



Commercial Film Application Package

October 2005

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Film (Commercial)

For most programs, the Province of British Columbia (the Province) processes applications in 140 days from the acceptance of the application. However an accelerated approval process exists for film projects with approval possible in as little as three days.

British Columbia is one of the top three film and television production centres in North America, behind only Los Angeles and New York.

Application Documents

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

- [Commercial - General Policy](#)  (412kb)
- Complete Application Package  (1.14mb) which includes:
 - Requirements Checklist  (163kb)
 - Application Form  (228kb) ( [Word](#), 206kb)
 - Application Form Guide  (205kb)
 - Application Fees
 - Certificate of Insurance  (139kb)
 - Sample Certificate of Insurance  (158kb)
- [Sample Letter of Agency](#)  (109kb)
- [Sample Site Maps](#)

To accommodate the growing industry, the Commercial Film Tenure Program makes Crown land available for the production of motion pictures and television programs, as well as still photography for commercial, educational and promotional purposes.

Permission to use Crown land is obtained by application to the Province.

Fees and Costs

Required for a commercial film tenure are:

- application fee of \$535.00 (includes GST);
- permit fee of \$267.50 (includes GST);
- a \$5,000 security deposit as outlined in the general commercial policy;
- a minimum of \$3 million in liability insurance.

Application and Approval

Companies must be registered in British Columbia to be eligible for commercial film tenures. Even companies already registered outside the province must register in B.C. to obtain a commercial film tenure.

The quick-pace film industry requires a quick approval process. The Province has established a condensed application process, with an efficient environmental impact assessment supported by other agencies of government. Applications may be processed in as little as 3 days.

Either a permit or a license may be granted.

- A Commercial Film Permit is by far the most common form of film tenure. It permits use of Crown land for up to 6 months, where the use is limited to the filming of scenery or backdrops involving no structural improvements, camps or large equipment.

- A License of Occupation is required where a commercial film production calls for substantial improvements, camps, vehicles, large equipment or modifications to the land. A licence is normally issued for 1 year.

Prospective applicants are encouraged to:


- review the Commercial Film Tenure Application Information available at Regional offices; and/or
- review the [general application information](#) on the website; and/or
- download the information and application forms from this section of the website.

Applications for both a license of occupation and a commercial film permit must include a film activity letter which:






- generally describes the project;
- gives information on the cast, crew size and accommodation requirements; and
- outlines the nature of any structural improvements and/or proposed modifications to the land, if modifications are intended.

The Province will send this letter to appropriate agencies for comment.

An applicant must also provide proof that a minimum of \$3 million in liability insurance has been secured.

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 (163kb) and submit the required [Application Fee](#).

To apply for a commercial film tenure, download and print the following documents:

-  Requirements Checklist(163kb)
-  Sample certificate of insurance (158kb)
-  Crown Land and Water Licence Application Form (228kb) ( [Word](#), 206kb)
-  Guidelines for Completing a Crown Land and Water Licence Application Form (205kb)

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

Please use the checklists to correctly complete and include all the required documents, maps and/or photos for the application.



Part 1 To be completed by the Province

THIS CERTIFICATE IS REQUESTED BY and ISSUED TO (<i>Name of office</i>)		AGREEMENT IDENTIFICATION NO.	
PROVINCE'S CONTACT PERSON NAME & TITLE		PHONE NO ()	
		FAX NO ()	
MAILING ADDRESS		POSTAL CODE	
CONTRACTOR NAME			
CONTRACTOR ADDRESS		POSTAL CODE	

Part 2 To be completed by the Insurance Agent or Broker

INSURED	NAME		
	ADDRESS		POSTAL CODE
OPERATIONS INSURED	PROVIDE DETAILS		
TYPE OF INSURANCE <i>List each separately</i>	COMPANY NAME, POLICY NO. & BRIEF DESCRIPTION	EXPIRY DATE YYYY/MM/DD	LIMIT OF LIABILITY/AMOUNT

This certificate certifies that policies of insurance described herein are in full force and effective as of the date of this certificate and comply with the insurance requirements of the Agreement identified above, except as follows:

AGENT OR BROKER COMMENTS:

AGENT OR BROKER	ADDRESS	PHONE NO ()
SIGNED BY THE AGENT OR BROKER ON BEHALF OF THE ABOVE INSURER(S)		DATE SIGNED



CERTIFICATE OF INSURANCE

Freedom of Information and Protection of Privacy Act
 The personal information requested on this form is collected under the authority of and used for the purpose of administering the *Financial Administration Act*. Questions about the collection and use of this information can be directed to the Manager, Insurance Operations, at (250) 387-0519, PO Box 9405 Stn Prov Govt, Victoria BC V8W 9V1.

To be completed by Agent or Broker

THIS CERTIFICATE IS ISSUED TO

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA AS REPRESENTED BY LAND AND WATER BRITISH COLUMBIA INC.

#200 - 10428 153RD STREET, SURREY, BC PHONE: 604 586-4400 FAX: 604 586-4444

CONTRACTOR NAME	CONTRACT/PERMIT/LICENCE/IDENTIFICATION NO.
CONTRACTOR ADDRESS	FILE NUMBER:
TENURE HOLDER NAME	POSTAL CODE

And certifies that policies of insurance as herein described have been issued to the insured(s) named below and are in full force and effect as of the effective date of the agreement.

INSURED	NAME TENURE HOLDER NAME(& UMBRELLA COMPANY, IF APPLICABLE)		
	ADDRESS	POSTAL CODE	
OPERATIONS INSURED	PROVIDE DETAILS		
TYPE OF INSURANCE	COMPANY NAME AND POLICY NO.	EXPIRY DATE YYYY / MM / DD	LIMIT OF LIABILITY/AMOUNT
COMPREHENSIVE/ COMMERCIAL GENERAL LIABILITY	INSURANCE COMPANY & POLICY NO.		INCLUSIVE LIMITS \$
AUTOMOBILE LIABILITY (OWNED OR LEASED VEHICLES)			PRIMARY \$ EXCESS \$
UMBRELLA LIABILITY			LIMITS \$ EXCESS OF \$
PROFESSIONAL LIABILITY			LIMITS \$
PROPERTY			DETAILS \$ \$
OTHER	HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA IS ADDITIONALLY INSURED UNDER THE ABOVE-NOTED INSURANCE POLICY		DETAILS \$ \$

These policies comply with the insurance requirements of the governing contract, permit or licence with the Province of British Columbia. It is understood and agreed that where required by the governing contract/permit or license, the Province of British Columbia has been added as an additional insured and that thirty (30) days' notice of any material change or cancellation of any of the policies listed herein, either in part or in whole will be given by the insurers to the holder of this certificate.

SIGNED BY THE CONTRACTOR/PERMITTEE/LICENSEE	DATE SIGNED YYYY MM DD
SIGNED ON BEHALF OF THE CONTRACTOR'S/PERMITTEE'S/LICENSEE'S INSURERS	DATE SIGNED YYYY MM DD



REQUIREMENTS CHECKLIST

COMMERCIAL FILM - NEW APPLICATION

The following requirements are part of the application and must be provided up-front in order to complete the application. Incomplete applications will be returned to the applicant. (Each site required must follow the same checklist procedures under a separate application).

I HAVE SUBMITTED THE FOLLOWING:

- An Application Fee of \$535.00 (includes GST) 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.
- Permit Fee of \$267.50 (includes GST).
- A security deposit of a minimum of \$5,000.00 (in the form of a Certified Bank Draft, cash, money order, or certified cheque). A Statutory Declaration must be signed before the security deposit can be returned.
- A Certificate of Incorporation (if applicable) through the BC Companies Registry. In order to hold Crown land, the Permit holder **must** be a BC Company, or Extra-Provincially registered. Under certain circumstances, private individuals may apply on behalf of a film company.
- The Certificate of Liability Insurance must be completed by an Agent or Broker. This Certificate is issued as an authorized representative of the Minister responsible for the *LAND ACT*. HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA must be included as an additional insured
 - The minimum insurance requirement is \$3,000,000.00.
 - Under the Contractor name on the form, the name displayed as the BC Registered company must apply.
 - Under the Insured name on the form, the BC Registered Company name applies, and the umbrella company, if applicable.
- A complete Application for Crown Land form identifying the application area, signed and dated. Staff are available to assist with the legal or boundary description.

- A Film Activity Letter to include:
- what film related activities will be undertaken on Crown land (production phases, preparation, filming, clean up).
 - number of staff who will be on the site and where the crew will be accommodated;
 - method of access to the site (crew and equipment), time required to complete the filming and if an outside company is being hired for access, what company;
 - indicate duration of working days;
 - construction of any improvements on Crown Land;
 - on site security;
 - first aid and safety;
 - sanitation facilities and refuse disposal;
 - stunts and special effects - describe, when applicable, any use of fire, ignition of fuel, use of explosives, use of chemicals, etc.;
 - indicate if there will be any cutting of vegetation, disturbance or soil or work in or about a body of water.

Please be as detailed as possible and cover all the points mentioned above as this information will provide the background material for those referral agencies potentially impacted by this proposal.

- A list of names, positions and telephone numbers of the people (production managers, location managers, etc) **who are authorized to sign legal documents on behalf of the company making application**. For a tenure to be issued the final documents must be signed by an individual from the company who has authorized signing authority or has been delegated this authority in writing, and must be signed in person (no exceptions). The legal documents can not be sent by fax, only by courier, mail or in person.
- A general location map (appropriate scale e.g. 1:250,000 or less) showing the general location in relation to physical reference points. A topographic map is acceptable.
- I understand that I may be required to submit a set of photos showing the nature of Crown land before, during and after use.

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.

An 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.



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.agf.gov.bc.ca/clad/leg_policies/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.agf.gov.bc.ca/clad/leg_policies/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.agf.gov.bc.ca/clad/tenure_programs/

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.agf.gov.bc.ca/clad/leg_policies/).

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