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**INFORMATION REGARDING THE COMPLETION  
OF THE  
NOTICE OF WORK AND RECLAMATION PROGRAM FOR A  
SAND & GRAVEL/QUARRY OPERATION**

The information on this form and any supporting documents are subject to the *Freedom of Information and Protection of Privacy Act*. The information requested on this form is collected and used for the purpose of administering the *Mines Act & Health, Safety and Reclamation Code for Mines in British Columbia*. The *Mines Act* of British Columbia also authorises the collection of the requested information on this form. The completed form is routinely available to the public. Questions about how the *Freedom of Information and Protection of Privacy Act* applies to the information collected on this form can be directed to the Information Access and Records Services Branch at (250) 952-0514; fax (250) 952-0739 or write to: PO Box 9325 Stn Prov Gov't, Victoria, British Columbia, V8W 9N3.

This form is to be filled out in **black ink**, either **typed** or **printed**.

This form is to be completed and signed by a company official or individual planning to commence operations for the extraction of sand and gravel and/or quarry materials; or planning to amend an existing operation; or providing an updated mining plan for an existing operation. Keep one copy and forward the original to the Inspector of the Regional Mining Operations office.

This form provides notice pursuant to Section 10 of the *Mines Act* and must be submitted to the Inspector for review and approval prior to commencement of work. This notice of work will be referred to other agencies for their comments and the applicant may be required to advertise and gazette his/her intention to open a sand and gravel pit and/or quarry.

The notice of work form must be accompanied by suitable maps, including detailed plans and sections of the proposed work area. Maps required are detailed in schedule A of this application.

**The application will be returned if it is not accompanied by legible and suitable maps.**

The applicant should attach all other approvals to the application, such as a Soil Removal Bylaw permit or Land Reserve Commission approval.

The applicant should allow for a 45 day review time in a standard situation, but a longer review time may be required in more sensitive sites.

Notices of work that are faxed to the Mining Operations office will be accepted. Please forward the **six copies** by mail.

## REGIONAL OFFICES

Ministry of Energy and Mines  
Northwest Regional Office  
3793 Alfred Avenue  
Bag 5000  
Smithers, British Columbia V0J 2N0  
Ph: (250) 847-7383  
Fax: (250) 847-7603

Ministry of Energy and Mines  
Northeast Regional Office  
2275A Quinn Street  
Prince George, British Columbia V2N 2X4  
Ph: (250) 561-5600  
Fax: (250) 561-5622

Ministry of Energy and Mines  
South Central Regional Office  
162 Oriole Road  
Kamloops, British Columbia V2C 4N7  
Ph: (250) 371-6051  
Fax: (250) 371-6070

Ministry of Energy and Mines  
Kootenay Regional Office  
2nd Flr., 42 - 8th Avenue S.  
Cranbrook, British Columbia V1C 2K3  
Ph: (250) 426-1557  
Fax: (250) 426-1652

Ministry of Energy and Mines  
Vancouver Island & Lower Mainland  
PO Box 9320, Stn Prov Govt  
4th Flr., 1810 Blanshard Street  
Victoria, British Columbia V8W 9N3  
Ph: (250) 952-0495  
Fax (250) 952-0481



The information on this form and any supporting documents are subject to the Freedom of Information and Protection of Privacy Act. The information requested on this form is collected and used for the purpose of administering the Mines Act & Health, Safety and Reclamation Code for Mines in British Columbia.

Application is for: [ ] Sand and Gravel Mine [ ] Rock Quarry

This application is for (check one):

[ ] Development [ ] Amendment to existing permit Permit # \_\_\_\_\_

Application is being made by:

[ ] Owner (Private property)
[ ] Operator/Agent (Person or company making application on Crown land or on private property not owned by applicant)

Name \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Bus. Phone ( ) \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Fax ( ) \_\_\_\_\_

LOCATION INFORMATION - Maps are mandatory under Schedule A

Name of Mine (What will the operation be called when in production?): \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Street Address of Property, if applicable: \_\_\_\_\_

Access route from nearest town to property: \_\_\_\_\_

B.C. Geographic System Map Sheet Number(s) [i.e. TRIM 093L.006] \_\_\_\_\_

Northing: \_\_\_\_\_ Easting: \_\_\_\_\_ UTM Zone: \_\_\_\_\_

or NTS Map Sheet Number(s) [i.e. NTS 093L/14E]: \_\_\_\_\_

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

OWNERSHIP (Complete a, b or c if the land is not privately held by applicant)

a) Proposed mine is on private land:

Name of property owner \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Bus. Phone ( ) \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Signature of owner agreeing to the mining operation proposed in this application (or attach letter of authorization signed by owner):

Name: \_\_\_\_\_ Date: \_\_\_\_\_

b) Proposed mine is on Crown land:

Assets and Lands Corporation (BCAL) file reference number: \_\_\_\_\_

License of Occupation/Lease number: \_\_\_\_\_ Expiry date of Licence/Lease (y/m/d): \_\_\_\_\_

c) Proposed mine is a mineral quarry (as defined under the Mineral Tenure Act):

What mineral is proposed to be mined? \_\_\_\_\_

Mineral Claim/Lease Tenure Number(s): \_\_\_\_\_

MANAGEMENT

Correspondence regarding this application should be sent to: [ ] Owner or [ ] Operator/Agent

The mine manager (Mines Act Sections 21 and 22) responsible for management and operation of the mine will be:

Name: \_\_\_\_\_ Bus. Phone: ( ) \_\_\_\_\_

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**LAND USE**

**1) Cultural Heritage Resources** (A *cultural heritage resource* is defined as “an object, a site or the location of a traditional societal practice that is of historical, cultural or archaeological significance to British Columbia, a community or an aboriginal people”. B.C. law requires the conservation of these resources. It is the responsibility of the applicant to identify these resources.

Are you aware of any cultural heritage resources present on the property?

- Yes - please attach a plan for the conservation of cultural heritage resources on the property  
 No - if cultural heritage resources are discovered while mining, you are required to report them to the Mining Division.

**2) Soil Conservation**

Average depth of overburden (material, including topsoil, overlying sand, gravel and/or rock): \_\_\_\_\_ cm, or \_\_\_\_\_ m

Average depth of topsoil (Surface to maximum rooting depth of plants, plus 15 cm.): \_\_\_\_\_ cm, or \_\_\_\_\_ m

Measures to stabilize soil/overburden stockpiles and control noxious weeds: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Topsoil must be conserved for reclamation of the mine site.  
Removal of topsoil from the site requires written approval of the Inspector**

**3) End Land Use**

Is the site within the Agricultural Land Reserve?

- No  Yes - authorization for soil removal from the Land Reserve Commission and Regional District must be obtained. Provide permit application number if available: \_\_\_\_\_

Is the site within the Forest Land Reserve?

- No  Yes - authorization from the Land Reserve Commission must be obtained

Is the site within a Tree Farm Licence?

- No  Yes - state the TFL number: \_\_\_\_\_

Name of TFL holder: \_\_\_\_\_

Does the local government have a Soil Removal Bylaw?

- No  Yes - please be aware that a Soil Removal Permit may be required by the local government

Official Community Plan designation for the site is: \_\_\_\_\_

Current land use zoning for the site is: \_\_\_\_\_

Proposed end land use is: \_\_\_\_\_

**4) Reclamation of Site** (If space provided below is insufficient, please attach separate sheet describing proposed reclamation)

Reclamation measures and schedule proposed to achieve end land use objectives as per part 10.7.4 and 10.7.5 of the Health Safety and Reclamation Code for Mines in British Columbia (hereafter referred to as the Code): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If backfilling of pits or pit slopes is proposed in the final configuration for reclamation, provide details of materials to be used and placement procedure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MINE DEVELOPMENT PLAN (Maps are mandatory - please refer to Schedule A)**

**Unless otherwise required by the Inspector, complete the following mine development plan and prepare development maps and cross sections based on a period of 5 years or less. Mines operating for longer than 5 years, may be required to file updated Notices of Work every 5 years over the life of the mine at the discretion of the District Inspector.**

Proposed start date (y/m/d): \_\_\_\_\_ Proposed finish date (y/m/d): \_\_\_\_\_

The mining operation will generally be (check one)  Continuous (operates throughout the year)  
 Seasonal, usually operates from \_\_\_\_\_ to \_\_\_\_\_  
 Intermittent (occasionally operates with extended periods of inactivity)

Estimate total mineable reserves over the life of the mine: \_\_\_\_\_ tonnes, or \_\_\_\_\_ m<sup>3</sup>

Estimated annual extraction from site: \_\_\_\_\_ tonnes/yr, or \_\_\_\_\_ m<sup>3</sup>/yr

**Application must be made to the Environmental Assessment Office if estimated extraction for sand/gravel production is 500,000 tonnes/yr. or 1,000,000 tonnes over 4 years; or if estimated extraction is 250,000 tonnes/yr. for quarried product. Mineral quarries producing more than 1000 tonnes per year per claim require a mining lease.**

**Description of Work (Check appropriate boxes):**

- |  |  |
|--|--|
| <input type="checkbox"/> Excavation of Pit Run | <input type="checkbox"/> Washing - please complete Schedule B                                |
| <input type="checkbox"/> Crushing              | <input type="checkbox"/> Blasting - please complete Schedule C                               |
| <input type="checkbox"/> Mechanical Screening  | <input type="checkbox"/> Timber Clearing * - estimate volume of timber: _____ m <sup>3</sup> |

**\* Timber Clearing on Crown Land requires a Free Use Permit or License to Cut from the Ministry of Forests**

Provide a brief description of operation, including proposed work schedule (i.e. hours, days of usual operation): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Equipment List: (Please attach separate list if space provided below is insufficient)**

Type of Machine	Make/Model	Size/Capacity	# on Site

**Surface Disturbance - Information provided must be documented in development maps submitted under Schedule A**

(Note that 10,000 m<sup>2</sup> = 1 hectare)

**Existing Disturbance** (Work areas, unreclaimed areas, access roads, etc.) \_\_\_\_\_ m<sup>2</sup>, or \_\_\_\_\_ hectares

**Proposed Mining Disturbance** (New work areas, settling ponds, access roads, buildings, etc. to be developed within the time frame of this Notice of Work) \_\_\_\_\_ m<sup>2</sup>, or \_\_\_\_\_ hectares

**Total Disturbed Area (Existing + Proposed Disturbance)** \_\_\_\_\_ m<sup>2</sup>, or \_\_\_\_\_ hectares

Will any portion of this disturbance be reclaimed within the time frame of this Notice of Work?

No  Yes - state size of area to be reclaimed: \_\_\_\_\_ m<sup>2</sup>, or \_\_\_\_\_ hectares

Estimated Cost of Reclamation: Applicant \$ \_\_\_\_\_

Mining Division \$ \_\_\_\_\_

Are settling ponds or other structures proposed to control sedimentation in surface run off?

No  Yes - please complete Schedule B

What is the average depth to the high groundwater table at the proposed excavation? \_\_\_\_\_ m

Elevation of the groundwater table was determined from (check applicable boxes):

Existing area wells  Test wells drilled for this purpose  
 Test pits  Other (describe) \_\_\_\_\_

Describe measures proposed to protect groundwater quantity and quality from potential impacts of the proposed mining activity (i.e. fuel management program, buffer above water table, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note that excavations below the groundwater table may require special approval from the Inspector**

Will fuel/lubricants be stored on site?  No  Yes

If yes, handling, transportation and storage must adhere to B.C. Environment standards as detailed in "Summary of Environmental Standards and Guidelines for Fuel Handling, Transportation and Storage, 2<sup>nd</sup> edition"

Shortest distance between proposed excavation to nearest residence: \_\_\_\_\_ m, or \_\_\_\_\_ km

Shortest distance between proposed excavation to nearest residential water source: \_\_\_\_\_ m, or \_\_\_\_\_ km

Describe measures proposed to prevent inadvertent access of unauthorized persons on the mine site (i.e. fencing, vegetative barriers, berms, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are measures proposed to minimize noise impacts of the operation? (i.e. equipment selection, restrictions on hours of operation, noise barriers, etc.)  No  Yes - Please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are measures proposed to minimize dust impacts of the proposed operation? (i.e. apply dust suppressants, water sprays, wind breaks, vegetation, etc.)  No  Yes - Please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are measures proposed to minimize visual impacts of the proposed operation? (i.e. vegetative barriers, berms, green belts, etc.)  No  Yes - Please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**OCCUPATIONAL FIRST AID**

*First Aid Supplies and communication at the mine site are required as per Parts 3.6.1 to 3.6.3 of the Code.*

Describe the means of communication from the mine site: \_\_\_\_\_

Location of nearest hospital: \_\_\_\_\_

Travel time to hospital: \_\_\_\_\_ Estimated number of employees on site (includes contractors): \_\_\_\_\_

Describe First Aid Level and supplies \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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I, \_\_\_\_\_, hereby make application to undertake the mining activities described in this Notice, and in accordance with the *Mines Act* and the Health, Safety and Reclamation Code for Mines in British Columbia.

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Applications will be returned if not accompanied by legible and suitable maps****Schedule A1 (compulsory):** Location map (1:50,000 scale)

Indicate the location of the property with respect to local communities

**Schedule A2 (compulsory):** Local Features map (1:20,000 scale - TRIM map)

Map should show topography, water courses, existing access and/or proposed new or upgraded access, the location of proposed mining area, and location (if known) of historical/cultural resources. If applicable, locate the boundaries of Forest Land Reserves and Agricultural Land Reserves on the map.

**Schedule A3 (compulsory):** Land Title map

The subject parcel and adjacent properties must be clearly identified and the following items detailed:

- location of all structures and wells within 300 metres of proposed mining area
- identify current land uses on adjoining properties (i.e. forested, chicken farm, etc.)

**Schedule A4:** Mineral Tenure map (at scale maintained by Mineral Titles Branch for subject area)

Mineral Tenure map(s) are required if quarrying a mineral (*as defined under the Mineral Tenure Act*)

**Schedule A5:** Terrain/geology and Terrain Stability Map (1:20,000 scale)

Terrain map(s) are required:

- for excavations on slopes greater than 50%, and/or
- for excavations in areas with a stability rating of Class IV or V; or
- if requested by the Inspector

The Inspector may require a "Detailed Terrain Stability Assessment" and/or a "Soil Erosion Hazard Assessment".

**Schedule A6 (compulsory):** Mine Development Plan at 1:5,000 or more detailed scale

The District Inspector may require a mine plan to be prepared by a suitable qualified P.Eng/Geol based on a topographical site survey, terrain stability and erosion hazard assessments.

**All plans and sections must indicate the scale and orientation of the drawing** (please refer to attached sample)

**1) Plan View of Proposed Development**

Must illustrate the location of:

- Property boundaries and set back of excavation from property boundary
- Watercourses and drainages (wet, dry or intermittent) on the property and within 150 metres of its boundaries
- All previous surface workings, the final boundaries of proposed excavation, and boundaries of excavation at the end of development described in Notice of Work (please specify on drawing)
- Access roads, including development roads within the pit and access to public road(s)
- All proposed and existing stockpiles (i.e. topsoil, overburden, product, etc.)

Where applicable, show location of:

- All settling ponds (for both surface run off and process water) and source of process water
- Buildings and other facilities (i.e. fuel/lubricant storage, sanitary facilities, weigh scale, etc.)
- sediment control structures and the location of any point discharges from the property
- Fencing, berms, and/or vegetative buffers

**1) Cross Sections of Proposed Development**

At least two cross sections, orientated perpendicular to each other, must be provided

The location of cross sections must be shown on the plan view map(s). Cross sections must illustrate:

- The original land surface and, if applicable, the groundwater table elevation
- Typical configuration during mining, indicating angle of slope and, where applicable, bench locations
- Proposed configuration on completion of reclamation

**Schedule B**  
**Washing of Aggregate on Site/Sediment Control Structures**

Mark the location(s) of all proposed settling ponds and/or sediment control structures on the appropriate map(s) under Schedule A.

Describe the source of water supply: \_\_\_\_\_

Estimate volume of water to be used: \_\_\_\_\_ (cu. ft./sec), or \_\_\_\_\_ (liters/sec)

Complete the following table for existing and proposed settling ponds:

Pond #	Water Source (i.e. surface run off, wash plant, etc.)	Width (m)	Length (m)	Depth (m)	Construction Method (excavated, dyked, etc.)

Water from ponds will (check one):     be recycled     exfiltrate to ground     discharge to environment

**If discharged to the environment, a *Waste Management Act* permit is required.**

Where there is a discharge to the environment:

- provide a cross section illustrating the sediment control structure(s), decant structure(s), and point of discharge to environment
- describe the type of sediment control structure(s): \_\_\_\_\_  
\_\_\_\_\_
- describe the type and construction of the decant structure: \_\_\_\_\_  
\_\_\_\_\_
- describe area into which water is discharged: \_\_\_\_\_  
\_\_\_\_\_

For all settling ponds describe:

- Spillway design: \_\_\_\_\_  
\_\_\_\_\_
- Clean out method: \_\_\_\_\_  
\_\_\_\_\_
- Disposal of fines from clean out (i.e. use as a subsoil material): \_\_\_\_\_  
\_\_\_\_\_

Describe proposed reclamation activities and timing of reclamation work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature:**

\_\_\_\_\_  
**Date:**



Mark the location of all proposed blast sites on the appropriate map(s) under Schedule A. If any structure, water well(s), or roadways are located within 300 m of proposed blast sites, these items must be located on the map(s).

Shortest distance between blasting operations to nearest residence/structure \_\_\_\_\_ m, or \_\_\_\_\_ km

Shortest distance between blasting operations to nearest water well \_\_\_\_\_ m, or \_\_\_\_\_ km

Are any public use areas (i.e. picnic/camping areas, hiking trails etc.) located within 1 km of the blasting area?

No  Yes - distance from recreation area to blasting operations is: \_\_\_\_\_ m

Will blasting be contracted out?  No  Yes

Name of Blaster/Company: \_\_\_\_\_

Blaster's Certificate # \_\_\_\_\_

**Blaster must hold a valid BC Blasting Certificate as per Part 8.2.1 of the Code**

Will explosives be stored on site?  No  Yes

If yes, has a B.C. Explosives Storage and Use Permit for Mining Purpose been issued?

No - Complete a permit application from the Mining Operations Regional Office and attach it to this schedule.

Yes - Provide current permit # \_\_\_\_\_ Date of expiry (y/m/d): \_\_\_\_\_

Provide details of (attach separate page(s) if space is insufficient):

- size and type of explosive(s) to be used: \_\_\_\_\_  
\_\_\_\_\_
- detonation method: \_\_\_\_\_
- type of explosives magazine: \_\_\_\_\_
- blasting procedure (public notification, on-site safeguards, timing, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If blasting is proposed within 1 km of any residence, structure, well or public use area, the Inspector may request further information regarding fly rock control and/or seismic impacts.

The Inspector may request that a Workers' Compensation Board Blaster's Log be kept

\_\_\_\_\_  
Applicant Signature:

\_\_\_\_\_  
Date

### SAMPLE MAP - Plan View and Cross-Section

Please provide separate maps for plan view and cross-sections, on paper no smaller than 8 1/2" x 11."  
 At least 2 cross sections orientated perpendicular to each other, are required.

