



Letter of Agency

NOTICE TO APPLICANT

If you have authorized another party to act for you in the processing of your application, you must submit to this office your **signed letter** appointing the agent.

The letter must contain the following information:

1. Name, address and telephone number of agent.
2. Purpose of appointment:

EXAMPLE: "To handle application for Crown land at Whaletown, Cortes Island, for commercial auto wrecking yard."

OR

"To obtain Crown land tenure on my behalf for the Crown land at Whaletown, Cortes Island, for commercial auto wrecking yard."

3. Term of Appointment:

EXAMPLE: (A) "From _____ to _____"

OR

(B) Issuance of document

OR

(C) Disallowance of application

4. Your complete name, address and telephone number.

*****PLEASE NOTE*****

WE CANNOT PROCESS YOUR APPLICATION FROM AN AGENT IF THE AUTHORIZATION IS NOT ON FILE IN OUR OFFICE