fee: \$10,000.00

MINING & PETROLEUM SECTOR

Mining equipment
Oil field injection
Placer mining
Pressure testing and flushing

Fee: \$500.00 (for each purpose)

Hydraulic mining
Processing of ore
Washing coal

Fee: \$5,000.00 (for each purpose)

CONSERVATION & LAND IMPROVEMENT USE SECTOR

Water used or stored, or works constructed, for the purpose of **conserving** fish and wildlife.

Diverting or impounding water to protect property or facilitate development of a park or reclaiming, draining or making other **improvements to land**.

Fee: \$150.00

WATERWORKS & CONVEYING USE SECTOR

All applications **conveyed for waterworks** by a person **other than a** local authority.

Conveyed by a **local authority** for waterworks, less than **100,000 cubic metres** (approx. 21,996,900 gallons) a year.

Water **delivered** within British Columbia.

Fee: \$500.00

Conveyed by a **local authority** for waterworks, **100,000 cubic metres** to less than **5,000,000 cubic metres** (approx. 21,996,900 to less than 1,099,850,000 gallons) a year

Fee: \$2,000.00

Conveyed by a **local authority** for waterworks, of **5,000,000 cubic metres** (approx 1,099,850,000 gallons) or more a year

Fee: \$10,000.00

STORAGE PURPOSE SECTOR

less than **125,000 cubic metres** (approx. 101.3 acre-feet) stored.

Fee: \$150.00

125,000 cubic metres to less than **1,250,000 cubic metres** (101.3 acre-feet to less than 1,013.3 acre-feet) stored.

Fee: \$400.00

1,250,000 cubic metres (1,013.3 acre-feet) or more stored.

Fee: \$2,000.00

POWER PURPOSE SECTOR

Residential (Self-supplied) Waterpower

Water that is used to generate power for residential use (up to **25 kW** for one household)

Fee: \$100.00

Commercial Waterpower

Up to **499 kW**, of which less than 5% of energy may be sold

Fee: \$5,000.00

General Waterpower

Water that is used to generate power for a power plant, which produces up to **20 MW**

Fee: \$5,000.00

Water that is used to generate power for a power plant, which produces over **20 MW**

Fee: \$10,000.00

PERMITS TO OCCUPY CROWN LAND

Affecting less than **0.5 hectares** (approx. 1.23 acre)

Fee: \$100.00

Affecting **0.5 hectares** to less than **50 hectares** (approx. 1.23 acres to less than 123.5 acres)

Fee: \$500.00

Affecting **50 hectares** (approx 123.5 acres) or more

Fee: \$2,000.00

TO AMEND A WATER LICENCE

A request to amend a licence or approval under section 18 of the *Water Act*.

The transfer of appurtenancy of any licence (payable by each recipient of transferred rights upon issue of licence.

An apportionment of a licence (payable by each recipient or rights, upon issue of licence)

Fee: \$100.00

To amend water licences or short-term approvals issued for the following purposes: **Industrial (including commercial), Mining (including petroleum), Power, Storage 1,250,000 cubic metres** (approx. 1,013.3 acre-feet) or more stored, and **Waterworks**.

Fee: \$500.00

APPROVALS, STREAM CHANGES & SHORT TERM USE

Changes in and About a Stream

Fee: \$130.00

Short Term Water Use

The fee for short-term water use as set out in Part 1 of the Water Tariff, **and** the annual rent for one year for the proposed use - as set out in [Part 2 of the Water Tariff](#) (click)

Note: The fees shown here are only for Part 1 of the Water Tariff.

THIS PAGE MUST BE COMPLETED FOR ALL APPLICATIONS.

PLEASE READ THE **APPLICATION FORM GUIDE** WHEN COMPLETING THIS APPLICATION.

PART 1. NAME(S) AND MAILING ADDRESS

Client Name <input type="checkbox"/> OR Company Name <input type="checkbox"/> OR Society Name <input type="checkbox"/>		For applications made by more than one individual: <input type="checkbox"/> Joint Tenants; or, <input type="checkbox"/> Tenants in Common
		Your File Number (if applicable):
Contact Name of Agent (if applicable):		
BC Incorpor. No., BC Registered No. or Society No.:		GST Registration Number:
Mailing Address		
		Postal Code:
E-mail Address		
Home Phone ()	Business Phone ()	Fax Number ()

Applicant /Agent's Signature(s)	Date
Please Enclose Appropriate fees (see Fee Schedule 1 Water Application Fees)	
NOTE: Make cheque or money order payable to the Minister of Finance.	
The information you provide will be subject to the Freedom of Information and Protection of Privacy Act. If you have any questions regarding the treatment of your personal information, please contact the Manager, Privacy, Information Access and Records Management.	
In addition, the submission of this form does not in any manner convey any rights to use or occupy Crown land.	

PLEASE RETAIN A COPY OF THIS APPLICATION FOR YOUR RECORDS

FOR OFFICE USE ONLY	
Date Received	Water File Number:
	Client Number:
	Application Number:
	Map Number:
	Fees Received:
	Receipt Number:



Applying for a Water Licence – Water Act

NOTE: Once you have completed this form, please refer to the [Application Completeness Checklist](#) for additional information that must be submitted with this application.

PART 2. PLACE OF USE – LEGAL DESCRIPTION OF PROPERTY WHERE WATER IS TO BE USED

PID #	Land description:
	Civic address of the property:

An applicant must have tenure to the land where water will be used. (Provide copies of Certificate of Title, Recent Tax Notice or Crown Land Tenure.)	Are you the Registered Owner? Yes <input type="checkbox"/> No <input type="checkbox"/> Lessee <input type="checkbox"/> Other <input type="checkbox"/>
--	--

Do you hold another water licence(s)?
 Yes No If yes, state Licence Number: _____ File Number: _____ Client Number: _____

PART 3. PURPOSE(S) AND QUANTITY(IES) – Please refer to Schedule 1 – Water Purpose and Application Fees

Domestic: Number of dwellings: _____ Quantity (m ³ per day or Gallons) _____	Other: Quantity: _____ Unit: _____ Quantity: _____ Unit: _____	
Irrigation: Quantity: _____ Unit: _____ Number of acres to be irrigated: _____	Stockwatering: Quantity: _____ Unit: _____ Number of stock: _____ Type of stock: _____	

Note: For Water Licence application with proposed diversion rate over 100 m³ (25,000 gallons) a day, a Development Plan must be completed.

PART 4. SOURCE OF WATER

Name of Source:	Flows into:
If creek, brook or river, width and depth of source at diversion point: _____	

PART 5. WORKS—Existing or proposed to divert and convey water to place of use (works must be shown on drawing)

List Works

a) Diversion Works	Pump <input type="checkbox"/> or Gravity Feed <input type="checkbox"/>	Pipe into a river or lake measured from the high water mark: _____ m or _____ ft
	Are any of the Works on Crown land ? Yes <input type="checkbox"/> No <input type="checkbox"/>	On Crown land : _____ m or _____ ft
b) Storage Works	Do you require storage? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, complete and attach Schedule 2 - Dam & Reservoir Information Land flooded: _____ ha (hectares), or _____ ac (acres) On Crown land ? Yes <input type="checkbox"/> No <input type="checkbox"/>
c) Additional Information	Joint with another's Works? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, with whom?
	Works constructed? Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/>	Use of a Joint Works Agreement is recommended if part or all of your proposed works will be shared with other water licence holder(s). Enclosed: Yes <input type="checkbox"/> No <input type="checkbox"/>

PART 6. OTHER LANDS PHYSICALLY AFFECTED BY WORKS

Do or will the Works occupy or flood another person's private land? Yes <input type="checkbox"/> No <input type="checkbox"/> Landowner's Consent Form for private land affected Enclosed: Yes <input type="checkbox"/> N/A <input type="checkbox"/> , or Could not obtain <input type="checkbox"/>	Will the Works occupy or flood Crown land ? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, a PCL fee is required with the application which is based on the total area of Crown land used Total area used: _____ ha (hectares), or _____ ac (acres) Refer to Part 6 of the Application Requirements for area calculation
If yes to either question, provide the legal description of land affected	Name of Owner(s) including Crown land tenure holders

Water Licence Application Drawing Checklist

Water licence applications and applications to amend water licences must include a Drawing that meets the ministry's Required Drawing Standards. The Checklist should be used to ensure the completeness and accuracy of the Drawing submitted. Refer to the Required Drawing Standards and the Sample Drawings in the application package for additional information.

DRAWING REQUIREMENTS	
General Specifications	<p><input type="checkbox"/> The Drawing has been prepared to scale on white bound paper or the Drawing Template, using either a Regional District Composite Map, Surveyor's Certificate or Survey Plan in black ink, shows a north arrow, and includes a legend. All the important features are labeled. Use only one color.</p> <p><input type="checkbox"/> If your Drawing will be prepared digitally refer to the data digital standards outlined in the Required Drawing Standards.</p>
Source Information	<p><input type="checkbox"/> The Drawing shows the source (or sources) and the location of all proposed points of diversion.</p> <p><input type="checkbox"/> The direction of flow is indicated and, if possible, where the source connects to a creek, river or lake.</p> <p><input type="checkbox"/> The location and direction of flow of other watercourses in the general area of the application, e.g., springs, creeks, lakes or rivers are indicated.</p> <p><input type="checkbox"/> If storage is needed, the Drawing shows the proposed location of the reservoir and indicates whether it will be man-made or is on a natural pond or lake.</p>
Place of Use & Property Boundaries	<p><input type="checkbox"/> The Drawing shows the legal property boundaries of the land where the water will be used.</p> <p><input type="checkbox"/> The Drawing shows all legal property boundaries of adjacent properties, easements, roads, right-of-ways, and Crown land.</p>
Proposed Works	<p><input type="checkbox"/> All works associated with the application are shown and labelled, (e.g., the intake, diversion structure, pipe, irrigation system, pond, dugout, reservoir, or trough.)</p> <p><input type="checkbox"/> The length of pipe is indicated, and the area to be irrigated is crosshatched on the Drawing.</p> <p><input type="checkbox"/> If the works cross Crown land, such as a pipe into a lake or river, the length of the pipe extending into the stream is provided.</p> <p><input type="checkbox"/> If land is to be flooded, the inundated area is shown on the Drawing.</p>



Water Licence Application Drawing Standards

(Updated April 2008)

Applicants are required to meet the following Drawing Standards. The application will be returned if the Drawing is inadequate.

DRAWING PREPARATION

- Obtain a copy of a Regional District Composite Map, Surveyor's Certificate or a Legal Survey Plan of your property from the Land Titles Office for your area. **A copy of one of these plans must serve as the base map for the Drawing.**
- Maps of various scales, including the BC Topographical series, are available at local surveying companies.
- Sample Drawings are enclosed with the application for reference.

GENERAL SPECIFICATIONS

- Use a Regional District Composite Map, Surveyor's Certificate or Survey Plan as the base for the drawing.
- Use white bond paper, preferably 8.5 by 11 inches (standard letter size) or 8.5 by 14 inches (legal size); or the [Drawing Template](#).
- Print clearly and use black ink that does not smudge.
- Label important features. Provide a legend or key for any abbreviations used.
- Show the drawing scale (e.g., 1:5000, 1-inch equals 500 feet, 1-cm equals 50 m).
- Ensure a North arrow is shown.

SOURCE INFORMATION

- Show the location of the source of water relative to your property boundaries and the boundaries of other landowners.
 - Indicate the source by name, show the direction of flow and, if possible, indicate where the source connects to other creeks, rivers or lakes.
 - Show the location and direction of flow of any natural lakes, streams, swamps, sloughs, springs, etc., within the general area of your application.
 - Indicate the approximate width of the source at the proposed diversion point.
-

- If storage is needed, show the location of the reservoir and indicate whether it will be man-made or is on a natural pond or lake.

PLACE OF USE AND PROPERTY BOUNDARIES

- Ensure that the legal property boundaries of the land where the water is to be used are shown.
- Ensure that the boundaries of all parcels of land (both private and Crown) that will be physically affected (i.e., crossed, flooded, or used as access) by the proposed works are shown. If any of the parcels include easements or right-of-ways, these should also be shown.
- Identify the actual place of use, e.g., dwelling, barns, and other buildings.
- Clearly show the area to be irrigated with crosshatched including scaled measurements in hectares or acres.
- If any land is to be flooded, identify the area that will be underwater in relation to the property boundaries.

PROPOSED WORKS

- Identify the exact location of the proposed water intake or diversion structure.
- Indicate all water works, existing and proposed, e.g., the diversion structure, intake, pipe, sump, pump, dugouts, ponds, reservoirs, irrigation systems, etc.
- All works must be clearly labeled.
- If the pipe crosses land owned by another person or the Crown, its length on that land must be shown. The length of pipe extending beyond the natural boundary into lakes and rivers must also be shown. If the bearing of the pipe is known, please include on the Drawing as well.

DIGITAL DRAWING STANDARDS

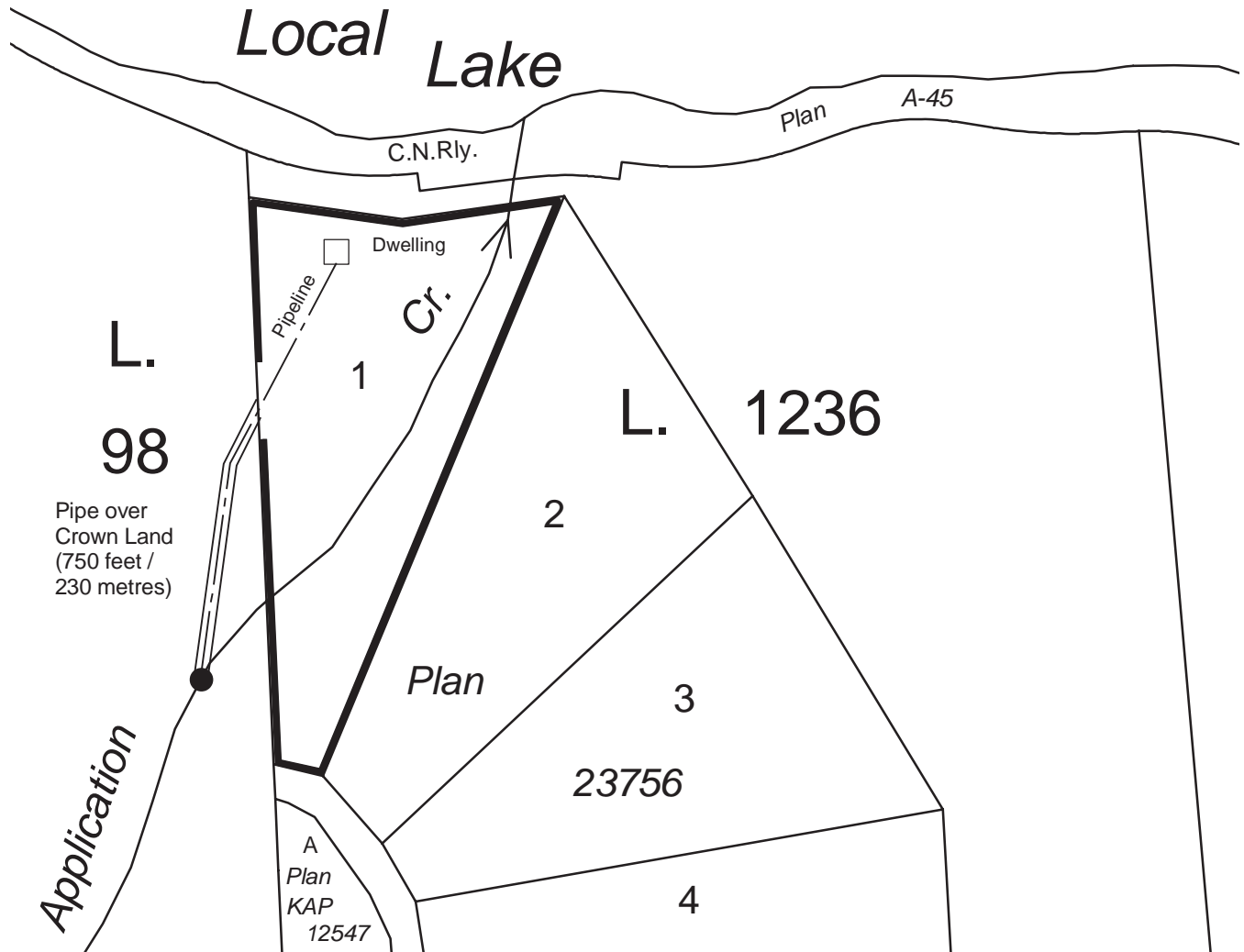
Surveying companies, architectural firms and other professional drafting services may be able to provide the Drawing in digital format. An ArcInfo exportable file, an ArcInfo coverage file, and a Shape file are the only formats that meet Water Stewardship Division's digital standard for the Applicant's Drawing. Please ensure that all digital data is in Albers Projection.



Sample Drawing: **Domestic**, from a creek across Crown land

WATER LICENCE APPLICATION DRAWING

APPLICANT'S DRAWING – Prepare a drawing to submit with your application. Refer to the required drawing standards for required elements.



Scale: 1 inch = 500 feet

Legend:

- Point of Diversion ●
- Pipe - - - - -
- Pipe Over Crown land = = = = =

The boundaries of the land to which this licence is appurtenant are shown thus

Applicant's Signature:

Date:

For Office use Only

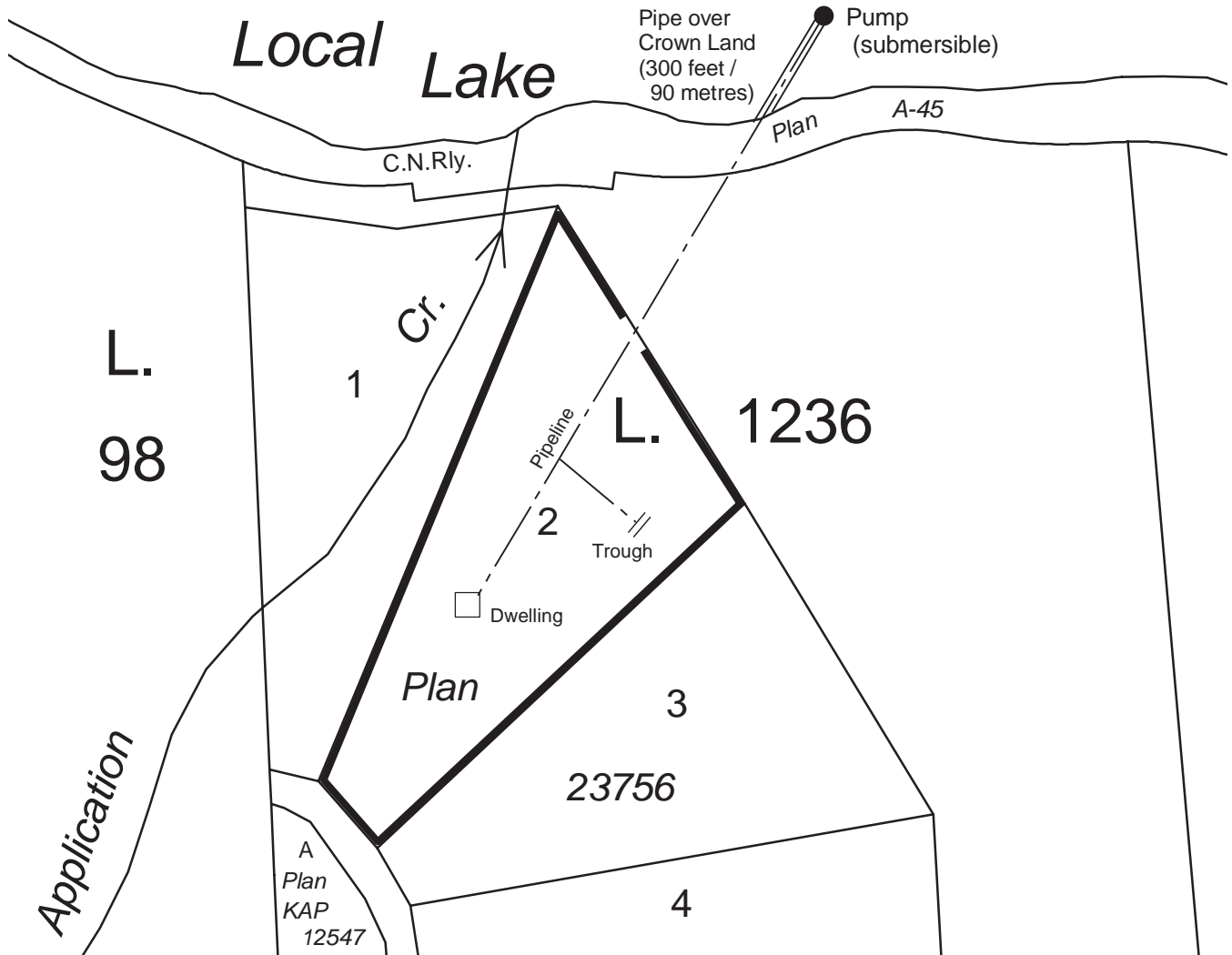
Land District:	
Map:	POD:
Water District:	Precinct:



Sample Drawing: **Domestic & Stockwatering**, from a lake across private and Crown land

WATER LICENCE APPLICATION DRAWING

APPLICANT'S DRAWING – Prepare a drawing to submit with your application. Refer to the required drawing standards for required elements.



Scale: 1 inch = 500 feet

Legend:

- Point of Diversion ●
- Pipe - - - - -
- Pipe Over Crown land = = = = =

The boundaries of the land to which this licence is appurtenant are shown thus

Applicant's Signature:

Date:

For Office use Only

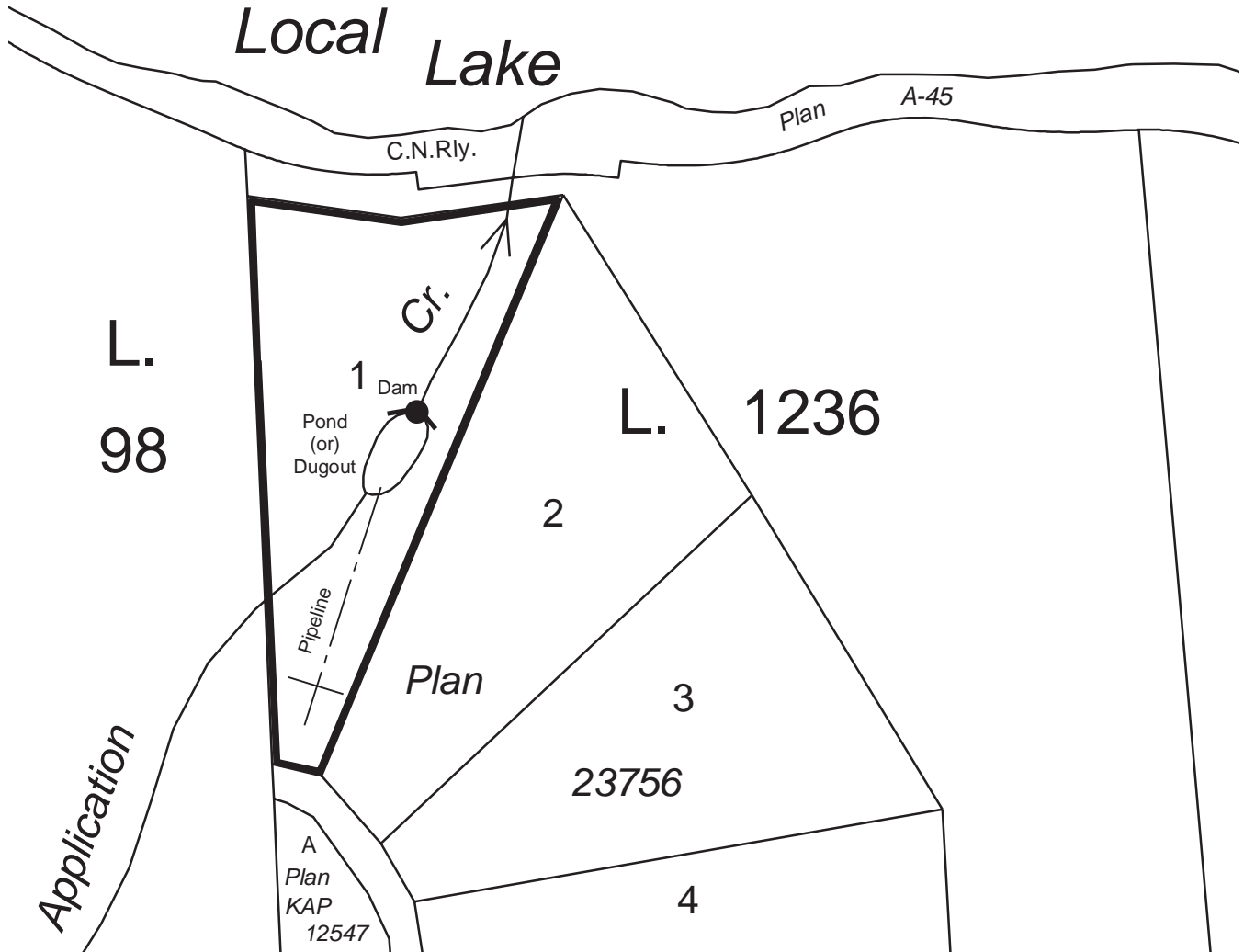
Land District:	
Map:	POD:
Water District:	Precinct:



Sample Drawing: **Irrigation**, from a creek with on-stream **storage** within applicant's land.

WATER LICENCE APPLICATION DRAWING

APPLICANT'S DRAWING – Prepare a drawing to submit with your application. Refer to the required drawing standards for required elements.



Scale: 1 inch = 500 feet

Legend:

- Point of Diversion ●
- Pipe - - - - -
- Pipe Over Crown land = = = = = NONE

The boundaries of the land to which this licence is appurtenant are shown thus

Applicant's Signature:

Date:

For Office use Only

Land District:	
Map:	POD:
Water District:	Precinct:



Water Development Plan Template

(Updated September 2005)

Note: For any application with a proposed diversion rate of over 25,000 gallons a day, a development plan must be completed.

Development Plans must consist, at a minimum, of the following information. Where deficient, the application may be returned.

INTRODUCTION

This section contains a description of the basic purpose of the project, normal operation characteristics and any unique or important design consideration associated with the site or project characteristics.

DESIGN ASPECTS

This section contains a description of all works associated with the proposal. Stamped, engineered plans may be required for complex projects. The general arrangement of the project and its components must be described and referenced to the maps and drawings provided. Preliminary or conceptual design drawing will be accepted for Waterworks and General Power Uses only.

Works required for a Waterpower Project include all those components needed to generate electricity and convey it to the user. For those projects connecting to the provincial grid, the point of transmission line connection to the grid is the end of the works that will be licensed under the *Water Act*.

The following list may be used as a guide for the description of the various components:

Generic list:

- Intakes on all streams to be diverted
- Pumps
- Exclusion fences
- Fish passage requirements
- Water recycling or conservation measures
- Staging areas for the construction of the works
- Access roads to be used only for construction.

For waterpower projects, provide a description for each of the components listed above plus the following:

- Intake, penstock, and powerhouse
- Tailrace
- Access roads required for operation and maintenance of completed Project
- Switchyard and transmission lines.

For projects involving dams, provide the generic list items from previous page plus:

- Dam for the purpose of storage of water
- Area flooded by the storage or impoundment of water (Note: An intake that impounds water above the natural boundary of the stream is considered to be flooding land, and the area of such flooded land must be identified)
- Reservoir debris removal and management.

RESERVOIR INFORMATION

If the project utilizes a reservoir, this section will include bathymetric information including elevation/capacity curves and any key water levels. Also, there should be some consideration given to the reservoir rim for slope stability.

GEOTECHNICAL CONSIDERATIONS

This section contains a description and assessment of the site geology and any subsurface explorations from test pits; bore holes; field tests; laboratory tests; and classification of samples.

SEISMIC CONSIDERATIONS

This section contains a description of the considerations given to potential seismic activity that may impact the project.

PROJECT-RELATED CONSIDERATIONS

This section contains a description and assessment of flooding and erosion concerns around the project location.

LAND RELATED ISSUES

Affected Lands

All of the Crown land and privately owned land that is required for every aspect of the Project is to be described with the legal description and parcel identification number. This includes the land on which the works will be located and any corridors that will be required for access roads, transmission lines, etc.

The proponent must indicate whether the various pieces of land required for the project are located on Crown or private land, and the manner in which an interest in the land is to be obtained. This interest can range from an agreement to purchase from a private landowner(s), to an application for Crown land.

The proponent should conduct a search at the Land Title Office for the correct legal description and ownership of all parcels of land required for the Project. Known Crown land encumbrances (i.e. power lines, commercial recreation activities) must be indicated. Transportation and utility corridors that may be affected should also be described.

The land required for the Project must be shown on maps and drawings.

WATER RELATED ISSUES

Water Quantity

This section contains a description and assessment of water availability from the water source or watershed and the quantity required for the Project.

Minimum Requirements:

- Period of time and amount of water required for the Project;
 - Any reserves or restrictions on the source;
 - Climatic information;
-

- Watershed characteristics including area, aspect, and slope;
 - A listing of all sources of inflow to the reservoir;
 - Flow estimation methodologies;
 - Hydrographs, and key indicator values such as Mean Annual Discharge, maximum and minimum values;
 - Flow duration for those streams that do not contain water year round. Also, please indicate when the water ceases to flow;
 - Any other related hydrologic information.
1. For Waterworks projects, provide the minimum requirements plus:
 - Monthly licensed water demand for existing system, if in operation and how much extra will be required under this application;
 - Projected population growth and /or residential growth graphs;
 - Historic Water uses (maximum daily, average day, and annual);
 - Projected water demand for 10 and 25-year horizons.
 2. For those projects associated with Dams, include the minimum requirements plus:
 - The inflow design flood for those projects with dams;
 - Design flood water level of the proposed reservoir, under specified conditions;
 - The return period of the design flood;
 - Area-Elevation Curves;
 - Flow estimates of water availability using a mass (flow summation) curve and water balance models.

Water Quality

This section contains a description of any factors to affect water quality including temperature.

Instream Requirements

This section contains a description and assessment of fish species, distribution, timing and any other fish-related requirements.

This section should also contain any information related to recreation use, aesthetics and cultural uses.

Please include any information related to mitigating impacts and address concerns or issues raised through communications with fish management agencies (ie. Fish and Wildlife Branch, Fisheries and Oceans).

Affected Water Users

Please describe any known water users downstream with consideration to effects on their water usage, interruption, compensation and notification.

CONSTRUCTION ACTIVITIES

A Construction Schedule and methodology should be proposed in this section. Please describe how any instream work will be done and timed such that water quality and quantity impacts are minimized.

For Waterpower Projects, the timeframe for constructing and commissioning the Project should be indicated. This timeframe can be absolute if the Project has an energy purchase agreement

with a customer for the output of the project. Otherwise the timeframe can be relative to other factors that may affect the construction schedule, such as seasons of the year.

In addition, waterpower projects may require the use of an independent professional engineer to provide design review and ensure construction adheres to design. Any information related to the independent engineer may be included in this section.

SAFETY ASPECTS

Downstream Consequences

This section contains a general description of the areas downstream of the Project that could be affected by floodwater from failure of the works or impact on navigational issues.

1. For those projects involving dams:
 - An estimation of the magnitude of the dam break flood hydrographs resulting from various hypothetical dam failure scenarios occurring with the reservoir at normal storage elevation and maximum storage elevation.
 - For those structures that pose risk to human life, an inundation map delineating the maximum extent of flooding anticipated by a sudden breach. The mapping will continue downstream until the expected flooding is within the 100-year floodplain elevation.
 - The downstream hazard classification as defined by Schedule 1 of the Dam Safety Regulation which reflects the current and proposed conditions of development in downstream areas and a description of how the downstream impacts relate to the chosen rating. The most serious potential consequences of failure of those listed shall be used to establish the appropriate downstream hazard classification. Please note the Regional Dam Safety Officer is responsible for deciding the final consequence rating.

FUTURE MONITORING

List the types of records to be kept including environmental aspects, conservation, and power production. Include how the quantity of water will be measured and controlled by the licensee or agents.

For large reservoir systems and General Waterpower Projects, an operation order or rule will be required. Licensees regulated by an operation rule or order will be required to keep records on water levels, flow and /or use and submit them upon request. This section will address development and frequency issues related to the development of these rules and any other operation and maintenance aspects.

RELATED CONSIDERATIONS

Archaeological Assessment

This section contains a description and assessment of archaeological information known or found, any First Nations consultation, and any mitigation necessary.

Environmental Monitors

An environmental monitor may be required. Any information on the use of an environmental monitor will be placed in this section, e.g., stop work authority, frequency of site visits, required checks, etc.

Remaining Environmental Considerations

This section contains any remaining concerns, which have not previously been addressed. This may include aspects involving wildlife that may be affected by this proposal.

SUMMARY AND CONCLUSION

The project should be summarized in this section. This section will also contain copies of documents, plans or written confirmation obtained by consulted agencies.




25,000 gpd Equivalence (Imperial)

For any application with a proposed diversion rate of over 25,000 gallons per day, a Development Plan is required.

The rate of withdrawal at 25,000 gpd equates to:

Quantity	Unit
0.09	AF/day
8	AF in 90 days
10	AF in 110 days
11	AF in 120 days
17	AF in 180 days
114	cubic metres/day
113 650	litres/day
0.001	cubic metres/second
1.32	litres/second
0.046	cubic feet/second
9 125 000	gallons/year

REQUIRED IN SUPPORT OF A WATER LICENCE APPLICATION FOR STORAGE PURPOSE

1. WATER LICENCE APPLICATION INFORMATION			FOR OFFICE USE ONLY	
SURNAME		GIVEN NAME(S)		Date Received
MAILING ADDRESS				
E-MAIL ADDRESS		POSTAL CODE		
HOME PHONE	BUSINESS PHONE	FAX		
SOURCE(S) OF WATER (NAME OF STREAM WHERE WORKS ARE TO BE CONSTRUCTED)				
PROJECT CONSULTANT		 The Water Stewardship Division may recommend that the dam be designed by, and constructed under the supervision of, a Professional Engineer registered in the province of BC.		
MAILING ADDRESS				
		POSTAL CODE	PHONE	FAX

2. PROPOSED WORKS – Please Complete 1 or 2 where applicable to your project.				
1. DUGOUT/POND	IS THE DUGOUT CONSTRUCTED IN THE STREAM CHANNEL OR OFF STREAM?			
	STORAGE CAPACITY	dam ³ or m ³	LENGTH m	WIDTH m
2. DAM/RESERVOIR	NOTE: PLEASE ATTACH A DETAILED PLAN FOR (a) THROUGH (d) BELOW SHOWING CROSS SECTIONS AND PLAN VIEWS OF THE PROPOSED DAM/RESERVOIR STRUCTURE.			
	a) STORAGE DAM	HEIGHT m	LENGTH m	CREST WIDTH m
	FOOT PRINT AREA FOR DAM _____ ha (allow 10 metres beyond actual dam structure for maintenance). CONSTRUCTION MATERIALS			
b) RESERVOIR	STORAGE CAPACITY	dam ³ or m ³	FLOODED AREA ha	
	Land tenure where works are to be constructed and/or flooded, owned by: Applicant <input type="checkbox"/> Private <input type="checkbox"/> Crown <input type="checkbox"/>			
c) SPILLWAY	DESCRIPTION/TYPE			
	DESIGN FLOW	m ³ /s	FREEBOARD m	
d) LOW LEVEL OUTLET (SLUICeway)	DESCRIPTION/TYPE			
	NUMBER OF SEEPAGE COLLARS		CONTROL WORKS USED	

3. STREAM HYDROLOGY FLOW INFORMATION	
(i)	If the stream is perennial or flows intermittently, please provide a low flow assessment (for filling and maintaining reservoirs) and a high flow assessment (for determining dam design flood) and/or a complete hydrological assessment in support of your application.
(ii)	If the stream flow is ephemeral in nature (i.e., flows only during wet periods or during spring runoff), please provide an estimate of the drainage areas above the dam or dugout location, an adequate summary of any measured stream flow information available and/or an estimate of high flows in support of your application.
Note: If you have any questions concerning the hydrology of your stream (source), please contact your local Water Stewardship Division Office for more detailed information.	

4. FISH POND PERMIT
If you intend to place or maintain fish in your dugout or reservoir, you must obtain a Private Fish Pond permit or Commercial Fish Farm Licence. Please contact the nearest office of Ministry of Environment or the Ministry of Agriculture and Lands for more information.

REQUIRED IN SUPPORT OF A WATER LICENCE APPLICATION FOR POWER PURPOSE

1. WATER LICENCE APPLICATION INFORMATION				FOR OFFICE USE ONLY		
PURPOSE: Residential <input type="checkbox"/> Commercial <input type="checkbox"/> General <input type="checkbox"/>				Date Received		
SURNAME		GIVEN NAME(S)				
MAILING ADDRESS						
E-MAIL ADDRESS			POSTAL CODE			
HOME PHONE	BUSINESS PHONE	FAX		FILE NUMBER		
SOURCE(S) OF WATER (NAME OF STREAM WHERE WORKS ARE TO BE CONSTRUCTED)						
PROJECT CONSULTANT (IF ANY)						
MAILING ADDRESS						
		POSTAL CODE	PHONE	FAX		
2. GENERAL PROJECT INFORMATION – Please complete entire section.						
ANTICIPATED POWER PRODUCTION	MAXIMUM	MINIMUM	AVERAGE			
	kw	kw	kw			
MAXIMUM STREAM FLOW REQUIRED	FLOW RATE					
	m ³ /s					
POWER PRODUCED FOR	Indicate how the power will be used. Check all that apply.	a) PERSONAL USE <input type="checkbox"/> c) SALE TO BC HYDRO & POWER AUTHORITY <input type="checkbox"/> b) SALE TO OTHERS <input type="checkbox"/> d) SALE TO OTHER POWER AUTHORITY <input type="checkbox"/>				
3. PROPOSED WORKS – Please complete where applicable for your project.						
a) STORAGE DAM	HEIGHT	m	LENGTH	m	CREST WIDTH	m
	FOOT PRINT AREA FOR DAM					ha (allow 10 meters beyond the actual dam structure for maintenance)
	CONSTRUCTION MATERIALS					
b) RESERVOIR	STORAGE CAPACITY	dam ³ or m ³	FLOODED AREA	ha	If a dam is incorporated please complete Schedule 2 – Dam & Reservoir Information.	
c) INTAKE	DESCRIPTION					
	FISH SCREENS					
	OTHER FEATURES					
d) PENSTOCK	FLUME, PIPE, TUNNEL, ETC. - DESCRIPTION					
	LENGTH	m	WIDTH/DIAMETER	m	DEPTH (IF FLUME)	cm
	ELEVATIONS – UPPER END	m	ELEVATIONS – LOWER END	m	Elevations may be expressed as heights above the level of the turbine.	
e) TURBINE	TYPE			RATING		
f) GENERATION	TYPE			RATING		
g) TAILRACE	FEATURES					
	DISCHARGES TO					
h) OTHER EQUIPMENT	STORAGE BATTERIES, ETC. – DESCRIPTION					

NOTE: IF SPACE IS INSUFFICIENT, PLEASE ATTACH THE REQUESTED INFORMATION IN A COVERING LETTER OR REPORT



Landowner's Consent Form
(Application for a New Water Licence – Form 1 – Schedule D)

I/we, the undersigned, confirm that I/we am/are the owner/owners of the land described below:

Legal description of the land:

Lot number _____
Section number _____
District _____
Plan number _____

Copies of the following documents are attached:

1. the application (the "Application") in which *[Name of applicant/applicants for the licence.]* _____ makes application for a water licence on *[Name of source]* _____ for the following purpose/purposes and quantity/quantities:
 Purpose _____
 Quantity _____, and
2. the drawing (the "Drawing") referred to in section 2 (1) (k) of the Water Regulation, B.C. Reg. 204/88 *[see reverse]*.

I/we understand that, if the Application is granted, my/our land is or is likely to be physically affected.

[Tick one of the following boxes to express your consent or objection]

I/we consent to the Application, including the proposed works indicated in the Drawing, and I/we have signed the Drawing to confirm that consent.

I/we object to the Application on the following basis:

NOTE: IF YOU OBJECT TO THIS APPLICATION, YOUR OBJECTION WILL BE TAKEN INTO ACCOUNT WHEN THE APPLICATION IS CONSIDERED. HOWEVER, THE LICENCE MAY NEVERTHELESS BE GRANTED UNDER THE WATER ACT. FURTHER INFORMATION MAY BE OBTAINED FROM YOUR LOCAL REGIONAL WATER MANAGER.

Signature of owner Name of owner – please print Date

Signature of owner Name of owner – please print Date

[Attach additional pages for signatures of other owners, if necessary.]

Section 2 (1) (k) of the Water Regulation, B.C. Reg. 204/88, provides:

- (1) An application for licence shall be signed in duplicate by the applicant or his agent and shall include the following information: ...
 - (k) an accurate, labeled drawing showing the land, mine or location where water is proposed to be used, the approximate location of the proposed works and any land that may be physically affected.

GPS Coordinates Form New Water Licence Application (Optional)

This form is used to assist Water Stewardship identify key coordinates obtained by a global positioning system.

GPS COORDINATES

GPS Coordinates Global Positioning System (GPS) coordinates can be provided using this [GPS Coordinates Form](#) for the: [point of proposed diversion](#), the [dwelling](#) (if applicable) and any [property pins](#) found. The GPS unit should be set to the NAD83 datum. A GPS device may be obtained from a surveyor.

Proposed Point of Diversion	ZONE:
	UTM Easting:
	UTM Northing:

Location of Dwelling	ZONE:
	UTM Easting:
	UTM Northing:

Property Pins (1)	ZONE:
	UTM Easting:
	UTM Northing:

Property Pins (2)	ZONE:
	UTM Easting:
	UTM Northing:

Property Pins (3)	ZONE:
	UTM Easting:
	UTM Northing:

Property Pins (4)	ZONE:
	UTM Easting:
	UTM Northing:

Property Pins (5) If applicable	ZONE:
	UTM Easting:
	UTM Northing:

Property Pins (6) If applicable	ZONE:
	UTM Easting:
	UTM Northing:

Government of British Columbia

Natural Resources Program Delivery – [Water Licence Application](#)

July 2008

An application for a [water licence](#) should be submitted to the office in your area which is indicated below. These offices will provide a preliminary review of your proposal. The Water Stewardship Division (WSD), of the Ministry of Environment (MOE) will adjudicate your application and provide you with a decision.

Cranbrook ILMB Office 1902 Theatre Rd Cranbrook BC V1C 7G1 Tel: 250 426-1766 Fax: 250 426-1767	Prince George FrontCounter BC Office 200-1488 4 th Ave Prince George BC V2L 4Y2 Tel: 250 565-6779 Fax: 250 565-6941
Fort St. John ILMB Office Suite100 10003 110 th Ave Fort St. John BC V1J 6M7 Tel: 250 787-3415 Fax: 250 787-3219	Smithers FrontCounter BC Office 3726 Alfred Ave. PO Box 5000 Smithers BC V0J 2N0 Tel: 250 847-7356 Fax: 250 847-7556
Kamloops FrontCounter BC Office 210-301 Victoria St Kamloops V2C 2A3 Tel: 250 372-2127 Fax: 250 377-2150	Surrey FrontCounter BC Office 200-10428 153 rd St Surrey BC V3R 1E1 Tel: 604 586-4400 Fax: 604 586-4434
Nanaimo FrontCounter BC Office 2080 Labieux Rd Nanaimo BC V9T 6J9 Tel: 250 751-7220 Fax: 250 751-7224	Williams Lake ILMB Office 201-172 North Second Ave Williams Lake BC V2G 1Z6 Tel: 250 398-4574 Fax: 250 398-4836

Additional Information on Natural Resources Program Delivery

Front Counter BC is a single window service for clients of provincial natural resource ministries and agencies (Web address: www.frontcounterbc.gov.bc.ca E-mail: FrontCounterBC@gov.bc.ca). FrontCounterBC is the responsibility of the Integrated Land Management Bureau (ILMB).



A number of agencies will support the new Front Counter BC offices to ensure that seamless, well coordinated client services are provided. Former LWBC programs have been distributed to the following government ministries.

For information on any of these programs or policies related to them please contact the ILMB, Ministry of Agriculture and Lands office in your region.

Ministry of Agriculture and Lands

The Ministry of Agriculture and Lands has assumed the responsibility for issues related to the general management of Crown land. These include:

- allocating Crown land and tenure management of aquaculture
- aggregate and quarry materials
- agriculture
- general commercial use of Crown lands
- allocation of Crown land for communication sites, industrial, community and institutional use
- general industrial usage
- land and management transfers
- log handling, mining
- oil and gas
- private moorage
- reserves destinations and notations
- residential Crown land use and management tenures
- roadway allocations
- utilities use such as allocating Crown land for federally regulated oil and gas pipelines, sewer and water lines
- industrial outfall
- telephone and cable TV, and
- allocating, managing, and developing policies in regards to Crown land associated with Independent Power Projects

Ministry of Forests and Range

The Ministry of Forests and Range now has the responsibility for issues and policies related to grazing.

Ministry of Aboriginal Relations and Reconciliation

The Ministry of Aboriginal Relations and Reconciliation now has responsibility for aboriginal relations particularly in connection with land consultation practices and development of accommodation packages.

Ministry of Environment

The Ministry of Environment has assumed the responsibility for issues related to water policy and management. These include:

- water power
- water licensing and revenue management
- dam safety
- private water utilities management
- water use plans
- drought management
- water reserves and
- international water agreements.

Ministry of Energy, Mines and Petroleum Resources

The Ministry of Energy, Mines and Petroleum Resources now has the responsibility for issues and policies related to wind, geothermal and tidal power tenures.

Ministry of Tourism, Sport and the Arts

Commercial Recreation and the All Seasons Resorts division have been transferred to the Ministry of Tourism, Sport and the Arts. This includes issues and policies related to initiatives such as commercial alpine ski, golf courses or marinas.

Ministry of Transportation

The Ministry of Transportation now has responsibility for issues and policies related to Crown lands associated with airports and major port authorities.