



Shellfish Aquaculture Application Package

October 2005












Contents

Program Overview	3
Requirements Checklist	6
Shellfish Management Plan	8
Guide to Completing Shellfish Management Plans	17
Application Form	34
Application Form Guide	36
Application Fees	40
Sample Site Map.....	42

Shellfish Aquaculture

Application Documents

The following documents should be reviewed prior to submitting your application:

- [Aquaculture Policy](#)  (569kb)
- Complete Application Package  (2.25mb) which includes:
 - Requirements Checklist  (138kb)
 - Shellfish Management Plan  (95kb)
 - Shellfish Management Plan Guide  (283kb)
 - Application Form  (228kb) or ( [Word](#), 206kb)
 - Application Form Guide  (205kb)
 - Application Fees
- [Sample Letter of Agency](#)  (109kb)
- Sample Site Maps
- [MAL-Application for Commercial Shellfish Aquaculture Licence](#)  

Additional documents available from the Shellfish office:

- Application for a Commercial Aquaculture Licence
- Application Guide for Aquaculture Projects in Canada
- Marine Foreshore Assessment Procedures

What is Shellfish Aquaculture?

Shellfish Aquaculture is defined administratively as the commercial seeding, growing and harvesting of marine molluscs, and shellfish, or other invertebrates in a natural or manufactured environment.

The Shellfish Development Initiative

Shellfish farming offers long-term, environmentally friendly economic growth and jobs for coastal communities.

In 1998 the provincial government launched the Shellfish Development Initiative to double the shellfish industry's land base to ensure growth.

Crown land for this purpose can only be acquired through tenures from the Province of British Columbia (the Province).

As part of the Shellfish Aquaculture Development Program, a Shellfish Unit was established in Nanaimo, with staff dedicated to the Shellfish Tenure Program.

The Shellfish Unit works with communities, First Nations, various government agencies and industry in planning responsible land use and developing environmental standards and practice.

An innovative one-window service model has been developed resulting in applications for Crown land tenures and the Ministry of Agriculture and Lands Shellfish Aquaculture Licences being processed at one location by one provincial approving office.

In addition, the Province is currently working with Fisheries and Oceans Canada to develop a combined federal/provincial application package.

Who May Apply?

New applications are only being accepted for tenures within an area where a community consultation process to determine shellfish suitability has been completed.

An applicant must also meet the following criteria:

- a Canadian citizen or permanent resident 19 years of age or over;
- a corporation registered in B. C. or incorporated under Canadian law;
- a registered partnership; or
- a non-Canadian who owns the adjacent upland.

Why Do I Need a Tenure?

A Land Act tenure and a Fisheries Act Aquaculture Licence must be obtained from the Shellfish Unit before a shellfish operation can be developed. Only after a tenure and licence have been secured may the operator proceed with:

- building floating or permanent structures for feed;
- constructing equipment storage; preparing for harvesting activities;
- setting up environmental monitoring stations,
- developing processing facilities; and
- building other related infrastructure on aquatic lands and upland areas.

How Do I Apply for a Shellfish Aquaculture Tenure?

Once a community consultation process has been completed in a specific area, the Province notifies the public that applications can be submitted for tenures in the specified area.

Applicants are asked to identify a site that is suitable for their needs within that area and complete an application package.

Applicants for new tenures and tenure expansions must provide:

- a Shellfish Management Plan;
- an Application for Commercial Aquaculture Licence;
- a Community Criteria Package (if applicable);
- any additional information requested in the Application Guide for Aquaculture Projects;
- a complete Marine Environmental Assessment of your application; and
- standard forms, including the application for Crown land and the economic impact questionnaire.

A successful Shellfish Management Plan must contain:

- a description of the type of development proposed;
- timing of the capital development / time required to set up the operation;
- type of shellfish to be produced;
- projected production levels;
- for an expansion application, a single plan for the expanded tenure. This plan must also include the existing tenure.

Will I Pay Fees?

An Application Fee, as identified in the [Land Tenure Purpose and Application Fees schedule](#) (effective June 1, 2003), must be submitted with the application.

For an expansion tenure, see [Land Tenure and Water Licence Miscellaneous Fees schedule](#) (effective June 1, 2003).

How Are Rents Determined?

Annual Crown land rents reflect BC Assessment land values as agreed to in consultations with industry and defined in land policy.

Land value is determined by a variety of factors including site biological information.

- During the initial 5-year period, the rental is 1% for both new and expansion tenures.
- Depending on the type of tenure, in the fifth year the rent is either 4% or 5% of the land value.


Rents are payable to the Minister of Finance as specified in the tenure documents. Failure to pay constitutes a breach of the contract and can lead to cancellation of tenure.

More Information?

To obtain more information, please contact the Shellfish Office at:

Ste. 501, 345 Wallace St
Nanaimo BC V9R 5B6
Tel: (250) 741-5667
Fax (250) 741-5686
Email: LWBC.Nanaimo@Victoria1.gov.bc.ca

The most common reason for delay is submission of an incomplete application, which is then returned to the applicant.

To ensure an application is processed as quickly as possible be sure to complete all the required documents identified in the  Requirements Checklist(138kb) and submit the required Application Fee.

To complete an application, In addition to the documents in the Requirements Checklist, two additional forms are required:

- Application Instructions; and
- Community Application for New Shellfish Aquaculture Tenures.

These can only be downloaded from the invitation web page of an open application area.

Since a shellfish aquaculture application can be complex, please contact the Shellfish office for more information. Remember that an application may only be made for an area open to shellfish aquaculture.

If your application is accepted, you will be notified if  Advertising (147kb) is required. Please wait for confirmation before advertising.



REQUIREMENTS CHECKLIST

SHELLFISH - NEW APPLICATION

The following requirements are part of the application and must be provided.
Incomplete applications will be returned to the applicant.

To the Aquaculture Operations Office:

(Suite 501 - 345 Wallace Street Nanaimo BC V9R 5B6)

I HAVE SUBMITTED THE FOLLOWING:

- An Application Fee, as indicated in the [Land Tenure Purpose and Application Fees](#) (effective June 1, 2003), in the form of a cheque or money order made payable to **Minister of Finance** attached to the application package. GST Registration number is R107864738.
- A completed Application for Crown Land form and Proof of Staking.
- A Certificate of Incorporation (if applicable).
- An Application for a Commercial Aquaculture Licence.
- A Shellfish Management Plan as per the Guide to Completing Shellfish Management Plans and a copy of a marine chart (no greater than 1:50000) showing the area under application. **12 copies are required.**
- Completed information for Fisheries and Oceans Canada:
 1. Information requested in the Application Guide for Aquaculture Projects in Canada.
 2. Information requested in the Marine Foreshore Assessment Procedures.
- If you have engaged an agent to act on your behalf, a letter authorizing the person to do so.

NOTIFICATION CHECKLIST SHELLFISH - NEW APPLICATION

**IF MY APPLICATION IS APPROVED I UNDERSTAND THAT I MAY BE
REQUIRED TO SUBMIT THE FOLLOWING:**

- An annual rental payment.
- Insurance.
- Security.
- Proof of advertising in the form of newspaper/BC Gazette/Canadian Gazette, cut sheets or newspaper clippings, or submit an affidavit.
- Confirmation that a Staking Notice has been posted on the Crown land application site as per Staking Instructions.
- An Archeological Overview Assessment or other studies to determine if First Nations Rights or Title issues exist in the area of application.
- A Letter of Upland Owner's Consent (to Riparian Rights Infringement) if applicable.

NAME OF APPLICANT

DATE SIGNED

** Additional information may be required depending on the consultations that will occur as a result of your application. However, provided the above information is completed as the instructions and examples note, your application will begin to be processed, based on our turn around time of 140 days. As noted above, any application that is incomplete will not be processed until the above required information is completed and accepted by the appropriate Regional Office.



Ministry of Agriculture and Lands

SHELLFISH MANAGEMENT PLAN

GENERAL INFORMATION (Table 1):	
Name of Company:	Telephone Number: ()
Name in Full of Applicant:	Alternate Telephone Number: ()
Contact Name (if different from above):	Fax Number: ()
Mailing Address of Applicant:	Cellular Phone: ()
City, Province, Postal Code	Email Address:

<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal	<input type="checkbox"/> Amendment
--	----------------------------------	------------------------------------

GOVERNMENT REFERENCE NUMBERS (for existing operations):		
Aquaculture Reference Number	Land File Number	Canadian Coast Guard File Number

Office Use Only			
Type of Operation:			
<input type="checkbox"/> Land Based	<input type="checkbox"/> Water Based	<input type="checkbox"/> Marine	<input type="checkbox"/> Freshwater
Operation is On:			
<input type="checkbox"/> Provincial Crown Land	<input type="checkbox"/> Federal Harbour or Port	<input type="checkbox"/> Private Upland or Foreshore	
<input type="checkbox"/> Native Reserve	<input type="checkbox"/> Provincial Park	<input type="checkbox"/> Federal Park	

Submit to:
Front Counter BCt
Integrated Land Management Bureau
Suite 142 – 2080 Labieux Road, Nanaimo BC V9T 6J9
Tel: (250) 751-7220 Fax: (250) 751-7224

Please refer to the *Shellfish Management Plan Guide* for detailed instructions on completing the plan: <http://www.agf.gov.bc.ca/fisheries/licences/licences-shellfish.htm>

NOTE: Sections A, C, D and F form part of the Terms and Conditions of the Aquaculture Licence. **Adherence to these sections is therefore required to be compliant with licence conditions.** Sections B and E are for evaluation purposes only and are not part of the Terms and Conditions of the Licence. **All sections must be completed.**

SECTION A: DESCRIPTION OF SITE

1. Legal Description of Site (e.g. Land District and Lot Number): _____

2. Geographic Location of Site: _____

3. Estimated Total Area of Site: _____

Office Use Only		
Grow out system(s):		
<input type="checkbox"/> Beach	<input type="checkbox"/> Deepwater Seabed	
<input type="checkbox"/> Deepwater Suspended		
DFO Statistical Area and Sub Area:		

**SECTION B: OPERATIONAL FACILITIES AND TYPICAL LAYOUT
(For Production Planning and Proposal Assessment Only)**

Please attach the following maps and diagrams; they should be drawn/drafted in ink, **to scale** and be consistent with the other information in the Management Plan. Consult the Shellfish Management Guide for more detailed information.

1. **Location Map:** A photocopy of Canadian Hydrographic Service Marine Chart, Cadastral map, or Topographical map of a scale between 1:20,000 and 1:40,000, showing the area under application
2. **Site Layout Diagram:**
 - Show detail of operations and all intended improvements* and indicate culture areas and associated uses in relation to tenure boundaries and tide heights.
 - Include both upland and foreshore uses and facilities *if applicable*. If beach or Crown upland modification is required, show areas to be modified and indicate proposed changes to the beach.
 - If this is an application for the expansion of a site, also provide maps and drawings of existing tenure and infrastructure.
 - Describe and mark the location of other facilities associated with the proposed aquaculture operation, either existing or proposed. These may include anchor grids, wharves, access roads, staff facilities, portable washrooms, etc.

3. Illustration of Operational Methods

- Where applicable, provide detailed diagrams of operational components such as stacks, racks, rafts, near bottom and deep water longlines, anchoring and mooring systems, cages, raceways, grow-out tanks, trays, predator netting, perimeter fencing etc.
- Include profile (side view) and top view diagrams, dimensions and construction details of all major components.

*For more information regarding diagram requirements please refer to the *Shellfish Management Plan Guide*. Examples of acceptable diagrams are included in the *Guide*.

SECTION C: SCHEDULE OF IMPROVEMENTS

Table 2 – Schedule of Improvements

Improvement	Total Maximum Area or Length of Improvements	Units
Predator Netting		Square metres
Rafts*		Square metres
Work floats		Square metres
Longlines		Linear metres
Rock Walls		Linear metres
Vexar Fencing		Linear metres
Other		
Other		

* The area occupied by a single raft is defined as its total length multiplied by its total width.

SECTION D: ENVIRONMENTAL INFORMATION

1. Please provide description and location of approved sanitary facilities for your own and staff needs.

2. Please provide the method of disposal for your waste material. (e.g. location of an approved landfill for disposal of your waste materials)

**SECTION E: DETAILED PRODUCTION INFORMATION
(For Production Planning and Proposal Assessment Only)**

This section is intended as an aid to production planning and to assist in evaluating proposed activities. All new growers are advised to refer to the farming practices outlined in the Ministry of Agriculture and Lands publication, Strengthening Farming - Shellfish, available at:

http://www.agf.gov.bc.ca/resmgmt/fppa/refguide/commodity/870218-25_Shellfish.pdf.

1. Site Utilization

Assuming the site is in full production, provide the following information:

- a. Total hectares in production, including seed holding and conditioning: _____
- b. Total unusable hectares (soft substrate, rocky substrate, too shallow, anchors 30 meters from rafts, etc.): _____
- c. Total non-production hectares in use, including storage, anchor system within 30 meters of rafts or impeding navigation, etc: _____

Beach Culture:

Table 3 – Beach Production Information

Species	Culture unit	Culture Area m ² or hectares	Seeding Density	Expected Production	Grow out Period
	<input type="checkbox"/> Singles				
	<input type="checkbox"/> Cultch				
	<input type="checkbox"/> Singles				
	<input type="checkbox"/> Cultch				
	<input type="checkbox"/> Net Panels				
	<input type="checkbox"/> Pipes				
Additional Information					
Dimensions of vexar bag: _____ cm X _____ cm X _____ cm					
Average number of cultch pieces per bag: _____					

Deepwater Suspended Culture:

Table 4 – Deepwater Suspended Production Information

Species	Method:	Culture Unit	Number of units	Seed/unit	Expected Production	Grow out Period
	<input type="checkbox"/> Rafts	<input type="checkbox"/> Tray				
	<input type="checkbox"/> Longlines	<input type="checkbox"/> String / Sock				
		<input type="checkbox"/> Nets				
	<input type="checkbox"/> Rafts	<input type="checkbox"/> Tray				
	<input type="checkbox"/> Longlines	<input type="checkbox"/> String / Sock				
		<input type="checkbox"/> Nets				
	<input type="checkbox"/> Rafts	<input type="checkbox"/> Tray				
	<input type="checkbox"/> Longlines	<input type="checkbox"/> String / Sock				
		<input type="checkbox"/> Nets				
Additional Information						
Average length of string: _____ Average length of sock: _____						
Tray type: _____ Net type: _____						
Tray dimensions: _____ cm X _____ cm X _____ cm						
Net dimensions: Number of tiers: _____ Diameter of net: _____						
Oysters						
Number of rafts: : _____ Mussels: _____ Scallops: _____ Other: _____						
Number of longlines: : _____ Mussels: _____ Scallops: _____ Other: _____						

Deepwater Seabed Culture:

Table 5 – Deepwater Seabed Production Information

Species	Culture Unit	Number of units	Seed/unit	Expected Production	Grow out Period
<input type="checkbox"/> Geoduck	<input type="checkbox"/> Net Panels				
	<input type="checkbox"/> Pipe				
	<input type="checkbox"/> Other				
<input type="checkbox"/> Other					
Dimensions of Culture unit:					

SECTION F: SPECIES AND PRODUCTION SUMMARY

Table 6 – Species and Production Summary Information

Species	Metric tonnes / year			
	Beach	Deepwater Suspended	Deepwater Seabed	Total Species Production
Pacific Oyster (<i>Crassostrea gigas</i>)				
Gallo Mussel (<i>Mytilus galloprovincialis</i>)				
Eastern Blue Mussel (<i>Mytilus edulis</i>)				
Western Blue Mussel (<i>Mytilus trossulus</i>)				
Japanese Scallop (<i>Pactinopecten yessoensis</i>)				
Manila Clam (<i>Tapes philipinarum</i>)				
Littleneck Clam (<i>Protothaca staminea</i>)				
Geoduck Clam (<i>Panope abrupta</i>)				
Varnish Clam (<i>Nuttallia obscurata</i>) (for harvest purposes only – no seeding)				
Other (please specify)				
Other (please specify)				
For Office Use Only				
Minimum Site Production				
Six year running average of production all species not to be less than \$ _____ per year (becomes enforceable six years after first licensed).				
Maximum Total Site Production For All Species				
Maximum production of all species not to exceed _____ Metric tonnes/year as shell-on weight averaged over 6 years.				



GUIDE TO COMPLETING THE SHELLFISH MANAGEMENT PLAN



February 2006, M. Parker; Prepared for the Aquaculture Development Branch, Ministry of
Agriculture and Lands.
Photographs courtesy of: Tim DeJager and Penny White

How to Use this Guide

This Guide is a companion document to the **Shellfish Management Plan**. It is intended to provide further detail regarding the sections of the plan and the information required to fill out the plan. Each section of the plan has a corresponding section in the Guide. Sections are identified by wide blue title bars. A table of contents is provided to help you quickly find the section for which you are looking.

Examples and important information are highlighted in text boxes in the side bar like the one below:

*Please note that the information in the **Management Plan** should*

If you have any questions that are not answered by this guide, please feel free to contact:

Front Counter BC
Integrated Land Management Bureau
Suite 142 - 2080 Labieux Road,
Nanaimo BC V9T 6J9
Tel: (250) 751-7220 Fax: (250) 751-7224

The most current version of the Shellfish Management Plan and the Guide can be found on the Ministry web site at:

<http://www.agf.gov.bc.ca/fisheries/licences/licences-shellfish.htm>

Contents

Cover Page	2
General Information	2
Government Reference Numbers	2
Section A - Description of Site	3
1. Legal Description of Site	3
2. Geographic Location of Site	3
3. Estimated Total Area of Site	3
Section B - Operational Facilities and Typical Layout	3
1. Location Map	4
2. Site Layout Diagram	4
3. Illustration of Operational Methods	5
Section C - Schedule of Improvements	5
Section D - Environmental Information	6
1. Location of Sanitary Facilities	6
2. Method of Waste Disposal	6
Section E - Detailed Production Information	7
1. Site Utilization	7
Beach Culture	7
Deepwater Suspended Culture	8
Deepwater Seabed Culture	11
Section F - Species and Production Summary	12
Appendix 1 - Example Location Map	14
Appendix 2 - Example Site Layout Diagram	15
Appendix 3 - Illustration of Operational Methods	16

Cover Page

This portion of the form contains the information needed to process your application and provides contact information for all future correspondence.

GENERAL INFORMATION (Table 1):	
Name of Company:	Telephone Number: ()
Name in Full of Applicant:	Alternate Telephone Number: ()
Contact Name (if different from above):	Fax Number: ()
Mailing Address of Applicant:	Cellular Phone: ()
City, Province, Postal Code	Email Address:
<input type="checkbox"/> New Application <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment	

General Information:

Name of Company

Please provide the legal, registered name of your company.

Name in Full of Applicant

Use the full name found on your drivers licence or other legal identification.

Contact Name

Give the name of the person who will be responsible for answering questions and providing information regarding your application

Mailing Address

Provide the address to which all correspondence regarding this file should be sent.

*Please note that the information in the **Management Plan** should be the same as that given on the Aquaculture Licence Application and other documents such as the Crown Land application forms.*

Government Reference Numbers

If this Management Plan submission is regarding changes or updates to an existing operation, please provide the reference numbers from your present documents in the box provided.

Section A - Description of Site

This section of the management plan provides the information needed to properly identify the area in which aquaculture operations will be carried out.

Examples:

Surveyed lot – Sayward District, lot 319

Un-surveyed lot – Un-surveyed foreshore of Sproat Bay, Barclay District between Garnet Creek and Octopus Point.

Example:

Marine Chart 3441

Lat: 49°27'37.00"N

Long: 124°44'4.00" W
(NAD 83)

1. Legal Description of Site

Where possible, provide the land district and legal lot number of the culture area. If the site is un-surveyed, note this in the description and make reference to the nearest surveyed lot in the description of location below. All culture activities identified within this management plan must be carried out within the area described in this section

2. Geographic Location of Site

Describe the general location of the site or tenure. Include the latitude and longitude of the centre of the site and identify the marine chart for the area.

3. Estimated Total Area of Site

Estimate the total area of the site in hectares (ha).

1 hectare = 100m x 100m
= 10,000m²
= 2.47 acres

Section B - Operational Facilities and Typical Layout

The diagrams you provide should reflect your actual operations at the time of filing or, if this is a new submission, as you intend to carry out your operations. All diagrams must be to scale in order to accurately show the relative size and location of all elements shown. Sample diagrams are provided in the appendices of this Guide.

Section B - Operational Facilities and Typical Layout

1. Location Map

This illustration shows the general location of the proposed or actual tenure site. The scale should be large enough to accurately identify the tenure site within the context of the surrounding territory. Maps are required to have a scale in the range of 1:20,000 to 1:40,000.

*An example of a location map can be found in **Appendix 1** on page 14*

2. Site Layout Diagram

Culture activities can involve more than one species on the same tenure and may be quite complex to describe in writing. These diagrams can help to illustrate planned activities and explain how areas of the tenure will be used (*improvements* are defined in **Section C** of the Guide). The diagrams must include the following types of information, if applicable:

*An example of a layout diagram can be found in **Appendix 2** on page 15*

- ◆ The location and relative size of all proposed or existing structures related to or impacting your operations within the tenure boundaries and also those outside the boundaries, including those on nearby land. This includes: toilets (permanent or portable), storage or sorting sheds, docks, floating work stations and other similar structures.
- ◆ The location and relative size of culture areas for all species being farmed on the tenure. It is also wise to indicate any areas within the tenure that are not suitable for culture purposes.
- ◆ Areas not being used for active farming, but to store culture equipment should also be clearly identified on the diagram.
- ◆ Activities of other users in the area that may impact tenure activities should also be identified, i.e. nearby log storage, or traffic lanes.

Section B - Operational Facilities and Typical Layout

3. Illustration of Operational Methods

Examples of operational method illustrations can be found in Appendix 3 on page 16

These diagrams are intended to show how you intend to carry out your culture activities. They should clearly show the number, type, and size of culture unit, including the length of longlines; placement of the units within the tenure boundaries; size and placement of anchors; length and placement of anchor lines; and any additional operational components.

Section C - Schedule of Improvements

Improvements means any additions or alterations to Crown land tenure or physical structures that will temporarily or permanently occupy space on the tenure site required for the cultivation of a culture species. Improvements may include, but are not limited to, longlines, anchor lines, rafts, floats, barges, net pens, net cage arrays, vexar cover or fencing, docks, storage sheds or other buildings. The following instructions will help you complete Table 2 – Schedule of Improvements

- | | |
|--------------------|---|
| Anchor lines - | note the length of your lines that secure the culture equipment to your anchors |
| Longlines - | record the length of line on which product is/will be suspended |
| Predator netting - | indicate the area of the site which is/will be covered by netting. The reported area of netting should be the total of area of each panel added together. Please indicate whether the netting is vertical or horizontal. You should also include any planned temporary placement of netting |
| Rafts - | indicate the area of improvements by calculating the length x width of each raft |
| Rock Walls - | record the length of existing and proposed rock walls |
| Vexar Fencing - | record the length of fencing which will be placed around the perimeters of growing areas |

Work Floats - as with rafts, indicate the area of improvements by calculating the length x width of each existing or intended float

Section D - Environmental Information

This section of the plan deals with the disposal of waste from both the operations and staff of the site. Explain in detail your plan to dispose of waste from operations and any arrangements for approved sanitary facilities for company employees.

Please note that, in accordance with the Canadian Shellfish Sanitation Program (Manual of Operations, Chapter 2 – section 2.3.4), shellfish must not be harvested from an area within 125m radius around a float home or other floating accommodation. If appropriate waste management and zero effluent discharge are conditions of the aquaculture licence, the prohibited area can be reduced to a 25m radius.

For further information or clarification regarding the Canadian Shellfish Sanitation Program, consult:

<http://www.inspection.gc.ca/english/anima/fispo/manman/cssppccsm/chap2e.shtml>

Additional environmental information may be required by other agencies.

Clients should also be aware that additional environmental information may be required by other agencies involved in the Management Plan review process.

Example:

Toilet facilities are available at the upland residence adjacent to the site. The home has an approved septic system.

1. Location of Sanitary Facilities

This section must be completed for your plan to be approved. You must describe the facilities available and the means of disposal of human waste.

Example:

Any waste material will be sent to the nearest landfill or recycling depot as appropriate. Waste will be transported by boat to Campbell River and placed in the marina dumpster.

2. Method of Waste Disposal

The nearest location of proper waste disposal should be identified and the method for transporting solid waste (garbage) should be described.

Section E– Detailed Production Information

In order to assess the viability of the Shellfish Management Plan and to assist in production planning, detailed information on the species being grown and culture methods being used is needed.

1. Site Utilization

Total hectares in production -	identify the area of your tenure that is being used to grow or store shellfish
Total unusable hectares -	indicate the total area of your tenure where you <i>cannot</i> grow shellfish. This area may be unusable due to poor substrate, shallow water depth, or lack of access
Total non-production hectares-	record the area of your tenure that you intend to use for activities other than actually growing shellfish. For example, this might include storing equipment

Beach Culture

This section covers farming activities that take place in the area between the lowest low tide boundary and the high tide line. Generally, shellfish are grown on the surface of the beach or within the substrate.

Table 3 – Beach Production Information

Species	Culture unit	Culture Area m ² or hectares	Seeding Density	Expected Production	Grow out Period
	<input type="checkbox"/> Singles				
	<input type="checkbox"/> Cultch				
	<input type="checkbox"/> Singles				
	<input type="checkbox"/> Cultch				
	<input type="checkbox"/> Net Panels				
	<input type="checkbox"/> Pipes				
Additional Information					
Dimensions of vexar bag:		cm X		cm X	cm
Average number of cultch pieces per bag:					

Section E– Detailed Production Information

The table is intended to provide a way to summarize current or intended culture activities. If you are unsure of the scientific name, or the generally accepted common name of a species being grown, please consult **Section F**, where both names are listed. An example of a completed Table 3 is provided below:

Species	Culture unit	Culture Area m ² or hectares	Seeding Density	Expected Production	Grow out Period
Pacific Oyster	<input checked="" type="checkbox"/> X Singles	3.4ha/34,000m ²	200 / m ²	24 kg/m ²	2 years
	<input checked="" type="checkbox"/> X Cultch	1.2ha/12,000m ²	300 / m ²	32 kg/m ²	2.5 years
	<input type="checkbox"/> Singles <input type="checkbox"/> Cultch				
Manila Clams		2.6ha/26,000m ²	250 / m ²	3.75 kg/m ²	3 years
Geoduck	<input type="checkbox"/> Net Panels				
	<input type="checkbox"/> Pipes				
Other					
Additional Information					
Dimensions of vexar bag: 100 cm X 50 cm X 10 cm					
Average number of cultch pieces per bag: <u>200, approximately 15 spat per</u>					

Deepwater Suspended Culture

This section is for reporting culture activities that involve suspending product within the water column, off the bottom of the body of water. The table is intended to provide a way to summarize current or intended culture activities. If you are unsure of the scientific name, or the generally accepted common name of a species being grown, please consult **Section F**, where both names are listed.

Section E– Detailed Production Information

Table 4 – Deepwater Suspended Production Information

Species	Method:	Culture Unit	Number of units	Seed/unit	Expected Production	Grow out Period
	<input type="checkbox"/> Rafts	<input type="checkbox"/> Tray				
	<input type="checkbox"/> Longlines	<input type="checkbox"/> String / Sock				
		<input type="checkbox"/> Nets				
	<input type="checkbox"/> Rafts	<input type="checkbox"/> Tray				
	<input type="checkbox"/> Longlines	<input type="checkbox"/> String / Sock				
		<input type="checkbox"/> Nets				
	<input type="checkbox"/> Rafts	<input type="checkbox"/> Tray				
	<input type="checkbox"/> Longlines	<input type="checkbox"/> String / Sock				
		<input type="checkbox"/> Nets				
Additional Information						
Average length of string: _____ Average length of sock: _____						
Tray type: _____ Net type: _____						
Tray dimensions: _____ cm X _____ cm X _____ cm						
Net dimensions: Number of tiers: Diameter of net:						
Number of rafts: Oysters: Mussels: Scallops: Other:						
Number of longlines: Oysters: _____ Mussels: _____ Scallops: _____ Other: _____						

- Method - how you intend to support the species, using which particular method of suspension. Common choices are listed within the table as check boxes. If the method that you intend to use is not listed, please add it to the table in one of the empty spaces provided.

- Culture Unit - the container in which the product will be held during grow out. If you are using more than one culture unit (i.e. trays and strings, for singles and shucked oyster products respectively) please check both boxes and complete a separate line of the table for both units.

- Number of Units - the total number of each type of culture unit being used for the entire tenure production. It is understood that product will need to be separated into an increasing number of culture units (growing containers) as size increases due to growth. Please record the number of initial units in this column. In the **Additional Information** section, indicate the overall number of rafts or longlines needed to support mature product before harvest.

- Seed / Unit - the starting amount of product that you are placing in the culture units to begin farming

Section E– Detailed Production Information

Expected Production- the amount of product that you expect to have in the container (or transferred to the beach) at the end of the grow out period. This number should take into account loss of product through predation and other natural factors. This can be expressed as number of individuals, kilograms, metric tonnes, or pounds. Please be sure to indicate which measure you have used.

Grow out Period - the length of production time from seeding to harvest. You can record the period in years, partial years or months.

Sample completed Table 4:

Species	Method:	Culture Unit	Number of units	Seed/unit	Expected Production	Grow out Period
Pacific Oys.	<input checked="" type="checkbox"/> Rafts	<input checked="" type="checkbox"/> Tray	1400	300	63 t	18 months
	<input type="checkbox"/> Longlines	<input checked="" type="checkbox"/> String / Sock	100	3000	36 t	22 months
		<input type="checkbox"/> Nets				
Blue mussel	<input checked="" type="checkbox"/> Rafts	<input checked="" type="checkbox"/> Tray	700	500	11 t	2 years
	<input type="checkbox"/> Longlines	<input type="checkbox"/> String / Sock				
		<input type="checkbox"/> Nets				
Scallops	<input type="checkbox"/> Rafts	<input type="checkbox"/> Tray				
	<input type="checkbox"/> Longlines	<input type="checkbox"/> String / Sock				
		<input type="checkbox"/> Nets				
Other						
Additional Information						
Average length of string: <u>1.5 m</u>			Average length of sock: _____			
Tray type: <u>Hi Flow</u>			Net type: _____			
Tray dimensions: <u>80</u> cm X <u>80</u> cm		_____ cm X _____ cm		_____ cm		
Net dimensions: Number of tiers: _____			Diameter of net: _____			
Number of rafts: Oyster s: <u>6</u>			Mussels: <u>2</u>		Scallops: _____ Other: _____	
Number of longlines: Oyster s: _____			Mussels: _____		Scallops: _____ Other: _____	

Section E– Detailed Production Information

Deepwater Seabed Culture

Certain species may be grown within the substrate or on the bottom of water at depths greater than the intertidal. The table in this section is intended to assist you in recording these culture activities. If you are unsure of the scientific name, or the generally accepted common name, of a species being grown, please consult **Section F**, where both names are listed. An example of a completed table is provided.

Table 5 – Deepwater Seabed Production Information

Species	Culture Unit	Number of units	Seed/unit	Expected Production	Grow out Period
<input type="checkbox"/> Geoduck	<input type="checkbox"/> Net Panels				
	<input type="checkbox"/> Pipe				
	<input type="checkbox"/> Other				
<input type="checkbox"/> Other	_____				
Dimensions of Culture unit:					

Culture Unit - the container in which the product will be held during grow out. If you are using more than one culture unit, please indicate each type being used and complete a separate line of the table for each type.

Number of Units - the total number of each type of culture unit being used for the total species production

Seed / Unit - the starting amount of product that you are placing in the culture units to begin farming

Expected Production- the amount of product that you expect to have at the end of the grow out period. This number should take into account loss of product through predation and other natural factors. This can be expressed as number of individuals, kilograms, metric tonnes, or pounds. Please be sure to indicate which measure you have used.

Grow out Period - the length of production time from seeding to harvest. You can record the period in years, partial years or months.

Section E– Detailed Production Information

Sample completed Table 5:

Species	Culture Unit	Number of units	Seed/unit	Expected Production	Grow out Period
<input type="checkbox"/> Geoduck	<input type="checkbox"/> Net Panels				
	<input type="checkbox"/> X Pipe	25,000	4	20 t	8.5 years
	<input type="checkbox"/> Other				
<input type="checkbox"/> Other					
Dimensions of Culture unit: 40 cm length X 10 cm diameter					

Section F– Species and Production Summary

Table 6 provides a format to summarize the production information recorded in detail in the previous section.

Table 6 – Species and Production Summary Information

Species	Metric tonnes / year			
	Beach	Deepwater Suspended	Deepwater Seabed	Total Species Production
Pacific Oyster (<i>Crassostrea gigas</i>)				
Gallo Mussel (<i>Mytilus galloprovincialis</i>)				
Eastern Blue Mussel (<i>Mytilus edulis</i>)				
Western Blue Mussel (<i>Mytilus trossulus</i>)				
Japanese Scallop (<i>Pactinopecten yessoensis</i>)				
Manila Clam (<i>Tapes philipinarum</i>)				
Littleneck Clam (<i>Protothaca staminea</i>)				
Geoduck Clam (<i>Panope abrupta</i>)				
Varnish Clam (<i>Nuttallia obscurata</i>) (for harvest purposes only – no seeding)				
Other (please specify)				
Other (please specify)				
For Office Use Only				
Minimum Site Production				
Six year running average of production all species not to be less than \$_____ per year (becomes enforceable six years after first licensed).				
Maximum Total Site Production For All Species				
Maximum production of all species not to exceed _____ Metric tonnes/year as shell-on weight averaged over 6 years.				

Section F– Species and Production Summary

Sample completed Table 6:

Species	Metric tonnes / year			
	Beach	Deepwater Suspended	Deepwater Seabed	Total Species Production
Pacific Oyster (<i>Crassostrea gigas</i>)	1200 t	99 t	0	1299 t
Gallo Mussel (<i>Mytilus galloprovincialis</i>)				
Eastern Blue Mussel (<i>Mytilus edulis</i>)	0	11 t	0	11 t
Western Blue Mussel (<i>Mytilus trossulus</i>)				
Japanese Scallop (<i>Pactinopecten yessoensis</i>)				
Manila Clam (<i>Tapes philipinarum</i>)	97.5 t	0	0	97.5 t
Littleneck Clam (<i>Protothaca staminea</i>)				
Geoduck Clam (<i>Panope abrupta</i>)	0	0	20 t	20 t
Varnish Clam (<i>Nuttallia obscurata</i>) (for harvest purposes only – no seeding)				
Other (please specify)				
Other (please specify)				
Office Use Only				
Minimum Site Production				
Six year running average of production all species not to be less than \$ _____ per year (becomes enforceable six years after first licensed).				
Maximum Total Site Production For All Species				
Maximum production of all species not to exceed _____ Metric tonnes/year as shell-on weight averaged over 6 years.				

Appendix 1 - Example Location Map

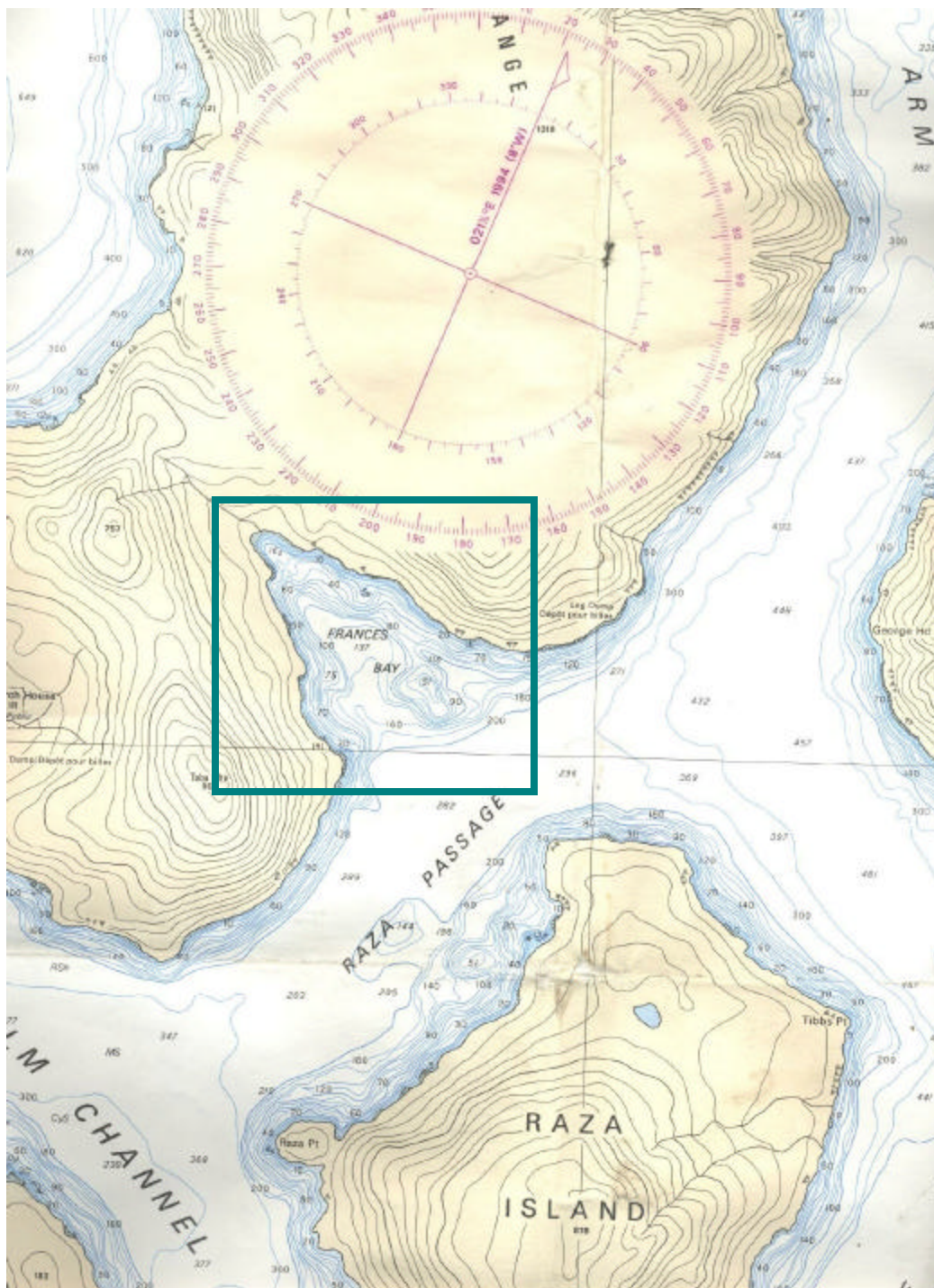
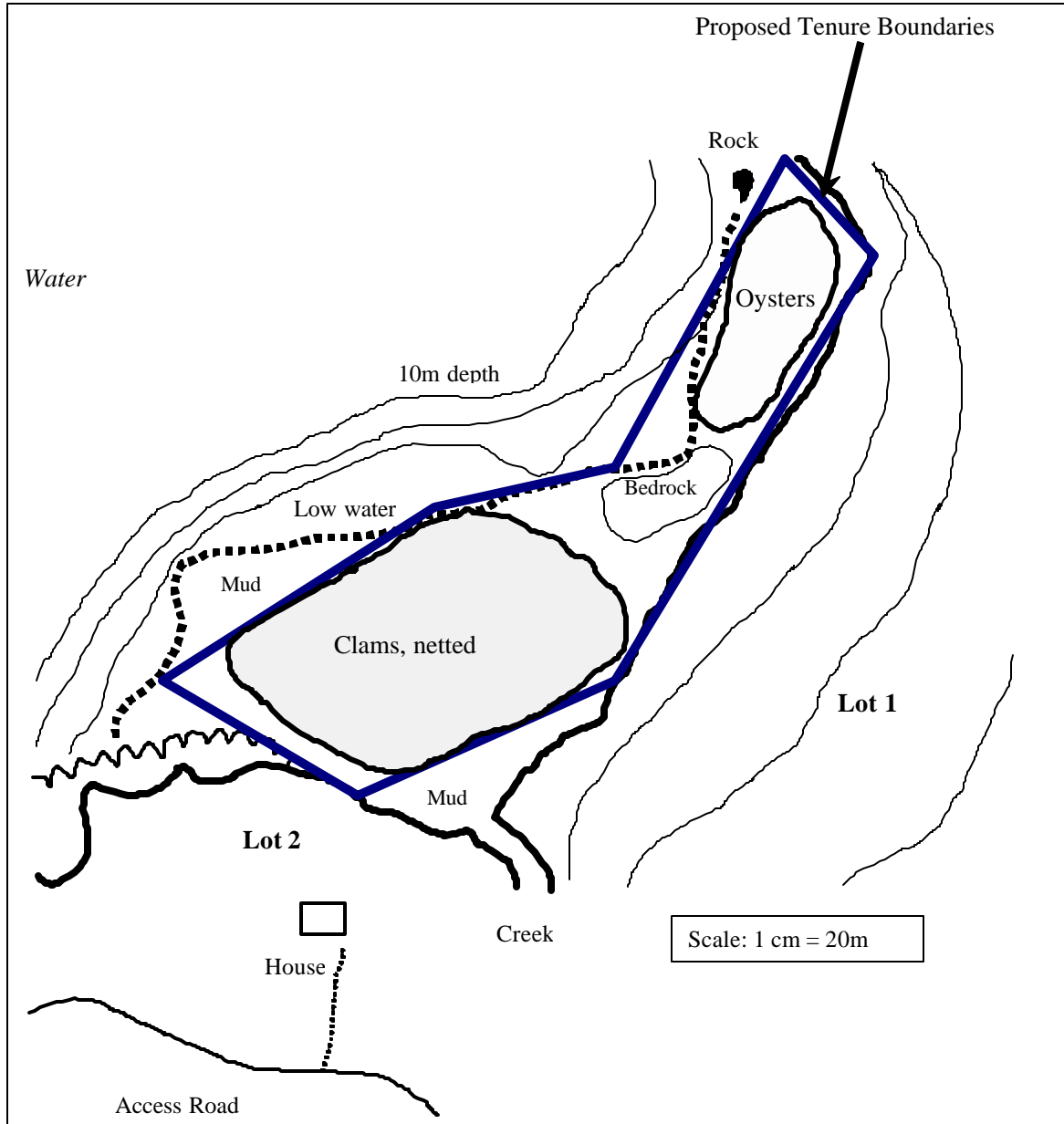
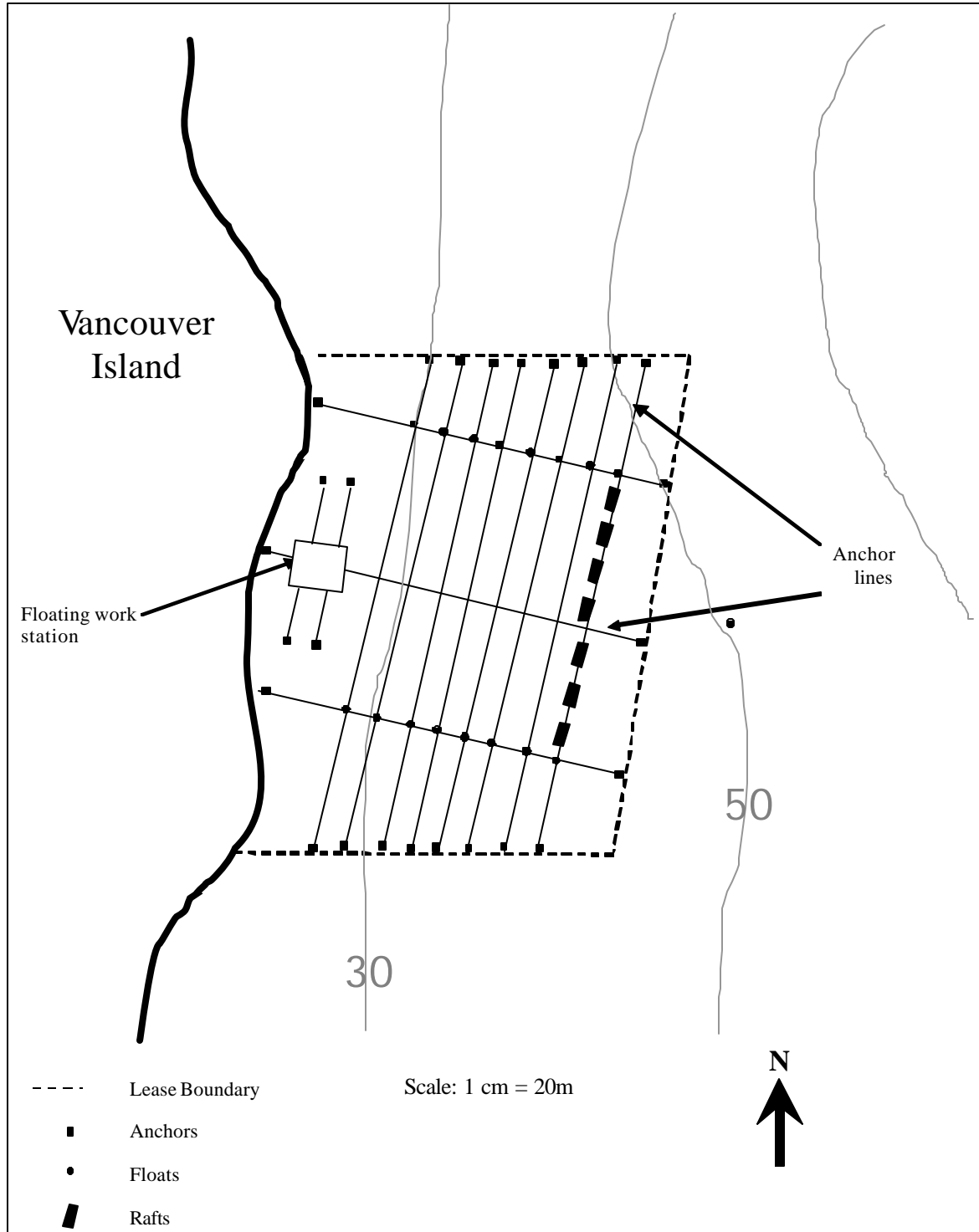


Chart 3541 (NAD83)

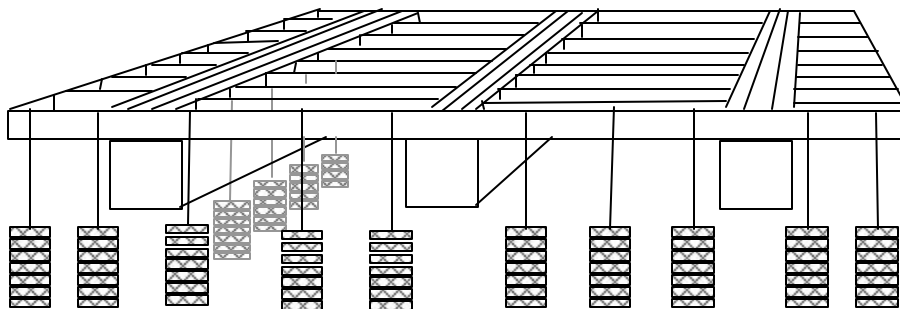
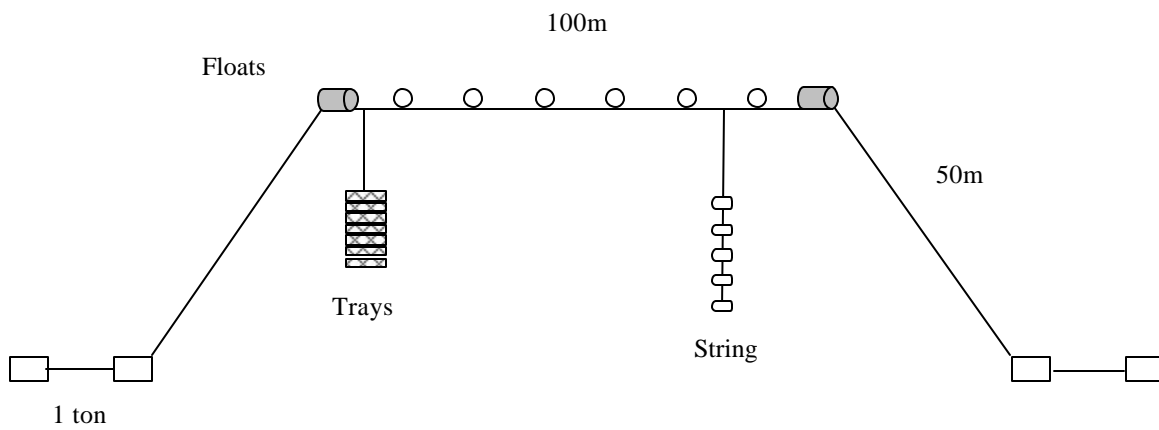
Appendix 2- Example Site Layout Diagram



Appendix 3– Illustration of Operational Methods



Appendix 3– Illustration of Operational Methods





Applying for a Crown Land Tenure

Updated September 2005

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):		
Letter of Agency attached (see Form Guide for additional information): Yes <input type="checkbox"/> No <input type="checkbox"/>		
BC Incorp. No., BC Registered No. or Society No.:	GST Registration Number:	
Age: 19 or over Yes <input type="checkbox"/> No <input type="checkbox"/>	Canadian Citizen or Permanent Resident Yes <input type="checkbox"/> No <input type="checkbox"/>	
Mailing Address		Postal Code:
E-mail Address		
Home Phone ()	Business Phone ()	Fax Number ()

Applicant /Agent's Signature(s)	Date
<p>Please Enclose Appropriate fees (see Fee Schedule http://www.lwbc.bc.ca/01lwbc/leg/fees.html)</p> <p>NOTE: Make cheque or money order payable to the Minister of Finance.</p>	

PLEASE RETAIN A COPY OF THIS APPLICATION FOR YOUR RECORDS

FOR OFFICE USE ONLY	
	Land File Number:
	Disposition ID:
	Client No.:
	Company Search (Date):
	Postal Check (Date):
	Fees Received:

Applying for a Crown Land Tenure

PART 2. LOCATION, AREA AND PURPOSE

General Location of Crown land	Area in Hectares: _____ or length (km/m): _____ width (km/m): _____
Land Use Purpose:	Type of Tenure <input type="checkbox"/> Investigative permit <input type="checkbox"/> Temporary permit <input type="checkbox"/> License <input type="checkbox"/> Lease <input type="checkbox"/> Statutory right-of-way <input type="checkbox"/> Purchase <input type="checkbox"/> Waterpower land tenure
Period of Occupation Required _____	
Do you hold another Crown land tenure? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, state Type and Tenure Number: _____	

PART 3. LEGAL OR BOUNDARY DESCRIPTION

For **surveyed** land, give legal description. For **unsurveyed** land, see the Application Guidebook for instructions to describe unsurveyed Crown land and provide a description of boundaries.

NOTE: Please refer to the Requirements Checklist for the specific program (e.g., Aggregates) for additional information that must be submitted with this application.

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.



Application Form Guide for a Crown Land Tenure

Updated September 2005

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. Crown land includes areas covered by water (e.g., a foreshore tenure is required for dock supports, anchors for moorage of floating structures, etc.).

Crown land applications involving beneficial use of surface water, require both an application for land tenure under the **Land Act** and a water licence under the **Water Act** (e.g., waterpower projects, commercial developments and/or camps utilizing surface water, etc.).

An Application Fee is required when submitting an application for Crown land. If paying by cheque or money order, make payable to **Minister of Finance**. Please refer to the **Land Tenure Purpose and Application Fees** (effective June 1, 2003) at <http://www.lwbc.bc.ca/01lwbc/leg/fees.html>.

Please be aware that compliance with all stated application requirements does not guarantee that a land tenure will be issued.

IF YOUR APPLICATION IS INCOMPLETE IT WILL BE RETURNED.

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.

Letter of Agency attached: If an Agent (individual or group designated as a representative of the applicant) is applying for a Crown land tenure on behalf of the applicant, a Letter of Agency must be attached.

BC Incorp. No., BC Registered No. or Society No.: Company must be incorporated in BC or registered as an Extraprovincial Company. Information on becoming an Extraprovincial 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. LOCATION, AREA AND PURPOSE

General Location of Crown land: Geographic description of the location of Crown land for which application is being requested (i.e. distance from nearest community or significant geographic location such as a lake or mountain; location on a named road; etc.)

Area in Hectares or km: Area, in hectares or km, of the Crown land for which application is being requested. If a small area or linear development (i.e. road or powerline) is being applied for, please utilize the length and width description.

Land use purpose: Please provide a textual account of the intended use of the land (e.g., Commercial Recreation, Communication Site, Log Handling, etc). Information on each program is available at: <http://www.lwbc.bc.ca/02land/tenuring/index.html>

Type of Tenure:

- **Investigative Permit** provides the tenure holder non-exclusive access to Crown land for conducting investigate work. No buildings or other improvements may be placed on the land.
- **Temporary Permit** provides the tenure holder non-exclusive use of Crown land for temporary land use purposes (including one time events, road construction and other works), where the land use is better addressed through a permit than by a license.

- **License** provides the tenure holder non-exclusive access to Crown land and allows for the construction of improvements consistent with the proposed land use. A license does not require a legal land survey and cannot be registered with the provincial Land Title Office.
- **Lease** provides the tenure holder the exclusive right to use the parcel of Crown land for a specific purpose, including modification of the land and/or construction of improvements. A legal survey is required, at the expense of the applicant. Following survey, the lease may be registered in the provincial Land Title Office.
- **Statutory Right -of- Way** is normally used to authorize linear uses of Crown land, such as cables for telecommunications or utilities. A statutory right- of- way requires a legal survey of the land at the expense of the applicant. Following survey, the statutory right-of-way may be registered in the provincial Land Title Office.
- **Purchase** of Crown land generally applies to persons holding an existing License or Lease, or where application is being made for an extension of holdings. Discussion with the local regional office is recommended prior to applying for purchase.
- **Waterpower land tenures** are specific to water power projects making application as an Alternative Power project. As waterpower projects generally require several land tenures that are tailored to the individual project, a separate checkbox has been provided for these applications. This checkbox does not apply to investigative permits for waterpower projects.

Period of Occupation required: Please indicate the length of time you require use of Crown land for the purpose requested.

Your application may be revised as required to reflect the land use and/or Crown land program policy (see: <http://www.lwbc.bc.ca/01lwbc/policies/policy/land/landuse.html>).

PART 3. LEGAL OR BOUNDARY DESCRIPTION

If surveyed, give legal description: If the land under application is previously surveyed, record the legal description as provided by the local Land Title Office (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 (CoT). A copy of the CoT must be attached to the application. A copy of your Registered Survey Plan, if available, will confirm the dimensions of the place of use.

If unsurveyed: If the land is unsurveyed, enter description of unsurveyed Crown land and description of boundaries.

Instructions to Describe Unsurveyed Crown Land

- The point of commencement, for unsurveyed parcels, should be described in terms of an existing survey post (e.g., 18 metres west of the S.E. corner of the parcel) or a readily identifiable geographic feature (e.g., a prominent point of land or intersection of two roads) to enable accurate location of the parcel.

- Boundary lines of the area must be, as much as possible, astronomically true north, south, east and west so that a rectangular lot is formed.
- Where the topographic features of the area do not allow for rectangular boundary lines running true north, south, east and west, then boundaries will be permitted in other directions as long as they do not interfere with the orderly survey of other surrounding land.
- The side lines of small parcels fronting on lakes, rivers, tidal waters and on certain surveyed highways shall, where possible, be parallel to each other and perpendicular to the general trend of the features on which the small parcel fronts.
- The sidelines for unsurveyed foreshore shall, as a general rule, be laid out at right angles to the general trend of the shore. This may be varied to suit special conditions, but encroachment on the foreshore fronting adjoining lands shall be avoided. The outside or waterward boundary shall be a straight line or series of straight lines joining the outer ends of the side boundaries. On narrow bodies of water the outside boundary shall not normally extend beyond the near edge of the navigable channel.

1 hectare = 2.471 acres

1 metre = 3.281 feet

100 metres x 100 metres = 10000 square metres or 1 hectare



LAND TENURE PURPOSE AND APPLICATION FEES
(effective June 1, 2003)

APPLICATION FEES ARE DUE WHEN THE APPLICATION IS SUBMITTED
(Note: Items indicated with * are billed at a later date)
(GST included where applicable)

(Updated July 2006)

APPLICATION FEES

AGRICULTURE

Application fee (\$250.00 + GST) \$265.00

AIRPORT

*Application fee.....\$50.00/hr + GST of staff time
..... minimum fee \$25.00 + GST

ALPINE SKIING

Type 1 minor operation (\$1,000.00 + GST)..... \$1,060.00
*Type 2 major operation \$50.00/hr + GST of staff time
..... minimum fee \$25.00 + GST

AQUACULTURE (Shellfish and Finfish)

Application fee (\$4,925.00 + GST) \$5,220.50

COMMERCIAL RECREATION

Non-mechanized uses (\$250.00 + GST) \$265.00
Mechanized uses (\$3,300.00 + GST) \$3,498.00

COMMUNICATION SITE

Application fee (\$1,000.00 + GST) \$1,060.00

FEDERAL RESERVES/TRANSFERS

Application fee (\$3,300.00 + GST) \$3,498.00

FERRY TERMINALS

Other than general commercial or general industrial use
*Application fee.....\$50.00/hr + GST of staff time
..... minimum fee \$25.00 + GST

FILM PRODUCTION

Application fee (\$500.00 + GST) \$530.00

GENERAL COMMERCIAL

Excluding film production, marinas, golf courses
Application fee (\$250.00 + GST) \$265.00

GENERAL INDUSTRIAL

Excludes log handling, quarrying, energy and mining
Application fee (\$500.00 + GST) \$530.00

GOLF COURSE

Application fee (\$3,300.00 + GST) \$3,498.00

GRAZING

Application fee (\$250.00 + GST) \$265.00

HEAD LEASES

*Application fee.....\$50.00/hr + GST of staff time
..... minimum fee \$25.00 + GST

INSTITUTIONAL AND COMMUNITY

Application fee (\$250.00 + GST) \$265.00

INVESTIGATIVE PERMITS

Application fee (\$500.00 + GST) \$530.00

LOG HANDLING

Application fee (\$1,000.00 + GST) \$1,060.00

MARINA

Application fee (\$500.00 + GST) \$530.00

MINING

Excludes alternative power projects
Application fee (\$500.00 + GST) \$530.00

OIL AND GAS

Excludes alternative power projects
Application fee (\$500.00 + GST) \$530.00

PRIVATE MOORAGE

Application fee (\$250.00 + GST) \$265.00

PUBLIC AND PRIVATE UTILITIES

Linear utilities less than 25 km long
Application fee (\$1,000.00 + GST) \$1,060.00

Linear utilities 25 km or longer
*Application fee.....\$50.00/hr + GST of staff time
..... minimum fee \$25.00 + GST

QUARRYING (Aggregates)

Application fee (\$1,000.00 + GST) \$1,060.00

RESIDENTIAL

Application fee (\$250.00 + GST) \$265.00

TRANSPORTATION/ROADWAYS

Public use, excluding ferry terminals and airports
Application fee (\$250.00 + GST) \$265.00

Industrial use or private use, excludes ferry terminals
and airports (\$1,000.00 + GST)..... \$1,060.00

WATERPOWER

Application fee (\$3,300.00 + GST) \$3,498.00

WIND POWER

Application fees for:

- Investigative Permit (\$500.00 + GST)..... \$530.00
- Up to 5 monitoring towers (\$500 + GST) \$530.00
- Windfarm (\$3,300.00 + GST)..... \$3,498.00

REPLACEMENT OF TENURE

50% of application fee or \$212.00 (\$200.00 + GST) whichever is more



LAND TENURE MISCELLANEOUS FEES (effective June 1, 2003)

(GST included where applicable)

(Updated July 2006)

LAND TENURE

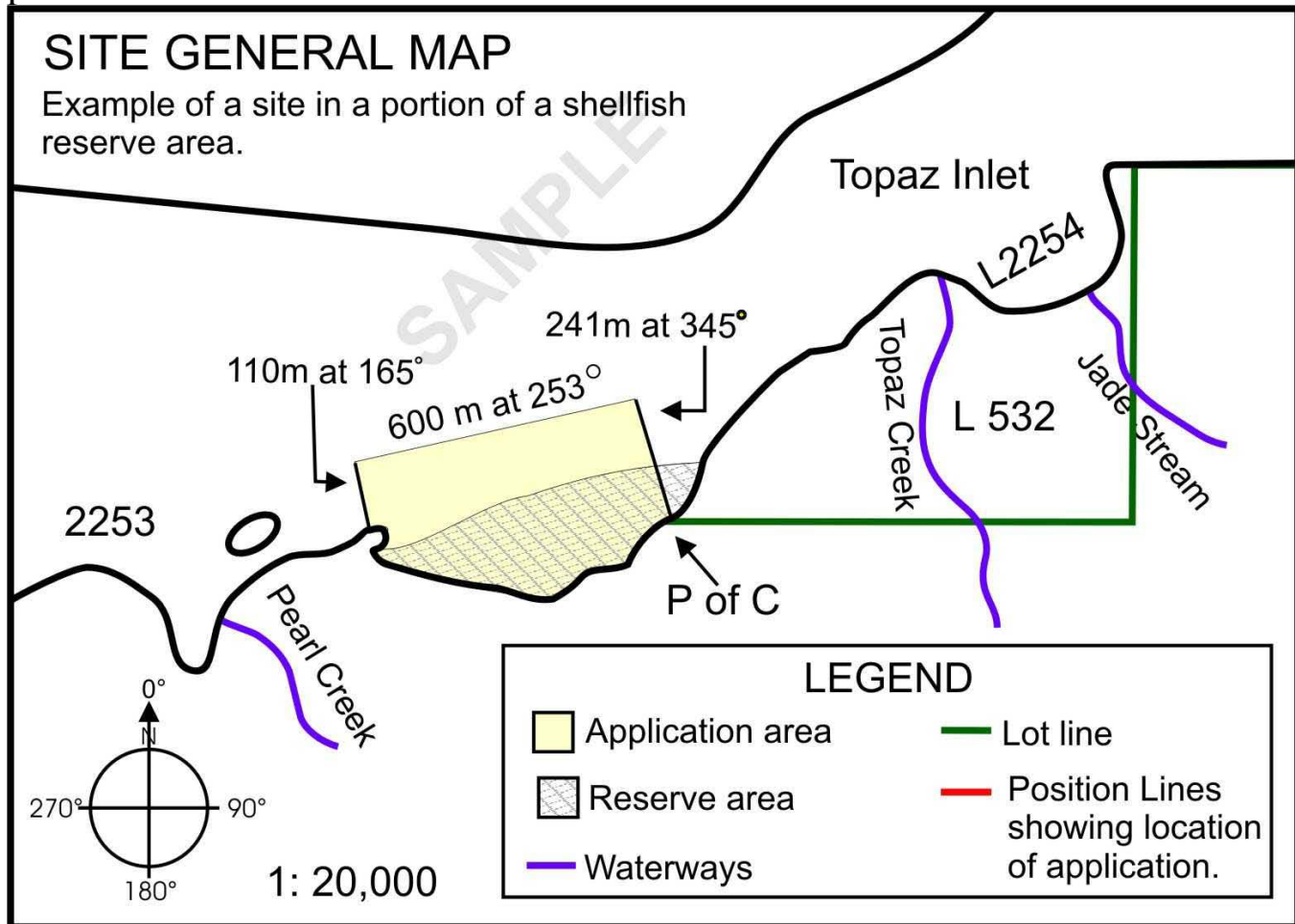
Application for a declaration of intention under section 58 of the <i>Land Act</i> for inclusion of a waterbody or road in a Crown grant subdivision (\$500.00 + GST)	\$530.00
Application for replacement of a disposition 50% of application fee + GST or \$212.00 (\$200.00 + GST) whichever is more	
Application for expansion of an aquaculture disposition 50% of application fee + GST	
Application to amend an aquaculture disposition other than a minor amendment (\$500.00 + GST)	\$530.00
Application to process minor amendment to a disposition requested by the holder of the disposition (including changes related to insurance, security and bonds, legal description, extension to term of the tenure, and other similar matters) (\$100.00 + GST)	\$106.00
Application to process and approve any document evidencing the assignment of interest passing under a disposition, including assignments by way of mortgage, and including consent to sub-tenure. Half-fee for each assignment in batch requests greater than 5 (\$250.00 + GST)	\$265.50
Preparation of a certified true copy of any legal document that has been issued pursuant to a disposition	\$50.00
Extracting, reviewing, researching or compilation of information from records \$50.00/hr minimum fee \$25.00	
Application to reinstate a cancelled disposition (\$300.00 + GST)	\$318.00
Photocopying information from records Less than 20 pages	Free
More than 20 pages	\$0.25 /single-sided page
..... minimum \$5.25 for 21 pages	
Copying or printing of maps.....	\$10.00/copy

**Shellfish
Mapping Requirements**
(Oct. 21/2002)

Provide a **Site Specific map** and **Site General map** on 8 ½" x 11" or 8 ½" x 14" or 11" x 17" paper only.

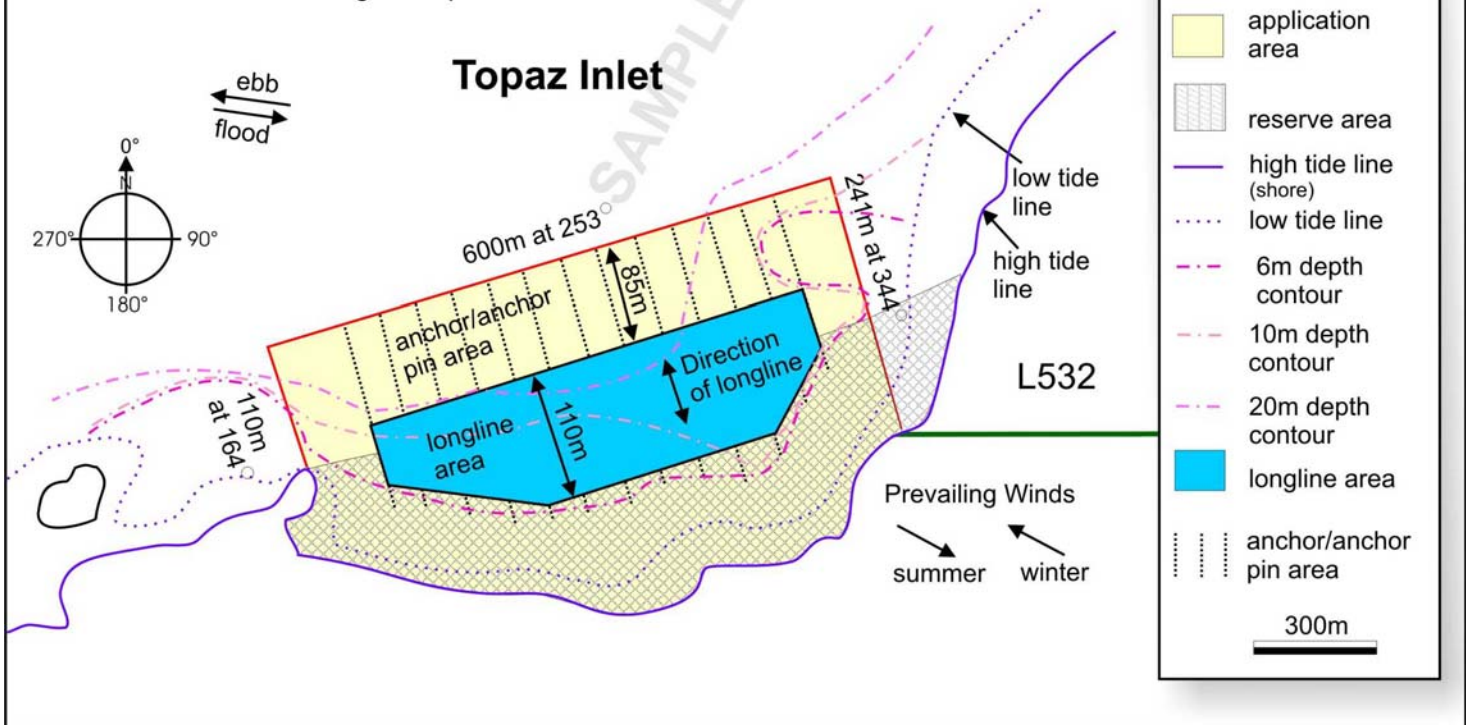
Submit a **Site General** map at 1:20,000 scale as indicated in the sample mapping. The purpose of this map is to indicate the general location of the site and illustrate the boundary lines. If the application area is an entire reserve area, provide the file number of the reserve area on your Crown land Application form. If the application area is a surveyed lot, provide a copy of the Survey plan. If the application area is not a surveyed lot then provide the length, in meters, and compass bearing, 0° to 360°, of each line of the application site boundary [metes and bounds description]. The Point of Commencement for the application area must be tied to a known point such as a geographic land feature or a corner pin of a surveyed lot, that must be shown on your map, and identifiable on our reference maps. Please contact our office if you would like to purchase a 1:20,000 map sheet of the application site area. Provide a legal description for the upland [i.e. the site is located within Section 22, Nanaimo District]. A **Site Specific map** [Management Plan] is a detailed version of the Site General map showing the boundary lines [noting metes and bounds] at a scale [i.e. 1:2,000, 1:5,000, 1:10,000 scale] that allows you to illustrate the location of all improvements [i.e. wharf, docks, buildings width height and length, anchor lines etc.] within the application area. Label the boundary lines of your application site with the compass bearings 0 – 360 degrees and the length, in meters, as indicated on the sample mapping. Provide a written metes and bounds description. **Applications with incomplete mapping will not be accepted.** NOTE: if your application includes a dock provide a scaled side view of the dock with the dimensions labeled in meters, indicate the high and low water mark and profile of the ocean floor underneath the improvements. A written statement of the development proposal must accompany the Site Specific map and should describe size and type of improvements, general construction material, a timing schedule, purpose of the application area and approximate total cost of improvements.

Shellfish application sites within a reserve area, notice that the application site is a portion of but not all of the reserve area.



SITE SPECIFIC MAP

This diagram shows the specific layout of the site and is included in the management plan.



Metes and Bounds written description

Begin at the southwest corner of Lot 532 on the south shore of Malskope Inlet;

Then 241 meters at 344°

Then 600 meters at 225°

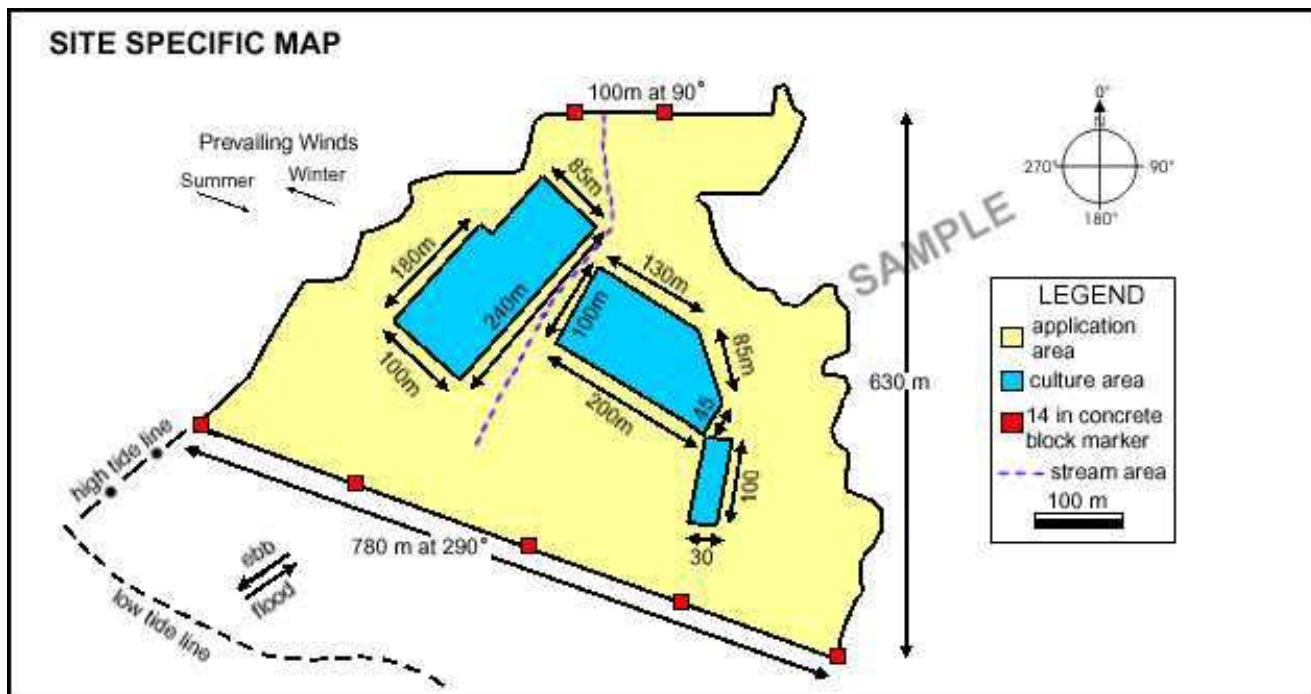
Then 110 meters at 164°

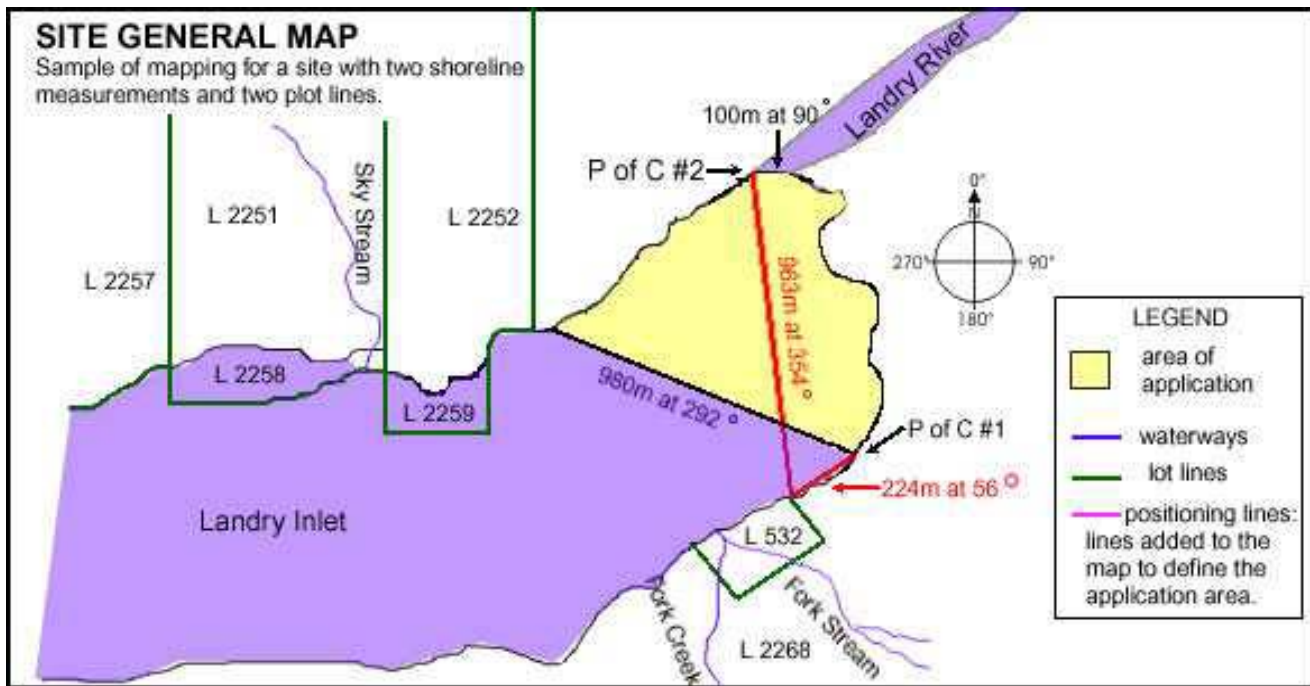
Then along shore line returning to point of commencement [PofC]

Containing 14.0 ha

If the application site area is ENTIRELY within a reserve area, provide Land and Water BC file number of the reserve area in place of a metes and bounds description.

Sample of mapping for a site with two shoreline measurements and two PofC plot lines.





Written description of Metes and Bounds

Beginning at the northeast corner of Lot 532, Nanaimo District in Landry Inlet, then 224 meters at 56° to Point of Commencement 1 (P of C#1);
 Then go 780 meters at 292° across the tide flat to the northwestern shore;
 Then go 763 meters at 354° from the northeast corner of Lot 532, Nanaimo District to Point of Commencement 2 [P of C #2]
 Then go 100 meters at 90° to the northeast shore of Landry Inlet.
 Containing 27ha [application site area noted in hectares]

Sample Map of a side view of a dock

