



# **Water Licensing Application Package**

**Updated April 2006**

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## Application Completeness Checklist for New Water Licence Application

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

APPLICATION REQUIREMENTS	
<b>Application Form</b>	<input type="checkbox"/> Ensure the form is completed according to the <a href="#">Application Guidelines</a> .  <input type="checkbox"/> The application form <b>must be signed and dated</b> .
<b>Application Fee</b>	<input type="checkbox"/> Refer to <a href="#">Schedule 1: Water Purposes &amp; Application Fees</a> . If you are applying for more than one purpose, calculate the fee by adding all uses.  <input type="checkbox"/> A cheque or money order must be payable to <b>Minister of Finance</b> .  <input type="checkbox"/> The application fee must be included with the application.
<b>Drawing</b>	<input type="checkbox"/> The drawing must be prepared according to the <a href="#">Required Drawing Standards</a> .  <input type="checkbox"/> The drawing must be signed by the applicant.
<b>Map</b>	<input type="checkbox"/> The map must show the general location of your property in relation to nearby communities, highways, railways and other water sources.
<b>Survey Plans</b>	<input type="checkbox"/> A copy of the Registered Survey Plan must be provided for the parcel of land where the water is intended to be used.
<b>Land Ownership</b>	<input type="checkbox"/> If the applicant <b>owns</b> the land where the water is proposed to be used, submit the Certificate of Title, BC Tax Assessment Notice or Transfer of Sales Agreement.  <input type="checkbox"/> If you have <b>tenure</b> on Crown land where the water is proposed to be used, submit a copy of the Lease or Licence of Occupation.

APPLICATION REQUIREMENTS	
<b>Landowner's Consent</b>	<input type="checkbox"/> If the proposed pipeline or diversion works are on or will cross one or more parcels of land owned or leased by another party, submit a completed <b>Landowner's Consent Form</b> for each parcel affected.  <input type="checkbox"/> If such an agreement cannot be obtained indicate how access is proposed e.g., by an interim agreement or <b>Proof of Service Form</b> .
<b>Joint Works</b>	<input type="checkbox"/> If the proposed works will be connected to another licensee's authorized works, refer to <b>General Information on Joint Works Agreement</b> and submit a Joint Works Agreement.
<b>Economic Impacts</b>	<input type="checkbox"/> <b>Economic Impacts for Water Licence Applications</b> form to be completed unless purpose is for Domestic or Small Irrigation (less than 5 AF/year) which are exempt.
<b>Agency Requirements</b>	<input type="checkbox"/> I have read the <b>Water Applicant's Agency Resource Guide</b> .

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



## Application Form Guide for a Water Licence

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.

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

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

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

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

### **IF YOUR APPLICATION IS INCOMPLETE IT WILL BE RETURNED.**

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

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**PART 1. Name(s) and Mailing Address**

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

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

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

**BC Incorp. No., BC Registered No. or Society No.:** Company must be incorporated in BC or registered as an 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: Place of Use**

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

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

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

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

**Confirmation of tenure to land:** If water is proposed for use on Crown land, a copy of the existing Lease or Licence of Occupation must be attached, or alternately, **Application for Crown Land** may be completed and submitted.

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

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

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

Lessees of private property or Crown land may also qualify.

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

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

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

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

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

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

If the application includes a storage purpose, a completed **Schedule 2 - Dam & Reservoir Information** form must be submitted with the application.

If the application includes a power purpose, a completed **Schedule 3 - Power Information** form must be submitted with the application.

### **PART 4: Source of Water**

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

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

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



**PART 5: Works**

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

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

**(a) Diversion Works**

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

**(b) Storage Works**

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

**(c) Additional Information**

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

**PART 6: Other Lands Physically Affected by Works**

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

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

**Do the Works affect Crown land?** Indicate if the Works to be constructed cross Crown land. A Permit Over Crown Land (PCL) may be issued by the Water Licensing Section if the works authorized by your Water Licence will affect Crown land. A PCL provides the right to construct, operate, maintain works or to flood Crown land without being in trespass under the *Land Act*. However, a PCL does not grant tenure on Crown land. Please include the PCL appropriate fee with the application you submit.

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

**Landowner's Consent Form for land affected:**

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

**Crown Land:** Alternately, Ministry of Environment (MOE) may issue a Permit over Crown Land (PCL) under the *Water Act*. Refer to **Schedule 1 – Water Purposes and Application Fees**. A PCL does not provide the same certainty and security as a *Land Act* tenure.

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

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# SCHEDULE 1 WATER APPLICATION FEES (effective June 1, 2003)

GST not applicable. Cheque or money order made payable to **Minister of Finance**

(Updated September 2005)

## DOMESTIC USE

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

**Fee: \$100.00**

### Associated Industrial Purposes

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

**Fee: \$150.00** (for each purpose)

## AGRICULTURAL USE

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

**Fee: \$100.00**

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

**Fee: \$150.00**

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

**Fee: \$400.00**

water conveyed by a local authority for irrigation

**Fee: \$400.00**

### Associated Industrial Purposes

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

**Fee: \$150.00** (for each purpose)

## AQUACULTURE

Fish Hatcheries

**Fee: \$150.00**

## INDUSTRIAL & COMMERCIAL USE

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

**Fee: \$500.00** (for each purpose)

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

**Fee: \$2,000.00**

Pulp mills

**Fee: \$10,000.00**

## MINING & OIL

Mining equipment  
Oil field injection  
Placer mining  
Pressure testing and flushing

**Fee: \$500.00** (for each purpose)

Hydraulic mining  
Processing of ore  
Washing coal

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

## CONSERVATION & LAND IMPROVEMENT USE

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

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

**Fee: \$150.00**

## WATERWORKS & CONVEYING USE

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

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

Water **delivered** within British Columbia.

**Fee: \$500.00**

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

**Fee: \$2,000.00**

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

**Fee: \$10,000.00**

## STORAGE PURPOSE

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

**Fee: \$150.00**

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

**Fee: \$400.00**

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

**Fee: \$2,000.00**

## POWER PURPOSE

### Residential (Self-supplied) Waterpower

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

**Fee: \$100.00**

### Commercial Waterpower

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

**Fee: \$5,000.00**

### General Waterpower

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

**Fee: \$5,000.00**

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

**Fee: \$10,000.00**

## PERMITS TO OCCUPY CROWN LAND

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

**Fee: \$100.00**

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

**Fee: \$500.00**

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

**Fee: \$2,000.00**

## TO AMEND A WATER LICENCE

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

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

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

**Fee: \$100.00**

To amend water licences issued for the following purposes: **Industrial & Commercial, Mining**, large **Storage** over **1,250,000 cubic metres** (approx. 1,013.3 acre-feet) stored, **Waterpower**, and **Waterworks**.

**Fee: \$500.00**

## APPROVALS, STREAM CHANGES & SHORT TERM USE

### Changes in and About a Stream

**Fee: \$130.00**

### Short Term Water Use

The fee for short term water use as set out in Part 1 of the water tariff, plus the annual rent for the proposed use - as set out in Part 2 of the water tariff.



# Applying for a Water Licence

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

Applicant /Agent's Signature(s)	Date
<p>Please Enclose Appropriate fees (see Fee Schedule <a href="http://www.env.gov.bc.ca/wsd/water_rights/licence_application/fees_info.html">http://www.env.gov.bc.ca/wsd/water_rights/licence_application/fees_info.html</a>)</p> <p><b>NOTE:</b> Make cheque or money order payable to <b>the Minister of Finance.</b></p> <p>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.</p> <p>In addition, the submission of this form does not in any manner convey any rights to use or occupy Crown land.</p>	

**PLEASE RETAIN A COPY OF THIS APPLICATION FOR YOUR RECORDS**

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

**NOTE:** Once you have completed this form, please refer to the **Application Completeness Checklist** at [http://www.env.gov.bc.ca/wsd/water\\_rights/licence\\_application/cabinet/app\\_complete\\_cl.pdf](http://www.env.gov.bc.ca/wsd/water_rights/licence_application/cabinet/app_complete_cl.pdf) for additional information that must be submitted with this application.

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

PID #	Land description:
	Civic address of the property:

An applicant must have tenure to the land where water will be used.  
(Provide copies of Certificate of Title, Recent Tax Notice or Crown Land Tenure.)

Are you the Registered Owner?  
Yes  No  Lessee  Other

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

## PART 3. PURPOSE(S) AND QUANTITY(IES) – Please refer to Schedule 1 ([http://www.env.gov.bc.ca/wsd/water\\_rights/licence\\_application/cabinet/fees-water.pdf](http://www.env.gov.bc.ca/wsd/water_rights/licence_application/cabinet/fees-water.pdf)) – *Water Purpose and Application Fees*

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

**Note:** For Water Licence application with proposed diversion rate over 100 m<sup>3</sup> (25,000 gallons) a day, a Development Plan must be completed.

## PART 4. SOURCE OF WATER

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

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

List Works

a) Diversion Works	Pump <input type="checkbox"/> or Gravity Feed <input type="checkbox"/>	Length of pipe into a river or lake measured from the high water mark: _____ m or _____ ft
	Are any of the Works on Crown land? Yes <input type="checkbox"/> No <input type="checkbox"/>	Length of Works on Crown land: _____ m or _____ ft
b) Storage Works	Do you require storage? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, complete and attach Schedule 2 - Dam & Reservoir Information <a href="http://www.env.gov.bc.ca/wsd/water_rights/licence_application/cabinet/sched2.pdf">http://www.env.gov.bc.ca/wsd/water_rights/licence_application/cabinet/sched2.pdf</a>
		List Storage Works: _____
c) Additional Information	Joint with another's Works? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, with whom?
	Works constructed? Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/>	<b>Use of a Joint Works Agreement is recommended if part or all of your proposed works will be shared with other water licence holder(s).</b> Enclosed: Yes <input type="checkbox"/> No <input type="checkbox"/>

## PART 6. OTHER LANDS PHYSICALLY AFFECTED BY WORKS

Do or will the Works occupy or flood another person's private land? Yes <input type="checkbox"/> No <input type="checkbox"/> Landowner's Consent Form for private land affected Enclosed: Yes <input type="checkbox"/> N/A <input type="checkbox"/> Could not obtain <input type="checkbox"/>	Do or will the Works occupy or flood Crown land? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, PCL fee required with application
If yes to either question, provide the legal description of land affected	Name of Owner(s) including Crown land tenure holders



# WATER LICENCE APPLICATION DRAWING

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




Scale: .....

Applicant's Signature: .....

**Legend:**

Date: .....

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

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

<b>For Office use Only</b>	

Land District: \_\_\_\_\_

Map: \_\_\_\_\_ POD: \_\_\_\_\_

Water District: \_\_\_\_\_ Precinct: \_\_\_\_\_



## Economic Impacts For Water Licence Applications

**Applications for domestic water or small irrigation purposes  
(less than 6000m<sup>3</sup> (5 AF)/year)  
do not need to complete this information.**

In an effort to more fully appreciate the positive impacts of economic development for a wide variety of uses please provide the following information for your water licence application request:

<b>Capital Investment</b>	\$
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**Capital Investment** – Reflects the **expenditures** anticipated to be spent in the near future (next 3 years) including:

- Off-site and on-site services that are directly attributable to development related to the water licence (engineering, design, etc.)
- Construction costs directly related to the water licence (pumps, pipes, earthworks, labour, etc.)

<b>Permanent Jobs</b>	
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**Permanent Jobs** – Measure of the number of ongoing jobs created in the operating and maintenance of the ongoing water use. Use decimals where appropriate.

**This information is required before your water licence application can be processed.**



## Water Licence Application Drawing Checklist

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

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



## Water Licence Application Drawing Standards

(Updated September 2005)

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

### GENERAL SPECIFICATIONS

- Use Mylar or white bond paper, preferably 8.5 by 11 inches (standard letter size) but no larger than 8.5 by 14 inches (legal size).
- Print clearly, and use black ink that does not smudge.
- Label important features. Provide a legend or key for any abbreviations used.
- Show the scale (e.g., 1:5000, 1-inch equals 500 feet, 1-cm equals 50 m).
- Ensure a North arrow is shown.

### SOURCE INFORMATION

- Show the location of the source of water relative to your property boundaries and the boundaries of other landowners.
- Indicate the source by name, show the direction of flow, and if possible, indicate where the source connects to other creeks, rivers or lakes.
- Show the location and direction of flow of any natural lakes, swamps, sloughs, etc., within the general area of your application.
- Indicate the width of the source at the proposed diversion point.
- If storage is needed, show the location of the reservoir and indicate whether it will be man-made or is on a natural pond or lake.

### PLACE OF USE AND PROPERTY BOUNDARIES

- Draw the legal property boundaries of the land where the water is to be used.
  - Show the boundaries of all parcels of land (both private and Crown) that will be physically affected (i.e., crossed, flooded, or used as access) by the proposed works. If any of the parcels include easements or right-of-ways, these should also be shown.
  - Identify the actual place of use, e.g., dwelling, barns, and other buildings.
-

- Clearly show the area to be irrigated with scaled measurements in hectares or acres.
- If any land is to be flooded, identify the area that will be underwater in relation to the property boundaries.

## **PROPOSED WORKS**

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

## **DRAWING PREPARATION**

- Obtain a copy of a Legal Survey Plan of your property from the Land Titles Office for your area. A copy of this Plan can serve as the base map for the Drawing.
- Regional District Offices also have updated maps of land that has been subdivided. A copy of a Regional District map may also be suitable as the base map.
- Maps of various scales, including the BC Topographical series, are available at local surveying companies.
- Sample Drawings are enclosed with the application for reference.

## **DIGITAL DRAWING STANDARDS**

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

## **ADDITIONAL INFORMATION**

Please submit a copy of your Registered Survey Plan, as well as the portion of a topographical map, which covers the area of proposed water use in relation to nearby communities, highways, railways, etc.

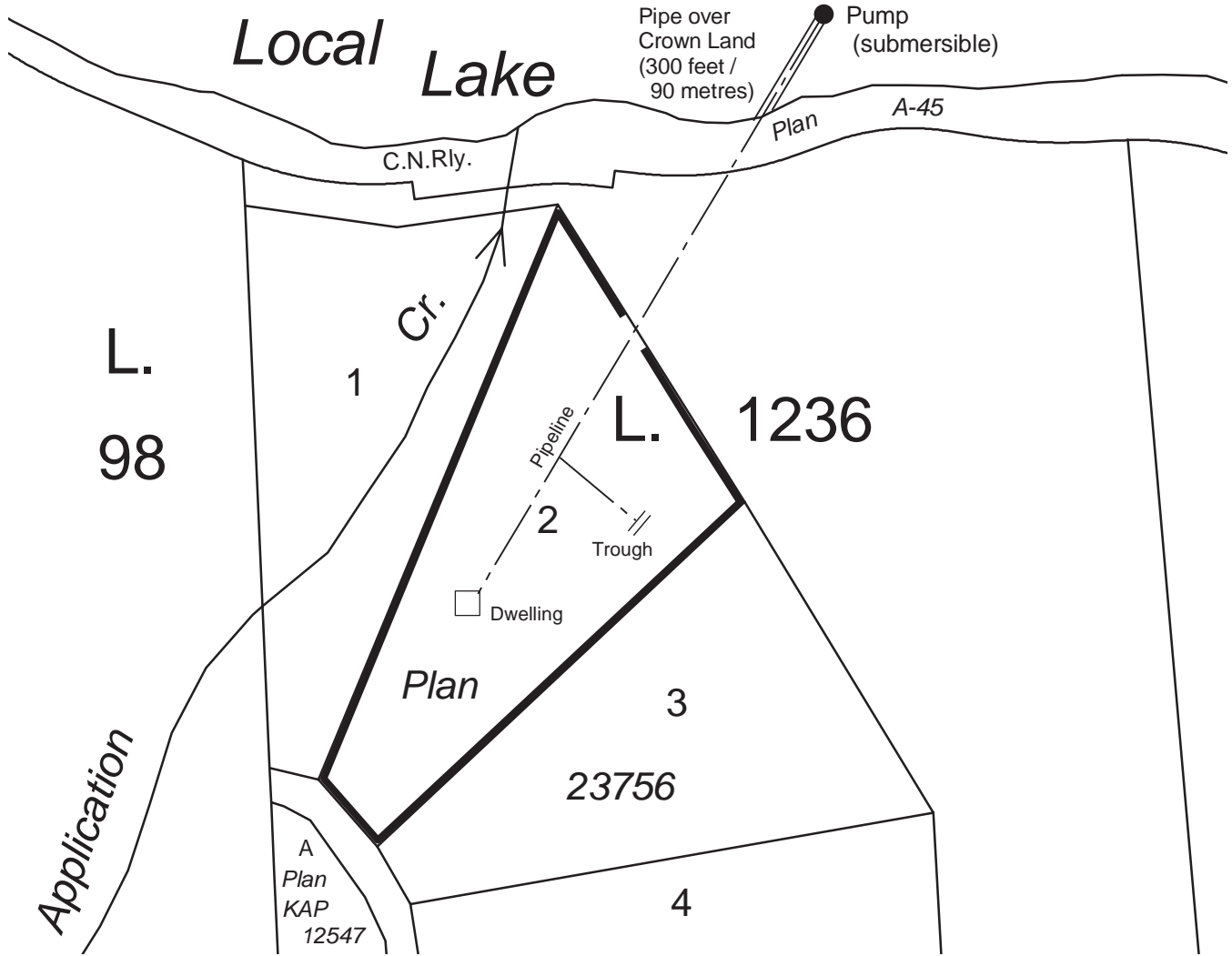
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Sample Drawing: **Domestic & Stockwatering**, from a lake across private and Crown land

**WATER LICENCE APPLICATION DRAWING**

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



Scale: 1 inch = 500 feet

**Legend:**

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

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

Applicant's Signature: .....

Date: .....

<b>For Office use Only</b>	
Land District:	
Map:	POD:
Water District:	Precinct:

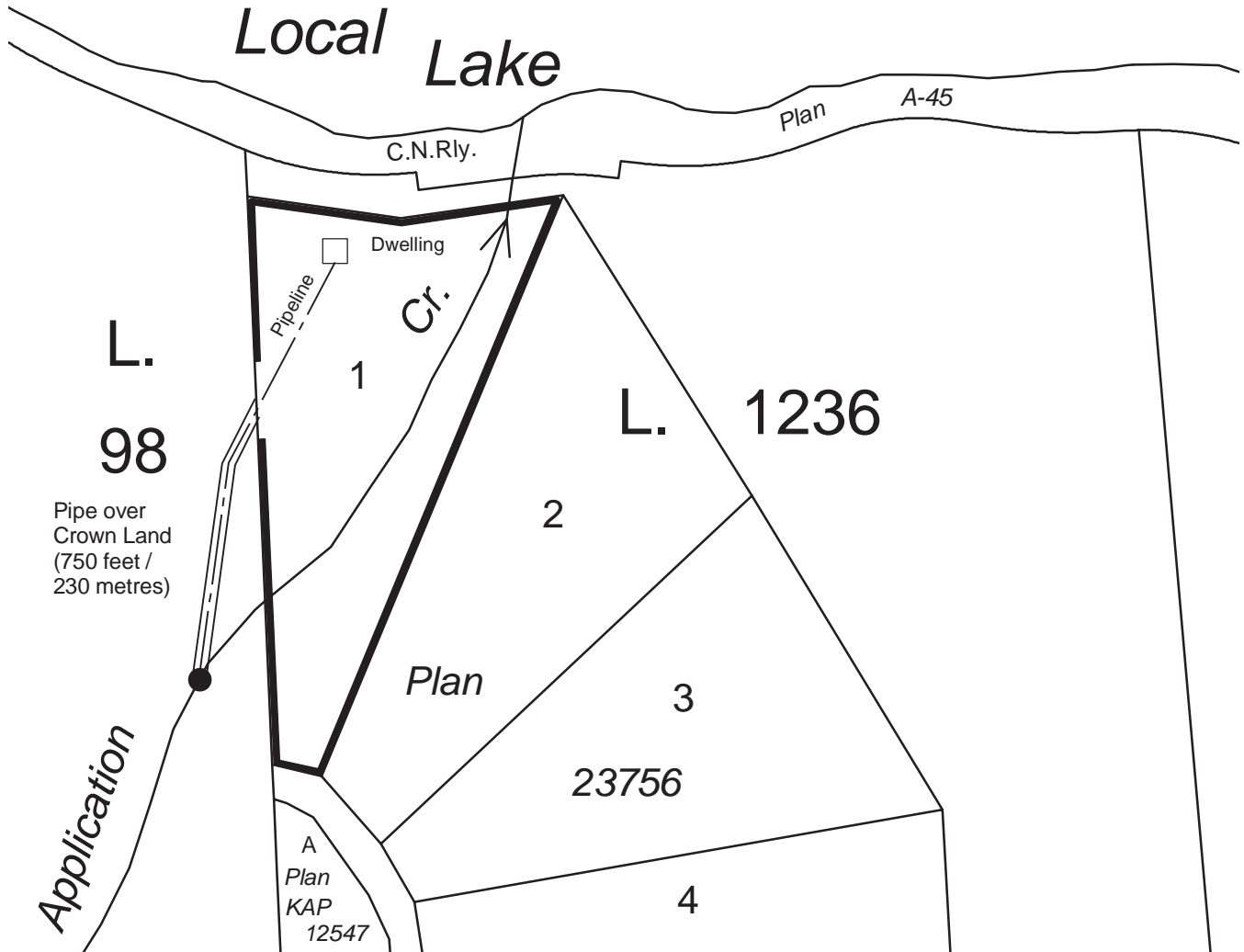
Land District:	
Map:	POD:
Water District:	Precinct:



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

**WATER LICENCE APPLICATION DRAWING**

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



Scale: 1 inch = 500 feet

Applicant's Signature: .....

**Legend:**

Date: .....

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

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

**For Office use Only**

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

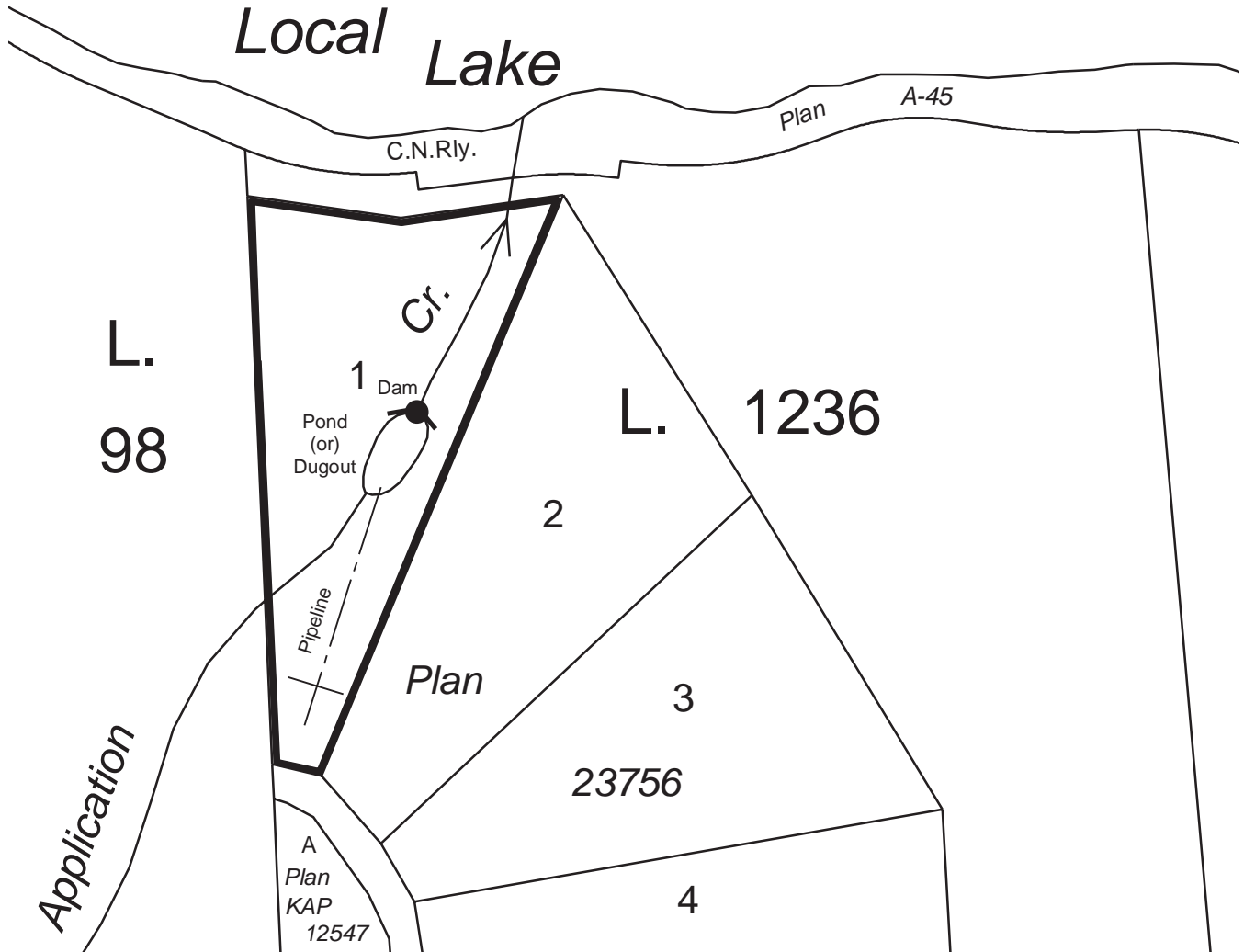
Land District:	
Map:	POD:
Water District:	Precinct:



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

**WATER LICENCE APPLICATION DRAWING**

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



Scale: 1 inch = 500 feet

**Legend:**

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

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

Applicant's Signature: .....

Date: .....

**For Office use Only**

Land District: \_\_\_\_\_

Map: \_\_\_\_\_ POD: \_\_\_\_\_

Water District: \_\_\_\_\_ Precinct: \_\_\_\_\_



## Water Development Plan Template

(Updated September 2005)

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

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

### INTRODUCTION

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

### DESIGN ASPECTS

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

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

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

Generic list:

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

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

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

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

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

## **RESERVOIR INFORMATION**

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

## **GEOTECHNICAL CONSIDERATIONS**

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

## **SEISMIC CONSIDERATIONS**

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

## **PROJECT-RELATED CONSIDERATIONS**

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

## **LAND RELATED ISSUES**

### **Affected Lands**

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

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

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

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

## **WATER RELATED ISSUES**

### ***Water Quantity***

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

Minimum Requirements:

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



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

### **Water Quality**

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

### **Instream Requirements**

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

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

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

### **Affected Water Users**

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

### **CONSTRUCTION ACTIVITIES**

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

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

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

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

## **SAFETY ASPECTS**

### **Downstream Consequences**

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

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

## **FUTURE MONITORING**

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

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

## **RELATED CONSIDERATIONS**

### **Archaeological Assessment**

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

### **Environmental Monitors**

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

### **Remaining Environmental Considerations**

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

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## **SUMMARY AND CONCLUSION**

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



## 25,000 gpd Equivalence (Imperial)

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

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

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



## SCHEDULE 2 DAM & RESERVOIR INFORMATION

### REQUIRED IN SUPPORT OF A WATER LICENCE APPLICATION FOR STORAGE PURPOSE

1. WATER LICENCE APPLICATION INFORMATION			FOR OFFICE USE ONLY
SURNAME	GIVEN NAME(S)		Date Received
MAILING ADDRESS			
E-MAIL ADDRESS		POSTAL CODE	
HOME PHONE	BUSINESS PHONE	FAX	
			FILE NUMBER
SOURCE(S) OF WATER (NAME OF STREAM WHERE WORKS ARE TO BE CONSTRUCTED)			

PROJECT CONSULTANT	◀ The Water Stewardship Division may recommend that the dam be designed by, and constructed under the supervision of, a Professional Engineer registered in the province of BC.		
MAILING ADDRESS			
		POSTAL CODE	PHONE
			FAX

### 2. PROPOSED WORKS – Please Complete 1 or 2 where applicable to your project.

	IS THE DUGOUT CONSTRUCTED IN THE STREAM CHANNEL OR OFF STREAM?		
1. DUGOUT/POND	STORAGE CAPACITY $\text{dam}^3$ or $\text{m}^3$	LENGTH m	WIDTH m
			MAXIMUM DEPTH m
2. DAM/RESERVOIR	NOTE: PLEASE ATTACH A DETAILED PLAN FOR (a) THROUGH (d) BELOW SHOWING CROSS SECTIONS AND PLAN VIEWS OF THE PROPOSED DAM/RESERVOIR STRUCTURE.		
a) STORAGE DAM	HEIGHT m	LENGTH m	CREST WIDTH m
	TYPE OF CONSTRUCTION MATERIALS		
b) RESERVOIR	STORAGE CAPACITY $\text{dam}^3$ or $\text{m}^3$	FLOODED AREA ha	
	Land tenure where works are to be constructed and/or flooded, owned by:      Applicant <input type="checkbox"/> Private <input type="checkbox"/> Crown <input type="checkbox"/>		
c) SPILLWAY	DESCRIPTION/TYPE		
	DESIGN FLOW $\text{m}^3/\text{s}$	FREEBOARD m	
d) LOW LEVEL OUTLET (SLUICeway)	DESCRIPTION/TYPE		
	NUMBER OF SEEPAGE COLLARS	CONTROL WORKS USED	

### 3. STREAM HYDROLOGY FLOW INFORMATION

- (i) If the stream is perennial or flows intermittently, please provide a low flow assessment (for filling and maintaining reservoirs) and a high flow assessment (for determining dam design flood) and/or a complete hydrological assessment in support of your application.
- (ii) If the stream flow is ephemeral in nature (i.e., flows only during wet periods or during spring runoff), please provide an estimate of the drainage areas above the dam or dugout location, an adequate summary of any measured stream flow information available and/or an estimate of high flows in support of your application.

Note: If you have any questions concerning the hydrology of your stream (source), please contact your local Water Stewardship Division Office for more detailed information.

### 4. FISH POND PERMIT

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

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



# SCHEDULE 3 POWER INFORMATION

## REQUIRED IN SUPPORT OF A WATER LICENCE APPLICATION FOR POWER PURPOSE

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

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



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

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

Legal description of the land:

Lot number \_\_\_\_\_  
Section number \_\_\_\_\_  
District \_\_\_\_\_  
Plan number \_\_\_\_\_

Copies of the following documents are attached:

- 1. the application (the "Application") in which *[Name of applicant/applicants for the licence.]* \_\_\_\_\_ makes application for a water licence on *[Name of source]* \_\_\_\_\_ for the following purpose/purposes and quantity/quantities:

Purpose \_\_\_\_\_  
Quantity \_\_\_\_\_, and

- 2. the drawing (the "Drawing") referred to in section 2 (1) (k) of the Water Regulation, B.C. Reg. 204/88 *[see reverse]*.

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

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

- I/we consent to the Application, including the proposed works indicated in the Drawing, and I/we have signed the Drawing to confirm that consent.
- I/we object to the Application on the following basis:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Signature of owner	Name of owner – please print	Date
Signature of owner	Name of owner – please print	Date

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

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

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





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## Government of British Columbia

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

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*April 2006*

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

<b>Cranbrook</b> ILMB Office 1902 Theatre Rd Cranbrook BC V1C 7G1 Tel: 250 426-1766 Fax: 250 426-1767	<b>Prince George</b> Front Counter BC Office 200-1488 4 <sup>th</sup> Ave Prince George BC V2L 4Y2 Tel: 250 565-6779 Fax: 250 565-6941
<b>Fort St. John</b> ILMB Office 370-10003 110 <sup>th</sup> Ave Fort St. John BC V1J 6M7 Tel: 250 787-3415 Fax: 250 787-3219	<b>Smithers</b> ILMB Office 3 <sup>rd</sup> fl 3726 Alfred Ave Smithers BC V0J 2N0 Tel: 250 847-7260 Fax: 250 847-7556
<b>Kamloops</b> Front Counter BC Office 210-301 Victoria St Kamloops V2C 2A3 Tel: 250 372-2127 Fax: 250 377-2150	<b>Surrey</b> Front Counter BC Office 200-10428 153 <sup>rd</sup> St Surrey BC V3R 1E1 Tel: 604 586-4400 Fax: 604 586-4434
<b>Nanaimo</b> Front Counter BC Office 2080 Labieux Rd Nanaimo BC V9T 6J9 Tel: 250 751-7220 Fax: 250 751-7224	<b>Williams Lake</b> ILMB Office 201-172 North Second Ave Williams Lake BC V2G 1Z6 Tel: 250 398-4574 Fax: 250 398-4836

#### Additional Information on Natural Resources Program Delivery

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



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

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

### **Ministry of Agriculture and Lands**

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

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

### **Ministry of Forests and Range**

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

### **Ministry of Aboriginal Relations and Reconciliation**

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

### **Ministry of Environment**

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

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

### **Ministry of Energy, Mines and Petroleum Resources**

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

### **Ministry of Tourism, Sport and the Arts**

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

### **Ministry of Transportation**

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