



FrontCounterBC

# Guide: Entering an Application for an Existing Groundwater Licence

in Virtual FrontCounter BC

February 2017

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<b>PURPOSE OF THIS GUIDE.....</b>	<b>4</b>
<b>Getting to the Application.....</b>	<b>4</b>
<b>Step 1 – Start the application .....</b>	<b>6</b>
<b>Step 2 - Eligibility.....</b>	<b>8</b>
<b>Step 3 – Technical Information.....</b>	<b>9</b>
Environmental Assessment .....	9
Purposes .....	11
Existing Use .....	15
History of Water Use .....	18
Works .....	19
Proximity to Surface Water .....	24
Other Lands Physically Affected .....	25
Joint Works.....	28
Water Users’ Community .....	29
Permit Over Crown Land .....	29
Flooded Crown Land.....	32
Works On Crown Land.....	32
Wells on Crown Land.....	33
Option to Change a Permit Over Crown Land to a Crown Land Tenure.....	33
Application for Fee Exemption .....	33
<b>Step 4 – Location.....</b>	<b>36</b>
Land Information.....	36
Mapping Options.....	39
<b>Step 5 – Document Upload .....</b>	<b>41</b>
<b>Step 6 - Privacy Declaration .....</b>	<b>42</b>
<b>Step 7 – Contact Information .....</b>	<b>43</b>
Referral Information.....	51
<b>Step 8 – Review.....</b>	<b>52</b>
Outstanding Issues .....	52
Review the application .....	53
<b>Step 9 (only for some applications) – Signatures.....</b>	<b>54</b>
Co-Applicants .....	54
Land(s) Affected .....	60
<b>Step 10 (or Step 9) – Declarations .....</b>	<b>61</b>
<b>Step 11 (or Step 10) – Payment.....</b>	<b>62</b>
Application Fees .....	62
Pay fees in person / Mail the payment .....	65

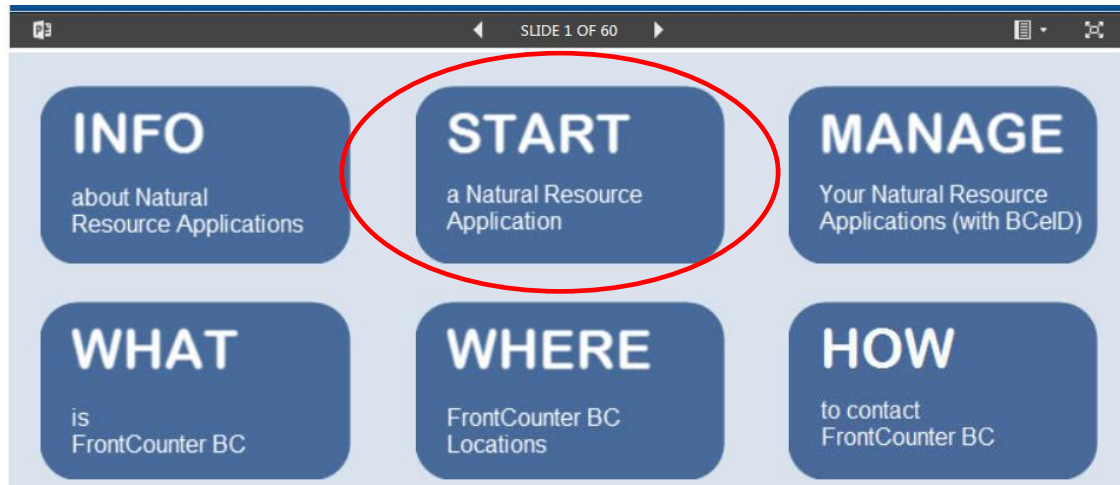


## Purpose of this Guide

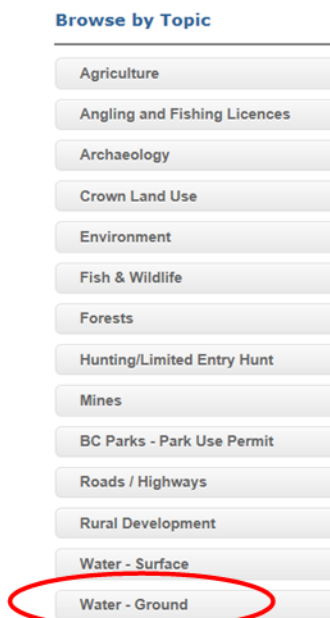
This guide is intended to give you a step by step guidance on how to fill in a Existing Groundwater Use licence application in the virtual FrontCounter BC (vFCBC) website.

## Getting to the Application

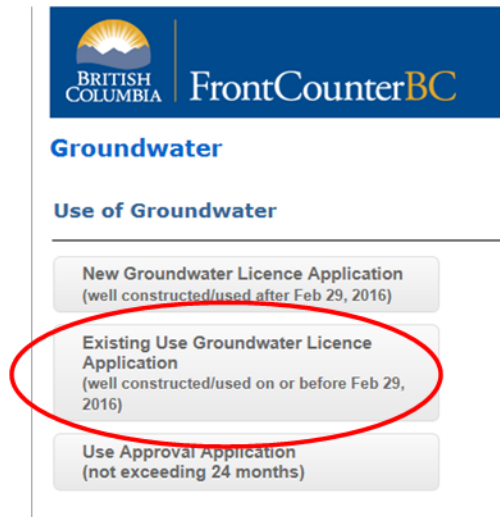
Go to FrontCounter BC's webpage & choose START. [www.frontcounterbc.ca](http://www.frontcounterbc.ca)



Then choose “Water – Ground” under the Browse by Topic heading:



Then choose “Existing Use Groundwater:



You will be taken to a GUIDE that has 8 helpful links which provide information you need to make a complete application. The most important of these links is “What you need to apply” which lists the type of information you may be asked for as well as the types of documentation you may need to provide.



## Guide

### Existing Use Groundwater Licence Application

Start your Existing Use Groundwater Licence Application

- |   |  |
|---|--|
| 1. Overview                                     | <a href="#">5. Consulting First Nations</a>                                |
| <a href="#">2. Costs and Responsibilities</a>   | <a href="#">6. Links</a>   |
| <a href="#">3. What you need to apply</a>       | <a href="#">7. Tips for a successful application</a>                       |
| <a href="#">4. What happens after you apply</a> | <a href="#">8. Start your Existing Use Groundwater Licence Application</a> |

#### Overview

This application is to apply for a water licence under the *Water Sustainability Act* (WSA) for **existing** non-domestic groundwater use (water use that was occurring on or before February 29, 2016). A person who is using groundwater for a non-domestic purpose **must apply** on or before March 1, 2019 for an authorization to lawfully continue to divert and use the water from an aquifer. Groundwater that is used for domestic purposes **is exempt** from licensing and paying provincial water fees and rentals. Domestic purpose, as defined in the WSA, includes providing for household needs, lawn and garden watering, and providing water for domestic animals and livestock.

After you have read the GUIDE and assembled the required information and documents, begin your application by selecting the green button labelled “Start your Existing Use Groundwater Licence Application”.



## Guide

### Existing Use Groundwater Licence Application

Start your Existing Use Groundwater Licence Application

- |   |  |
|---|--|
| 1. Overview                                     | <a href="#">5. Consulting First Nations</a>                                |
| <a href="#">2. Costs and Responsibilities</a>   | <a href="#">6. Links</a>   |
| <a href="#">3. What you need to apply</a>       | <a href="#">7. Tips for a successful application</a>                       |
| <a href="#">4. What happens after you apply</a> | <a href="#">8. Start your Existing Use Groundwater Licence Application</a> |

#### Overview

This application is to apply for a water licence under the *Water Sustainability Act* (WSA) for **existing** non-domestic groundwater use (water use that was occurring on or before February 29, 2016). A person who is using groundwater for a non-domestic purpose **must apply** on or before March 1, 2019 for an authorization to lawfully continue to divert and use the water from an aquifer. Groundwater that is used for domestic purposes **is exempt** from licensing and paying provincial water fees and rentals. Domestic purpose, as defined in the WSA, includes providing for household needs, lawn and garden watering, and providing water for domestic animals and livestock.

## Step 1 – Start the application

The screen below is the starting point for a Existing Groundwater Use Licence application.

B.C. Home  
FrontCounter BC  
VIRTUAL FRONTCOUNTER BC  
Home  
RESOURCES  
Contact Us  
Exit this e-service

Existing Use Groundwater Application

Step 1 - Introduction 2 3 4 5 6 7 8 9 10 11 COMPLETED

### Existing Use Groundwater Licence Application

**Start your application**

Please select one of the options below to start your application.

**Purpose**  
This application is to apply for a water licence to extract groundwater for wells that existed prior to April 1, 2015, when the *Water Sustainability Act* came into force.

Applying without a BCeID means that if you leave your computer for a long time without submitting your application, all information you have entered will be lost. There is no way to stop and then continue later unless you sign in with a BCeID.

**Apply without BCeID**

**Apply with your BCeID**

What is a BCeID? Why should I get one?  
[Learn more about the BCeID](#)

It is strongly recommended to use a BCeID when applying. Benefits of BCeID include:

- being able to save the application throughout and be able to return to it later.
- being able to check on the status of the application at any time.

When you are ready to apply, choose one of the options offered on the screen for “Apply without BCeID” or “Apply with your BCeID”.

Note that if you have chosen the “Apply without BCeID” option, the initial screen contains a series of colourful letters to be entered into the field, as shown below. Before you are able to move to the next screen, you will need to enter the letters you see, then click Next.

B.C. Home  
FrontCounter BC  
VIRTUAL FRONTCOUNTER BC  
Home  
RESOURCES  
Contact Us  
Exit this e-service

Existing Use Groundwater Application (100145779)

1 2 3 4 5 6 7 8 9 10 COMPLETED

Before pressing Next, please enter the code you see below:

Code:

\* An asterisk indicates a required field.

Back Cancel Next


## TIP

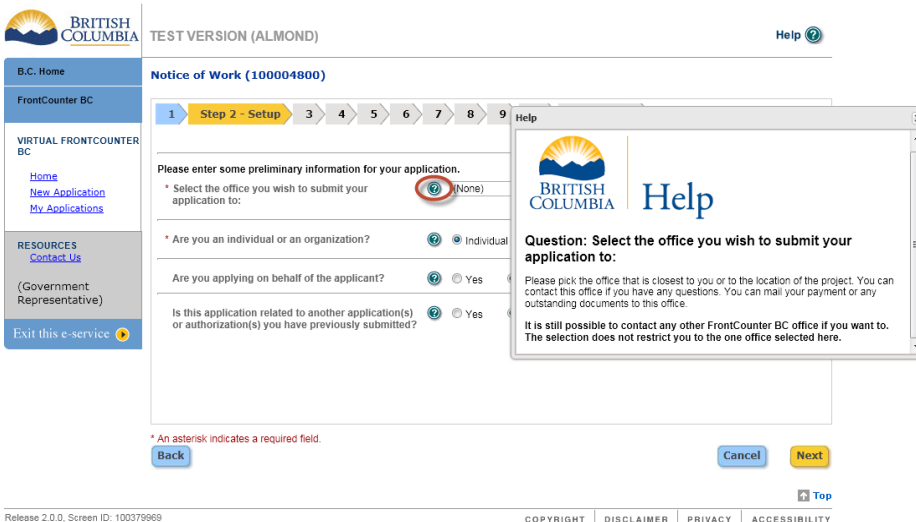
\* An asterisk indicates a required field.

Note that any of the statements that are marked with an asterisk are mandatory information that must be filled in. The vFCBC system may not force the entry of this information as you work through the application (i.e. before moving forward to the next screen). However, the application will not pass the audit feature at the end and you will need to go back and complete the required fields.

Depending on the options selected for the particular application, additional sections of the application may appear that are mandatory to be filled in.

## TIP

When you see the small  symbol, it means that there is online help text. Clicking on the symbol will bring up a pop-up box, such as the one shown below, and you can read the accompanying help text.



The screenshot displays the British Columbia FrontCounter BC application interface. The main window is titled "TEST VERSION (ALMOND)" and shows a "Notice of Work (100004800)" form. The form has a progress bar at the top with steps 1 through 9, where "Step 2 - Setup" is currently selected. The form contains several questions with radio button options:

- \* Select the office you wish to submit your application to: (None) [Help icon]
- \* Are you an individual or an organization? [Help icon] Individual
- Are you applying on behalf of the applicant? [Help icon] Yes
- Is this application related to another application(s) or authorization(s) you have previously submitted? [Help icon] Yes

A "Help" pop-up box is open, displaying the British Columbia logo and the word "Help". It contains the following text:





**Question: Select the office you wish to submit your application to:**


Please pick the office that is closest to you or to the location of the project. You can contact this office if you have any questions. You can mail your payment or any outstanding documents to this office.

It is still possible to contact any other FrontCounter BC office if you want to. The selection does not restrict you to the one office selected here.


At the bottom of the form, there is a "Back" button and a "Next" button. A footer at the bottom of the page reads "Release 2.0.0, Screen ID: 100379969" and includes links for "COPYRIGHT", "DISCLAIMER", "PRIVACY", and "ACCESSIBILITY".

## TIP

At any time in this process, you can click the  button, if you need to add some information to a previous screen. Note that the selections you have made and the information you have filled in on this screen will **NOT** be saved if you click  before you click  (i.e., the  button must be clicked in order to save the information).


At any time, you can also click the  button, if you decide to stop filling in the application. Nothing will be saved.

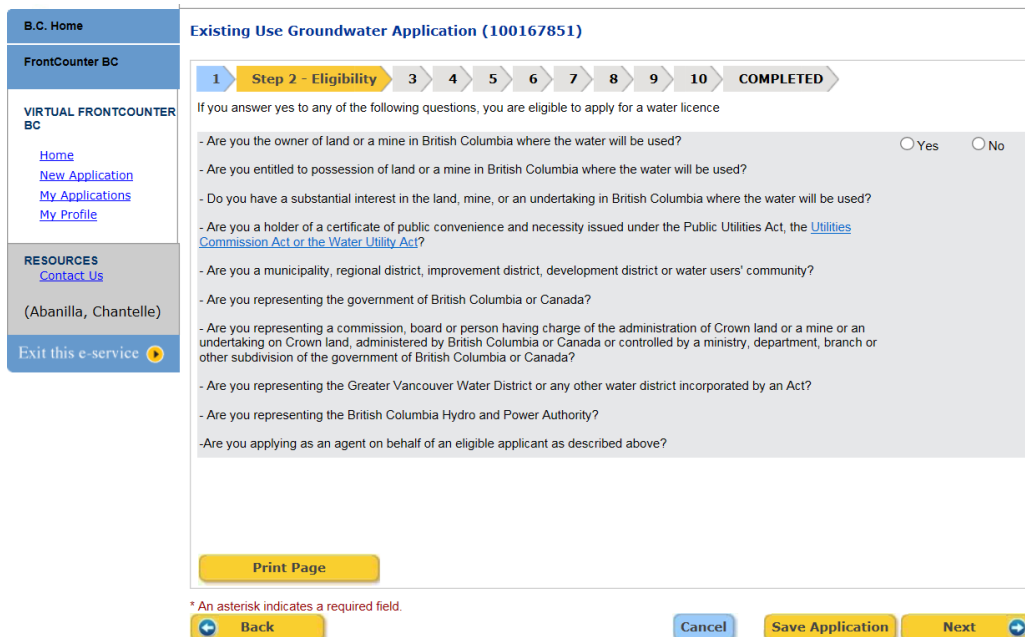
## TIP

*If you click  and the mandatory information for that screen has not been entered, the system will not move you forward to the next step. A list of what is missing will appear in red font at the top of your screen.*

## Step 2 - Eligibility

The Eligibility screen lists several questions. If you are able to answer yes to any of the questions, you are eligible to apply. Please note that you only need to meet one of these criteria in order to answer 'yes'

Select "Yes" and move to the next screen by clicking the  button at the bottom.



B.C. Home

FrontCounter BC

VIRTUAL FRONTCOUNTER BC

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[New Application](#)

[My Applications](#)

[My Profile](#)

RESOURCES

[Contact Us](#)

(Abanilla, Chantelle)

Exit this e-service

Existing Use Groundwater Application (100167851)

1 Step 2 - Eligibility 3 4 5 6 7 8 9 10 COMPLETED

If you answer yes to any of the following questions, you are eligible to apply for a water licence

- Are you the owner of land or a mine in British Columbia where the water will be used? ☐ Yes ☐ No

- Are you entitled to possession of land or a mine in British Columbia where the water will be used?

- Do you have a substantial interest in the land, mine, or an undertaking in British Columbia where the water will be used?

- Are you a holder of a certificate of public convenience and necessity issued under the Public Utilities Act, the [Utilities Commission Act](#) or the [Water Utility Act](#)?

- Are you a municipality, regional district, improvement district, development district or water users' community?

- Are you representing the government of British Columbia or Canada?

- Are you representing a commission, board or person having charge of the administration of Crown land or a mine or an undertaking on Crown land, administered by British Columbia or Canada or controlled by a ministry, department, branch or other subdivision of the government of British Columbia or Canada?






- Are you representing the Greater Vancouver Water District or any other water district incorporated by an Act?

- Are you representing the British Columbia Hydro and Power Authority?

- Are you applying as an agent on behalf of an eligible applicant as described above?

Print Page

\* An asterisk indicates a required field.

 Back  Cancel  Save Application  Next 



If you select “no”, the following messaging will appear:

The screenshot shows a web form with two main message boxes. The top box is yellow with a blue exclamation mark icon and the text: "Please review the statements above to ensure you have answered correctly." The bottom box is red with a red 'X' icon and the text: "Based on your answer you do not appear to be eligible for a groundwater licence in British Columbia. Please contact FrontCounter BC for more information at 1-877-855-3222. If you think that you are eligible for a water licence please provide an explanation why you are eligible in the text field below:" Below the red box is a text input field labeled "Explanation:" with a vertical scrollbar on the right side.

## Step 3 – Technical Information

### Environmental Assessment

The *Environmental Assessment Act* requires that certain large groundwater extraction projects undergo an environmental assessment, and obtain an environmental assessment certificate, or a formal determination that an environmental assessment certificate is not required.

Read the determination criteria displayed on the screen and answer appropriately.

The screenshot shows a web form titled "Step 3 - Technical Information" under the "ENVIRONMENTAL ASSESSMENT" section. The page has a progress bar at the top with steps 1 through 10, where step 3 is highlighted. The main content area contains the following text: "The *Environmental Assessment Act* requires that certain large groundwater extraction projects undergo an environmental assessment, and obtain an environmental assessment certificate, or obtain a formal determination that an environmental assessment certificate is not required." Below this, it states: "Criteria for determining whether a groundwater extraction projects may require an Environmental Assessment certificate:" followed by three numbered criteria: 1. "Constructed on or after the year 1995 where one or more works, operated intermittently or continually for 1 year, divert 75 litres per second or greater." 2. "Modifications to projects constructed prior to 1995 that result in diversion reaching or exceeding 75 Litres per second." 3. "Projects built prior to 1995 that divert 75 Litres per second or greater that have been modified on or after 1995 such that there is an increase of 35% or more over the previous rate of diversion." Below the criteria, it says: "Projects that meet the criteria above may require either an Environmental Assessment Certificate or a letter of exemption from the Environmental Assessment Office." At the bottom of the main content area, there is a question: "\*According to the criteria above, please indicate whether your application requires an Environmental Assessment Certificate or letter of exemption?" with two radio buttons labeled "Yes" and "No". Below the question are three buttons: "Review Application", "Print Page", and "Next". At the very bottom of the page, there is a footer with a note: "\* An asterisk indicates a required field." and a row of buttons: "Back", "Cancel", "Save Application", and "Next".

If the answer is “No” select the appropriate radio button and click the “Next” button.

If the answer is “Yes”, you will be required to upload the Certificate /or Letter of Exemption .

Click on the **UPLOAD CERTIFICATE / LETTER OF EXEMPTION** button and pop-up window will appear to enable you to upload a file.

Existing Use Groundwater Application (100177605)

1 2 **Step 3 - Technical Information** 4 5 6 7 8 9 10 Complete

Environmental Assessment  
The Environmental Assessment Act requires that certain large groundwater extraction projects undergo an environmental assessment, and obtain an environmental assessment certificate, or obtain a formal determination that an environmental assessment certificate is not required.

Criteria for determining whether a groundwater extraction projects may require an Environmental Assessment certificate:

1. Constructed **on or after the year 1995** where one or more works, operated intermittently or continually for 1 year, divert 75 Litres per second or greater.
2. **Modifications to projects constructed prior to 1995** that result in diversion reaching or exceeding 75 Litres per second.
3. Projects built prior to 1995 that divert 75 Litres per second or greater that have been modified on or after 1995 such that there is **an increase of 35% or more over the previous rate** of diversion.

Projects that meet the criteria above may require either an Environmental Assessment Certificate or a letter of exemption from the Environmental Assessment Office.

\*According to the requirements above, does your application require an Environmental Assessment report?  
Environmental Assessment Report

**UPLOAD CERTIFICATE / LETTER OF EXEMPTION**

REVIEW APPLICATION  
PRINT PAGE

\*An asterisk indicates a required field.

BACK

Document Upload

Fill in filename (including path), the description and then click [Upload] to send.  
Remember that uploads are only accepted for files with extensions of:  
.bmp, .dbf, .doc, .docx, .gif, .jpeg, .jpg, .log, .pdf, .png, .pps, .ppsx, .ppt, .pptx, .prj, .rtf, .sbn, .sbx, .shp, .shx, .tif, .tiff, .txt, .xls, .xlsx, .xml or .zip

\* File Name: Choose File No file chosen  
\* Description:

UPLOAD

\* An asterisk indicates a required field.

Click the “Browse...” button to find the file from where you have saved it.

You must enter a description for the file before you click the **Upload** button. Any files you upload will display on the screen. You will not be able to move forward to the next screen without the description.

increase of 35% or more over the previous rate of diversion.

Projects that meet the criteria above may require either an Environmental Assessment Certificate or a letter of exemption from the Environmental Assessment Office.

\*According to the criteria above, please indicate whether your application requires an Environmental Assessment Certificate or letter of exemption? ☒ Yes ☐ No

**UPLOAD CERTIFICATE / LETTER OF EXEMPTION**

Description	File Name
<a href="#">View</a> Certificate	Certificate.jpg

Review Application  
Print Page

\* An asterisk indicates a required field.

Back Cancel Save Application Next

## Purposes

On the next screen, you will be entering the purpose(s) that the Groundwater is to be used for. For definitions of the purposes, use the hyperlink provided.

### Existing Use Groundwater Application (100177605)

1 2 **Step 3 - Technical Information** 4 5 6 7 8 9 10 Complete

**\*Purposes**  
Please select the purpose for which the groundwater will be used. Please note that the purpose you indicate may be changed during the application review process to better reflect the use of the water, in which case you will be notified of the change. For definitions of Water Use Purpose, click [here](#)

**Existing Use Groundwater Application is exempt from the application fee until December 31, 2017. The rental fee is still calculated on the application and payment of the rental fee is required at the time of submission of your application.**

Purpose	Quantity	Fee
		Total: \$0.00

**ADD PURPOSE**

▶ REVIEW APPLICATION

▶ PRINT PAGE

\* An asterisk indicates a required field.

**BACK** **CANCEL** **SAVE APPLICATION** **NEXT**

When you are ready to add your purpose(s), click the **ADD PURPOSE** button. A pop-up window will appear as shown below.

**Existing Use Groundwater Application (100146813)**

1 2 **Step 3 - Technical Information** 4 5 6 7 8 9 10 **COMPLETED**

**\*PURPOSES**  
Please select the purpose for which the diverted groundwater will be used. Please note that the purpose you indicate may be changed during the application review process to better reflect the use of the water, in which case you will be notified of the change. For definitions of Water Use Purpose, click [here](#)

**Existing Use Groundwater Application is exempt from the application fee until December 31, 2017. The rental fee is still calculated on the application and payment of the rental fee is required at the time of submission of your application.**

Purpose	Quantity	Fee
		Total: \$0.00

**ADD PURPOSE**

**Review Application**

**Print Page**

\* An asterisk indicates a required field.

**Back**

**Add a Purpose**

**STEP 1**  
What purpose do you want to use the water for?  
(select) ▼

## STEP 1

You will need to click on drop down box next to select the purpose and subpurpose of your water use.

**Add a Purpose**

**STEP 1**

What purpose do you want to use the water for?

(select)  
Conservation  
Domestic  
Industrial  
Irrigation  
Land Improvement  
Mineralized water  
Mining  
Oil and Gas  
Power  
Storage Purpose  
Waterworks

Cancel Save

## STEP 2

Click the dropdown menu in Step 2 to select your subpurpose.

**Add a Purpose**

**STEP 1**

What purpose do you want to use the water for?

Industrial

**STEP 2**

Please select one of the following sub-purposes

(select)  
Bottle Sales  
Camps & Public Facilities  
Commercial Enterprise  
Cooling  
Crop harvesting, protection and composting  
Fish Hatchery  
Greenhouse and Nursery  
Heat Exchanger - Residential  
Heat Exchangers, Industrial & Commercial  
Ice & Snow making  
Lawn, Fairway and Garden  
Livestock and animal  
Miscellaneous Industrial  
Pond and Aquaculture  
Processing and manufacturing  
Pulp Mills  
Swimming Pool  
Vehicle and Equipment  
Waste management  
Well drilling and transportation or utility corridor management

Cancel Save

Once you select the subpurpose, an explanation will appear. Read it to confirm that you have chosen the correct purpose.

**Add a Purpose**

**STEP 1**

What purpose do you want to use the water for?

Industrial

**STEP 2**

Please select one of the following sub-purposes

Livestock and Animal

**Explanation**

The diversion and use of water to provide drinking water and sanitation requirements in the operation or maintenance of a kennel, an animal shelter or boarding facility, a ranch or feedlot operation, or a game farm, dairy farm, pig farm or poultry farm, or similar enterprise for rearing livestock

Water Sustainability Regulation, Schedule A section 1  
"Game farm" has the same meaning as in the Game Farm Regulation [Animal Health Act]

## USE OF WATER

If you indicate your use of the water to be seasonal, you will need to provide the range of months of use

### Step 2

Please select one of the following sub-purposes

Irrigation ▼

#### Explanation

Water is used for irrigation purpose, other than provided by a local provider.

#### Use of Water

\*Do you want to use the water only seasonally? ☐ Yes ☐ No

**USE OF WATER** ⓘ

\*Do you want to use the water only seasonally? ⓘ ☒ Yes ☐ No

\*During which months do you want to use the water? ⓘ (None) ▼ to (None) ▼

Enter the quantity of the water you will be using in cubic metres per year. If you need to convert to cubic metres per year, click on the **UNIT CONVERSION TOOL** button to take you to an external link for conversion.

When you are done with your conversion, close the tab to return to the application and enter the information into the quantity box.

The following screen deals with quantity of water used and may differ slightly depending on the purpose/subpurpose you chose previously.

\*Quantity: 10.00000 m<sup>3</sup>/year **UNIT CONVERSION TOOL**

\*Type of Stock: Mixture ▼

\*Quantity of Stock: 50

Comments: 20 beef cows, 20 sheep, 10 chickens

When finished, click **Save** and close the pop-up. The purpose will be added to the main purpose screen, as shown below:

**Existing Use Groundwater Application (100167851)**

1 2 **Step 3 - Technical Information** 4 5 6 7 8 9 10 COMPLETED

**\*PURPOSES**  
Please select the purpose for which the groundwater will be used. Please note that the purpose you indicate may be changed during the application review process to better reflect the use of the water, in which case you will be notified of the change.

Existing Use Groundwater Application is exempt from the application fee until February 28, 2017. The rental fee is still calculated on the application and payment of the rental fee is required at the time of submission of your application.

Purpose	Quantity	Fee
<a href="#">Edit</a> Livestock and Animal	100 m³/year	\$0.00
		Total: \$0.00

[ADD PURPOSE](#)


[Review Application](#)

[Print Page](#) Application Fee: \$41.94 CAD plus applicable taxes

\* An asterisk indicates a required field.

[Back](#) [Cancel](#) [Save Application](#) [Next](#)

To add more purposes, select the “Add Purpose” button again and follow the same process.

If you want to delete the added purpose, click on the  button beside the added purpose.

If you want to edit the information on the added purpose, click on the “Edit” Hyperlink.

The main screen will then show the application fee in the third column where your purpose is listed. The grey Application Fee box will show the total of the Application and Rental fees. (Despite the name, this box shows the total of BOTH fees).

1 2 **Step 3 - Technical Information** 4 5 6 7 8 9 10 11 COMPLETED

**\*PURPOSES**  
Please select the purpose for which the groundwater will be used. Please note that the purpose you indicate may be changed during the application review process to better reflect the use of the water, in which case you will be notified of the change. For definitions of Water Use Purpose, click [here](#).

Existing Use Groundwater Application is exempt from the application fee until February 28, 2017. The rental fee is still calculated on the application and payment of the rental fee is required at the time of submission of your application.

Purpose	Quantity	Fee
<a href="#">Edit</a> Livestock and Animal	10 m³/year	\$0.00
		Total: \$0.00

[ADD PURPOSE](#)

[Review Application](#)

[Print Page](#) Application Fee: \$41.94 CAD plus applicable taxes

\* An asterisk indicates a required field.

[Back](#) [Cancel](#) [Save Application](#) [Next](#)

[Top](#)

**Note: Both an application fee and a rental fee are applicable.** Existing Use Groundwater Applications are exempt from application fees for the first 12 months after February 29, 2016, and therefore will show as \$0.00 on the screen during this timeframe .

Rental fees are not exempt and are calculated for the length of time the water has been used from February 29, 2016 (when the Water Sustainability Act came into effect)

You can add as many purposes as you need on the Existing Groundwater Use Licence application. When finished, move to the next screen by clicking the [Next](#) button.

## Existing Use

Indicate if you have been using Groundwater for purposes other than domestic use prior to Feb 29, 2016. Select the appropriate radio button.

### Existing Use Groundwater Application (100177553)

1

2

Step 3 - Technical Information

4

5

6

7

8

9

10

Complete

#### Existing Use

Groundwater users that have been using groundwater prior to the date that the *Water Sustainability Act* came into force may be granted a priority date for their water licence that is equal to the date they first beneficially used the water.

Have you been using groundwater for purposes other than domestic use prior to February 29, 2016? ☒ Yes ☐ No

If the answer is “No”, the following warning text will appear on the screening stating that you need to apply for New Groundwater Licence Application. In this case, you will not be able to proceed further with your Existing Use Groundwater Application.

### Existing Use Groundwater Application (100177553)

1

2

Step 3 - Technical Information

4

5

6

7

8

9


10

Complete

#### Existing Use

Groundwater users that have been using groundwater prior to the date that the *Water Sustainability Act* came into force may be granted a priority date for their water licence that is equal to the date they first beneficially used the water.

\* Have you been using groundwater for purposes other than domestic use prior to February 29, 2016? ☐ Yes ☒ No



If you have not been using groundwater on or before February 29, 2016, you must apply for a New Groundwater Licence instead of an Existing Use Groundwater Licence. Please use this application form to do so: [New Groundwater Licence](#)

▶ REVIEW APPLICATION

▶ PRINT PAGE

Application and Associated Fees: \$116.94 CAD plus applicable taxes

If the answer is Yes, a “Proof of Use” section will appear as shown below. Please upload at least one of the listed documents and upload it on the screen.



## Existing Use Groundwater Application (100146813)

1 2 **Step 3 - Technical Information** 4 5 6 7 8 9 10 COMPLETED

### EXISTING USE

Groundwater users that have been using groundwater prior to the date that the *Water Sustainability Act* came into force may be granted a priority date for their water licence that is equal to the date they first beneficially used the water.

- Have you been using groundwater for purposes other than domestic use prior to February 28, 2016? ☒ Yes ☐ No

### PROOF OF USE

Since you answered "Yes" above, you must provide documentation demonstrating when you began using groundwater. Proof of use will enable you to retain a priority date for your water rights from the date you first began using the groundwater.

Below is a list of options to demonstrate your use of groundwater. Please read through the list and use the "Upload file" button to begin uploading copies of your documents.

Options for proof	Description
Well Log / Construction Report	Please provide the date of completion of the well by submitting the original Well Log or Construction Report.
Construction Permit / Operating Permit	Please provide the date of construction from the Construction Permit or the Operating Permit.
Certificate of Public Convenience and Necessity	The Certificate of Public Convenience and Necessity likely post-dates the well completion date.
Subdivision Approval	Provide proof of the date on the subdivision approval (if involved submission of documents related to "proof of potable water").
Sworn Affidavit	Please provide a sworn affidavit from someone that can testify regarding your use of the groundwater.
Other	Other evidence that could demonstrate the date that you began using groundwater. Such evidence could include: <ul style="list-style-type: none"><li>- Project Certificate for projects that underwent an Environment Assessment</li><li>- Documentation of exemption from EA</li><li>- Building Permit or Occupancy Permit</li><li>- Consultant report(s) on well or water supply system, e.g. water quality tests</li><li>- Date on well pump installation invoice</li><li>- Business purchase agreement</li><li>- Aerial photos</li><li>- Date of zoning for land use change</li></ul>

### UPLOAD YOUR DOCUMENTS HERE

UPLOAD FILE

Review Application



To upload a file, Click on the **UPLOAD FILE** button and a pop-up window will appear.

The screenshot shows the 'PROOF OF USE' section of a web application. On the left is a sidebar with 'RESOURCES' (Contact Us), '(Government Representative)', and 'Exit this e-service'. The main content area has a table with 'Options for proof' and 'Description'. The 'Options for proof' column lists: Well Log / Construction Report, Construction Permit / Operating Permit, Certificate of Public Convenience and Necessity, Subdivision Approval, and Sworn Affidavit. The 'Description' column provides instructions for each. Below the table is an 'Other' option. At the bottom, there are buttons for 'UPLOAD FILE', 'Review Application', and 'Print Page'. A pop-up window titled 'Document Upload' is open, showing a form with fields for 'File Name' (with a 'Browse...' button) and 'Description', and an 'Upload' button. A note at the bottom of the pop-up states: '\* An asterisk indicates a required field.'

Click the "Browse..." link to find the file from where you have saved it.

You must enter a description for the file before you click the **Upload** button. Any files you upload will display on the screen. Next, select the appropriate type of document from the dropdown menu provided. When each document is uploaded, a green check mark will appear beside the type of document in the list. You will not be able to move forward to the next screen if you do not select the type of document for each uploaded document.

This screenshot shows the 'PROOF OF USE' page after a document has been uploaded. The 'Well Log / Construction Report' option in the table now has a green checkmark in the 'Options for proof' column. Below the table, the 'UPLOAD YOUR DOCUMENTS HERE' section is circled in red. It contains a table with three columns: '\* Document Type', '\* Description', and 'File Name'. The first row shows 'Well Log / Construction Report' in the dropdown, 'Well Log' in the description field, and 'Well Log.docx' in the file name field. Below this table are buttons for 'UPLOAD FILE', 'Review Application', and 'Print Page'.

Once you have finished uploading all documents relevant to the application, click the **Next** button to move to the next screen.

## History of Water Use

You will be asked to enter the date when the groundwater use began.

If you answer 'Unknown' to the question *"Have previous owners used groundwater at the land, mine or undertaking where the water is being used"*, then you will see messaging around how the prior usage date is assigned.

### Existing Use Groundwater Application (100177605)

1 2 **Step 3 - Technical Information** 4 5 6 7 8 9 10 Complete

#### History of water use

To assign the correct date of precedence for your licence it is necessary to gather information about the history of water use. Please answer the following questions to the best of your knowledge.

\*Have previous owners used groundwater at the land, mine or undertaking where the water is being used? ☐ Yes ☐ No ☒ Unknown

Under the water Sustainability Act a priority date may be assigned as the date since which water has been continuously used by the current or a previous owner. You may wish to attempt to obtain information about historic water use on the property as supporting information that may assist a decision maker in assigning a date of precedence that reflects the date water was first used.

\*1. For each water use purpose you are requesting please indicate to the best of your knowledge when groundwater use began.

Purpose	Quantity	* Date
Industrial - Cooling	1 dam3/year	<input type="text" value="mmm dd, yyyy"/>

\*2. Has the quantity of water used for any of the above purpose(s) changed since the water use began? For example, the quantity of water use may change due to an increase or decrease in the area of land under irrigation.

☐ Yes ☐ No

3. Changes to the land where the water has been used:

Please describe any changes over time to the land, mine or undertaking where the water has been used that have occurred since the current owner assumed ownership. An example of a relevant change could be a significant expansion or reduction in the land area under irrigation or addition of a new or expanded commercial activity.

There are 3 more questions on this screen you will be required to answer before moving on to the next screen. If you answer 'Yes' to Question #2, a further question will be displayed on the screen for you to answer.

\*1. For each water use purpose you are requesting please indicate to the best of your knowledge when groundwater use began.

Purpose	Quantity	* Date
Industrial - Cooling	1 dam3/year	<input type="text" value="Feb 1, 2017"/>

\*2. Has the quantity of water used for any of the above purpose(s) changed since the water use began? For example, the quantity of water use may change due to an increase or decrease in the area of land under irrigation.

☒ Yes ☐ No

\*Reasons for changes in water volumes used

To the best of your knowledge, please describe the changes in the quantity of water used for each purpose over time, the dates of any changes in the quantity of water use, and the reasons for the change.

Purpose	Quantity	* Date	* Description
Industrial - Cooling	1 dam3/year	<input type="text" value="mmm dd, yyyy"/>	<input type="text"/>

3. Changes to the land where the water has been used:

Please describe any changes over time to the land, mine or undertaking where the water has been used that have occurred since the current owner assumed ownership. An example of a relevant change could be a significant expansion or reduction in the land area under irrigation or addition of a new or expanded commercial activity.

## Works

This is where you list all the physical equipment used to get the water from its source to where you need to use it and explains what they are and where to find the formal definitions.

1 2 **Step 3 - Technical Information** 4 5 6 7 8 9 10 COMPLETED

**\*WORKS**

Works are the physical equipment used to move the water from its source to where it will be used. For example, works should include a well or dugout to access groundwater or a screened intake to access water from a stream, pipelines, as well as storage structures such as a dugout or reservoir if water is being stored. The works can also include pumps, sprinklers or any other works that will be used. Please ensure that you add ALL works that will be used – typically there will be multiple items listed in this section. Scroll down the list provided to see all the options available for selection. For a formal definition of “works”, refer to Section 1(1) of the [Water Sustainability Act](#).

Works	Status
-------	--------

**ADD WORKS**

Click the **ADD WORKS** button and a pop-up window will appear, as shown below.

FrontCounter BC

VIRTUAL FRONT COUNTER BC

[Home](#)  
[New Application](#)  
[My Applications](#)

RESOURCES  
[Contact Us](#)  
(Government Representative)

Exit this e-service

1 2 **Step 3 - Technical Information** 4 5 6 7 8 9 10 COMPLETED

**\*WORKS**

You will require works such as well, pump, or pipeline, dugout to extract and store groundwater. Please provide us with all the information about the works such as the types of works needed and how they affect Crown land and other privately owned land. The location and type of the works also needs to be clearly marked on the drawing to scale which you will have to upload in Step 6 - Document Upload.

Works

**ADD WORKS**

PROXIMITY TO S

In order to consider between the aquifer

Does any document well construction there is a hydraulic between the well and source?

OTHER LANDS P

Do your works phys neighbour's land to a private landowner later in the application

vFCBC - Works - Internet Explorer

**Works**

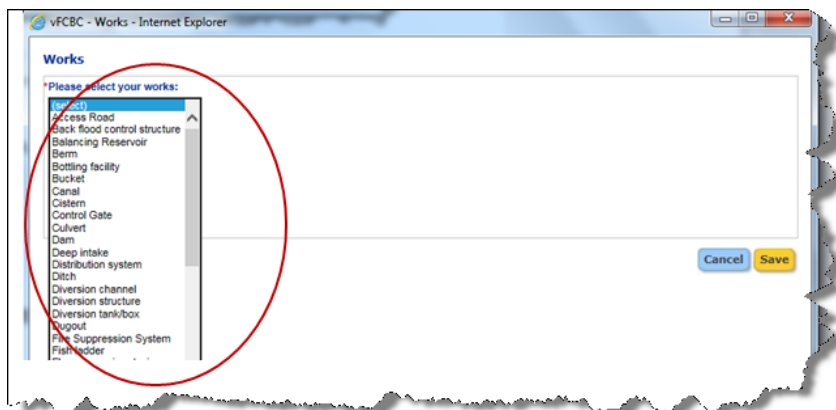
\*Please select your works:

(select)

Cancel Save

### Which works do you want to use?

Click on the available dropdown menu inside the pop-up and select the appropriate works.



Select all works that are applicable to you. Typically, multiple items will need to be added. Scroll down to see all the items on the list. Once you have selected works, an explanation will appear about those works.

### Status and Comments

Next, fill in the status of 'not constructed', 'partially constructed' or 'fully constructed' from the dropdown provided.

## Well Works

If you answer 'Yes' to the question regarding Well Works, you will be required to add specific information about the well in use.

Click on the **ADD WELL** button, and a "Add Well" screen will appear with a number of questions relating to the well. The Status will default to "Fully Constructed", however, you can pick from the drop-down list 'Not Constructed' or 'partially Constructed'. Questions with an asterisk (\*) are mandatory and need to be filled in in order to move to the next screen; however, it is best to provide as much information as possible.

Well ID:

Explanation

As an existing user, your works should be fully constructed. If your works are not fully constructed for some reason, (e.g. under repair), please provide details in the "Comments" field below.

\*Status

Fully Constructed

Well Information

Please supply some additional information regarding your well.

Well ID Plate Number:

Well Tag Number:

Aquifer source:

Depth of well:

metres

Diameter of well:

centimetres

Date of construction:

mmm dd, yyyy

12/18/20

Latitude value must be entered as a positive value between 47 to 60 up to 7 decimals.  
Longitude value must be entered as a negative value between -140 to -113 up to 7 decimals.

Latitude:

Longitude:

Decimal degrees

\*Method of location measurement:

(None)

Well Is On:

☐ Crown land ☐ Private land

Estimated Yield:

m3/day

\*Is the well a flowing artesian well at any time of the year?

☐ Yes ☐ No ☐ Unknown

\*Is the well head in a pit or a sump?

☐ Yes ☐ No ☐ Unknown

\*Are there other wells on the property that are not in use?

☐ Yes ☐ No ☐ Unknown

WELL DOCUMENTS TO ATTACH

Later in the application process, you will be required to upload a Drawing to Scale. You may use this screen to attach any other documents that you feel are specific to your well that you have not already uploaded previously.

Type of Document

Description

Other

Please upload any other documents that do NOT fit into one of the other types and that are applicable to this application.

UPLOAD YOUR DOCUMENTS HERE

UPLOAD FILE

COMMENTS

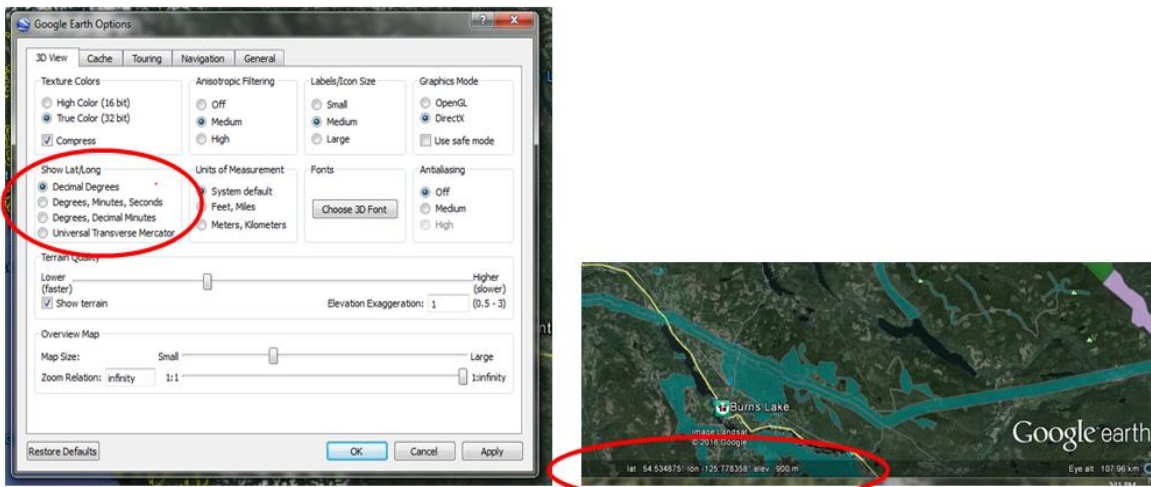
Please provide any additional information related to your well or wells. Where possible, do not include personal information.

CANCEL

SAVE

## TIP

If you use Google Earth to locate your well, you can choose to display Decimal Degrees by choosing Tools, then Options. The coordinates will show at the bottom of the screen.



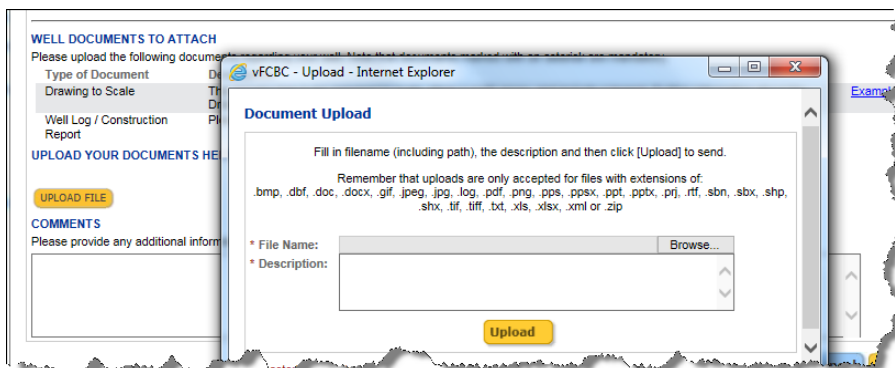
## TIP

All mention of Crown Land in the system and in this document refers to Provincial Crown Land. If it is another type of crown land (such as Municipal or Federal), the type will be specified.

### Well Documents to Attach

This is a non-mandatory field where you can attach any documents you feel are relevant to provide more well information. This is not where you attach a Drawing to Scale.

To upload the document, click on "Upload" button. A pop-up window will appear on the screen.



Click on "Browse" button and select the file you want to upload. Enter the file description in the "Description" field and click on "Upload" button as shown below.

## Document Upload

Fill in filename (including path), the description and then click [Upload] to send.

Remember that uploads are only accepted for files with extensions of:  
.bmp, .dbf, .doc, .docx, .gif, .jpeg, .jpg, .log, .pdf, .png, .pps, .ppsx, .ppt, .ptx, .prj, .rtf, .sbn, .sbx, .shp, .shx, .tif, .tiff, .txt, .xls, .xlsx, .xml or .zip

\* File Name:  Browse...

\* Description:

**Upload**

\* An asterisk indicates a required field.

Once you have uploaded the file, the Upload pop-up window will close and document will appear on the screen as shown next.

**WELL DOCUMENTS TO ATTACH**  
Later in the application process, you will be required to upload a Drawing to Scale. You may use this screen to attach any other documents that you feel are specific to your well that you have not already uploaded previously.

Type of Document	Description
Other	Please upload any other documents that do NOT fit into one of the other types and that are applicable to this application.

**UPLOAD YOUR DOCUMENTS HERE**

* Type of Document	* Description	File Name
(select) ▼	Relevant Well Info document	A relevant Well Info document.pdf x

**UPLOAD FILE**

**COMMENTS**  
Please provide any additional information related to your well or wells. Where possible, do not include personal information.

Select 'Other' from the dropdown list.

**WELL DOCUMENTS TO ATTACH**  
Later in the application process, you will be required to upload a Drawing to Scale. You may use this screen to attach any other documents that you feel are specific to your well that you have not already uploaded previously.

Type of Document	Description
Other	Please upload any other documents that do NOT fit into one of the other types and that are applicable to this application.

**UPLOAD YOUR DOCUMENTS HERE**

* Type of Document	* Description	File Name
Other	Relevant Well Info document	A relevant Well Info document.pdf x

**UPLOAD FILE**

**COMMENTS**  
Please provide any additional information related to your well or wells. Where possible, do not include personal information.



Next, provide any comments about your works in the Comments text field.

**WELL DOCUMENTS TO ATTACH**  
Later in the application process, you will be required to upload a Drawing to Scale. You may use this screen to attach any other documents that you feel are specific to your well that you have not already uploaded previously.

Type of Document	Description
<input checked="" type="checkbox"/> Other	Please upload any other documents that do NOT fit into one of the other types and that are applicable to this application.

**UPLOAD YOUR DOCUMENTS HERE**

Type of Document	Description	File Name
Other	Relevant Well Info document	A relevant Well Info document.pdf x

**UPLOADED FILES**

**COMMENTS**  
Please provide any additional information related to your well or wells. Where possible, do not include personal information.  
Enter comments here.

Cancel Save

Once you have entered all the required information then click on the “Save” button. The Add Well pop-up window will close and the added Well will appear on STEP 3 Technical Information as shown below.

Well Works		
*Will the water be diverted using a Well? <input checked="" type="radio"/> Yes <input type="radio"/> No		
Works	Well ID	Status
<a href="#">Edit</a> Well	123456	Fully Constructed

## Proximity to Surface Water

Next, answer the question regarding proximity to surface water.

**PROXIMITY TO SURFACE WATER**  
In order to consider all relevant factors concerning your licence application, it is necessary to understand any potential connections between the aquifer from which you propose to withdraw water and connected surface water.

Does any documentation, such as a well construction report, indicate that there is a hydraulic connection between the well and a surface water source? ☐ Yes ☒ No ☐ Unknown

**OTHER LANDS PHYSICALLY AFFECTED**  
Do your works physically affect another private landowner's property, e.g. is a pipe running over your neighbour's land to divert the water to your land? If yes, you will need to obtain their permission. If the land is owned by a private landowner, a pre-filled form that can be signed by the other landowner will be provided at the Signature step.

If the answer is “No” or “Unknown” then move to the next section.

If the answer is “Yes”, an additional text box will appear on the screen. Describe the source of the nearby surface water (Ex. Lake stream, Spring etc).



**PROXIMITY TO SURFACE WATER**

In order to consider all relevant factors concerning your licence application, it is necessary to understand any potential connections between the aquifer from which you propose to withdraw water and connected surface water.

Does any documentation, such as a well construction report, indicate that there is a hydraulic connection between the well and a surface water source?

☒ Yes ☐ No ☐ Unknown

Please describe the source of the nearby surface water (e.g., lake, stream, spring).

**OTHER LANDS PHYSICALLY AFFECTED**

Do your works physically affect another private landowner's property, e.g. is a pipe running over your neighbour's land to divert the water to your land? If yes, you will need to obtain their permission. If the land is owned by a private landowner a prefilled form that can be signed by the other landowner will be provided at the Signature step later in the application process. If the affected property is Crown land, the required permission to be able to construct your works is part of the application process.

## Other Lands Physically Affected

Answer the question about other lands physically affected by the works listed in the application.

**OTHER LANDS PHYSICALLY AFFECTED**

Do your works physically affect another private landowner's property, e.g. is a pipe running over your neighbour's land to divert the water to your land? If yes, you will need to obtain their permission. If the land is owned by a private landowner a prefilled form that can be signed by the other landowner will be provided at the Signature step later in the application process. If the affected property is Crown land, the required permission to be able to construct your works is part of the application process.

Are there other lands that are physically affected by your works?

☐ Yes ☒ No

**JOINT WORKS**

Are your works connected to the works of another person or group of persons?

If yes, it is recommended that a Joint Works Agreement be completed. Please attach the agreement, if available, for our reference during the 'Document Upload' step at a later stage of the application process.

Are your works connected to the works of another person or group of persons?

☐ Yes ☒ No

This question pertains to private land or other only. IF OTHER LANDS PHYSICALLY AFFECTED BY YOUR WORKS FALL ON CROWN LAND, DO NOT ANSWER YES ON THIS STEP. The Crown land permission questions will be asked on the next step.

Note that if you answer "Yes", a notice message will appear and you will be required to provide information about all other private lands.

by the other landowner will be provided at the Signature step later in the application process. If the affected property is Crown land you could request for permission on the next step.

\*Are there other lands that are physically affected by your works?

☒ Yes ☐ No



You have indicated that there are other lands affected. You will need permission of the owners' of that land. Please click on Add Land Information button below to enter the required information about each land parcel. Repeat process till all affected land parcels have been entered.

**ADD LAND INFORMATION**

Read the message and click on the **ADD LAND INFORMATION** button to open a pop-up window.

**OTHER LANDS PHYSICALLY AFFECTED**

Do your works physically affect another private landowner's property, e.g. is a pipe running over your neighbour's land to divert the water to your land? If yes, you will need to obtain their permission. If the land is owned by a private landowner a prefilled form that can be signed by the other landowner will be provided at the Signature step later in the application process. If the affected property is Crown land, the required permission to be able to construct your works is part of the application process.

\*Are there other lands that are physically affected by your works? ☒ Yes ☐ No

**!** You have indicated that there are other lands affected. You will need permission of the owners' of that land. Please click on Add Land Information button below to enter the required information about each land parcel. Repeat process till all affected land parcels have been entered.

**ADD LAND INFORMATION**

### Land Information

Indicate if the other affected land is Private Land or Other. Do not select the 'Provincial Crown land' (Reminder: If the answer is Crown Land then go back to the previous step & select NO to the question "Are there other lands that are physically affected by your works?")

Choose either Private Land or Other. Some examples of the "Other" category are municipal or federal crown lands.

**Land Information**

What is the category of land ownership? ☐ Private Land ☐ Provincial Crown Land ☐ Other

**Cancel Save**

### ***Private Land***

If private land is selected, you will need to provide either the Parcel Identifier, Legal Description or Certificate of Title Number.

The screenshot shows a web browser window titled "vFCBC - Land Information - Internet Explorer". The form is titled "Land Information". It has three radio buttons for "What is the category of land ownership?": "Private Land" (selected), "Provincial Crown Land", and "Other". Below these are three input fields: "Parcel Identifier (PID):", "Legal Description:", and "Certificate of Title No:". The "Legal Description" field has a dropdown arrow. To the right of the "Certificate of Title No:" field is a yellow button labeled "UPLOAD CERTIFICATE". At the bottom right are "Cancel" and "Save" buttons. A red oval highlights the "Private Land" radio button and the three input fields.

### ***Other***

Some examples of the "Other" category are municipal or federal crown lands. If you choose "Other", the following sections will appear on the screen. Enter land information in at least one of the given fields such as Legal Description or Metes and Bounds.

The screenshot shows the same web browser window. The "Other" radio button is now selected. The "Legal Description:" field is now visible and has a dropdown arrow. Below it is a new section titled "Metes and Bounds (description of unsurveyed land):" with a text input field and a dropdown arrow. The "Parcel Identifier (PID):" and "Certificate of Title No:" fields are no longer visible. The "UPLOAD CERTIFICATE" button and "Cancel/Save" buttons remain. A red oval highlights the "Other" radio button and the "Legal Description:" and "Metes and Bounds" fields.

Once the Save button is clicked, the Popup window will close and Land information will appear on the “STEP 3 Technical Information” screen as shown below.

**OTHER LANDS PHYSICALLY AFFECTED**

Do your works physically affect another private landowner's property, e.g. is a pipe running over your neighbour's land to divert the water to your land? If yes, you will need to obtain their permission. If the land is owned by a private landowner a prefilled form that can be signed by the other landowner will be provided at the Signature step later in the application process. If the affected property is Crown land, the required permission to be able to construct your works is part of the application process.

\*Are there other lands that are physically affected by your works? ☒ Yes ☐ No

You have indicated that there are other lands affected. You will need permission of the owners' of that land. Please click on Add Land Information button below to enter the required information about each land parcel. Repeat process till all affected land parcels have been entered

<a href="#">Edit</a>	Private Land - Parcel ID: 96715975 - Legal Description: Lot 1 Plot 233	<a href="#">X</a>
----------------------	--	-------------------

**ADD LAND INFORMATION**

If additional lands are physically affected, add the information about the land using the **ADD LAND INFORMATION** button.

## Joint Works

Next, indicate if any of your works are joint with those of another person or group. If Yes, it is recommended that you complete and attach a Joint Works Agreement.

<http://www2.gov.bc.ca/assets/download/B584E919D81246179033D6375BF516FE>

**Other Lands Physically Affected**

Do your works physically affect another private landowner's property e.g. is a pipe running over your neighbour's land to divert the water to your land? If yes, you will need to obtain their permission. If the land is owned by a private landowner a prefilled form that can be signed by the other landowner will be provided at the Signature step later in the application process. If the affected property is Crown land, then you could request for permission on the next step.

\*Are there other lands that are physically affected by your works? ☐ Yes ☒ No

---

**Joint Works**

Are your works connected to the works of another person or group of people?

If yes, it is recommended that a Joint Works Agreement be completed. Please attach the agreement, if available, for our reference during the 'Document Upload' step at a later stage of the application process.

\*Are any of your works joint with another person's or group's works? ☒ Yes ☐ No

**UPLOAD**

---

**Water Users' Community**

A Water Users' Community is a group of 6 or more licensees that have been issued a certificate of incorporation under the Water Users' Communities Act by the Comptroller of Water Rights incorporating the users into a water users' community.

## Water Users' Community

Next, indicate if the water will be used by a Water Users' Community.

**WATER USERS' COMMUNITY**  
A Water Users' Community is a group of 6 or more licensees that have been issued a certificate of incorporation under the Water Users' Communities Act by the Comptroller of Water Rights incorporating the users into a water users' community.

Will the water be supplied by a Water Users' Community? ☐ Yes ☒ No

[Review Application](#) [Print Page](#) Application Fee: \$150.00 CAD plus applicable taxes

\* An asterisk indicates a required field.

[Back](#) [Cancel](#) [Save Application](#) [Next](#)

If "Yes", an additional question will appear below.

Select the name of the Water Users' Community from the dropdown list provided.

**WATER USERS' COMMUNITY**  
A Water Users' Community is a group of 6 or more licensees that have been issued a certificate of incorporation under the Water Users' Communities Act by the Comptroller of Water Rights incorporating the users into a water users' community.

Will the water be supplied by a Water Users' Community? ☒ Yes ☐ No

\* Name of Water Users' Community:

[Review Application](#) [Print Page](#) Application Fee: \$150.00 CAD plus applicable taxes

\* An asterisk indicates a required field.

[Back](#) [Cancel](#) [Save Application](#) [Next](#)

Select:

- Allendale Wuc (37964)
- Baerg Creek Dam Wuc (8350)
- Beasley Wuc (8346)
- Beaton Creek Wuc (57719)
- Bervoulin Wuc (8384)
- Blenkinsop Lake Wuc (8386)
- Boat Harbour Wuc (8387)
- Bonaparte Dam WUC (33010)
- Braelock Wuc (8388)
- Brookmere Wuc (8389)
- Campbell Creek Wuc (40018)
- Cedar Creek Wuc (8391)
- China Creek Wuc (8342)

## Permit Over Crown Land

The next screen provides the information to determine whether a permit over Crown Land is required as part of the application for a Existing Groundwater Licence.

B.C. Home  
FrontCounter BC  
VIRTUAL FRONTCOUNTER BC  
[Home](#)  
[New Application](#)  
[My Applications](#)  
RESOURCES  
[Contact Us](#)  
(Government Representative)  
[Exit this e-service](#)

**Existing Use Groundwater Application (100145780)**

1 2 **Step 3 - Technical Information** 4 5 6 7 8 9 10 COMPLETED

**PERMISSION TO OCCUPY CROWN LAND**  
For any works that cross or otherwise affect (e.g. flood) Crown land, you will require permission. A Permit Over Crown Land (PCL) means an authority issued under the Water Sustainability Act which allows you to construct, maintain, or operate works on Crown land or to flood Crown land.

Please answer the following questions to determine whether an authorization to occupy Crown Land will be required with your Groundwater application. If a Permit Over Crown land is required, the applicable fee, if any, will be automatically calculated and added to your application.

You should indicate "Yes" to the following question if any of the following circumstances apply to your application:

- any of your new works to the licence are located on or crossing Crown land
- OR
- your well is located on Crown Land
- OR
- you are proposing to flood Crown Land

\* Do any of the above apply to your application? ☐ Yes ☐ No

[Review Application](#)



The first step is to determine whether any of the works are located on or crossing over Crown land, or whether there will be flooding of Crown Land to create live storage.

### ***No - the above do not apply to the application***

If your response is “No”, a message will appear on the screen to indicate that it appears neither a Permit over Crown Land, nor a Crown Land tenure will be required.

B.C. Home  
FrontCounter BC  
VIRTUAL FRONTCOUNTER BC  
Home  
New Application  
My Applications  
RESOURCES  
Contact Us  
(Government Representative)  
Exit this e-service

Existing Use Groundwater Application (100145780)  
1 2 Step 3 - Technical Information 4 5 6 7 8 9 10 COMPLETED

**PERMISSION TO OCCUPY CROWN LAND**  
For any works that cross or otherwise affect (e.g. flood) Crown land, you will require permission. A Permit Over Crown Land (PCL) means an authority issued under the Water Sustainability Act which allows you to construct, maintain, or operate works on Crown land or to flood Crown land.  
Please answer the following questions to determine whether an authorization to occupy Crown Land will be required with your Groundwater application. If a Permit Over Crown land is required, the applicable fee, if any, will be automatically calculated and added to your application.  
You should indicate "Yes" to the following question if any of the following circumstances apply to your application:  
• any of your new works to the licence are located on or crossing Crown land  
OR  
• your well is located on Crown Land  
OR  
• you are proposing to flood Crown Land  
☐ Yes ☒ No  
\*Do any of the above apply to your application?

Based on your answer you do not appear to be affecting or flooding Crown land and neither a Permit over Crown Land nor a Crown land tenure appears to be required. Your application is subject to review and based on that review, you may require a Permit Over Crown Land or a Land Act Tenure. If your circumstances change, you may need to amend your application. If you have any questions, please contact FrontCounter BC at 1-877-555-3222 for assistance.

### ***Yes – the above do apply to the application***

If your response to the initial question is “Yes”, further clarification will be requested on the screen.

B.C. Home  
FrontCounter BC  
VIRTUAL FRONTCOUNTER BC  
Home  
New Application  
My Applications  
RESOURCES  
Contact Us  
(Government Representative)  
Exit this e-service

Existing Use Groundwater Application (100145780)  
1 2 Step 3 - Technical Information 4 5 6 7 8 9 10 COMPLETED

**PERMISSION TO OCCUPY CROWN LAND**  
For any works that cross or otherwise affect (e.g. flood) Crown land, you will require permission. A Permit Over Crown Land (PCL) means an authority issued under the Water Sustainability Act which allows you to construct, maintain, or operate works on Crown land or to flood Crown land.  
Please answer the following questions to determine whether an authorization to occupy Crown Land will be required with your Groundwater application. If a Permit Over Crown land is required, the applicable fee, if any, will be automatically calculated and added to your application.  
You should indicate "Yes" to the following question if any of the following circumstances apply to your application:  
• any of your new works to the licence are located on or crossing Crown land  
OR  
• your well is located on Crown Land  
OR  
• you are proposing to flood Crown Land  
☒ Yes ☐ No  
\*Do any of the above apply to your application?

For certain activities or works a Land Act tenure is required. You should indicate "Yes" to the following question if any one of the following conditions apply to the proposed use of Crown land:  
• the purpose for the use of water is either "Power Commercial" or "Power General" based on the Water Use Purpose definitions, OR  
• any of the works are consider major works (meaning for conveyance of water of 0.01m³/s or more) OR  
• your works include a dam higher than 9 metres or storage greater than 1,000,000 m³ OR  
• your works include a permanent access road, a power house, or transmission lines.  
☐ Yes ☐ No  
\*Do any of the above apply to your application?

Yes – the above conditions apply to the application

If you respond “Yes” to this question, a message will appear to indicate a tenure under the Land Act will be required as part of your application.

exit this e-service

For certain activities or works a Land Act tenure is required. You should indicate 'Yes' to the following question if any one of the following conditions apply to the proposed use of Crown land:

- \* the purpose for the use of water is either 'Power Commercial' or 'Power General' based on the [Water Use Purpose definitions](#) OR
- \* any of the works are consider major works (meaning for conveyance of water of 0.01m³/s or more) OR
- \* your works include a dam higher than 9 metres or storage greater than 1,000,000 m³ OR
- \* your works include a permanent access road, a power house, or transmission lines.

\*Do any of the above apply to your application? ☒ Yes ☐ No

Based on your answer you will require a Land Act tenure. It is a condition of this application that the Land Act application is made at the same time as the Ground water licence application. If the Land Act application is not submitted, your application is considered to be incomplete and may be rejected. If you have any questions, please contact FrontCounter BC at 1-877-855-3222 for assistance.

View Application

### ***No – the above conditions do not apply to the application***

If your response to the question is “No”, an additional section will appear on the screen that asks client if you have an existing Crown Land Tenure OR Permit Over Crown land OR Mine Lease. Answer accordingly.

EXISTING CROWN LAND TENURE, PERMIT OVER CROWN LAND OR MINES LEASE

\*Do you have an existing Crown Land Tenure, Permit over Crown Land or Mines Lease that covers the affected Crown Land? ☐ Yes ☐ No

### ***Yes – Existing Crown Land Tenure, Permit Over Crown Land or Mine Lease***

If Yes, additional information is requested as shown below:

works include a dam higher than 9 metres or storage greater than 1,000,000 m³

\*Do any of the above apply to your application? ☐ Yes ☒ No

EXISTING CROWN LAND TENURE, PERMIT OVER CROWN LAND OR MINES LEASE

\*Do you have an existing Crown Land Tenure, Permit over Crown Land or Mines Lease that covers the affected Crown Land? ☒ Yes ☐ No

\*Please provide your Tenure file number or any other information about your existing permission:

### ***No – Existing Crown Land Tenure, Permit Over Crown Land or Mine Lease***

If No, additional sections will appear which are “Flooded Crown Land” and “Works On Crown Land”. **You must select Yes to one of the additional selections.**

When you require works on Crown Land that do not require a Land Act tenure, a Permit over Crown Land is issued with your licence and the fee for this is added to your application.

## Flooded Crown Land

If Yes, you will be asked about the area in hectares to be flooded.

**FLOODED CROWN LAND**  
If your operation includes the flooding of Crown Land, authorization to do so is required. A person must not cause Crown land to be flooded or construct, maintain or operate works on Crown land unless the person holds a permit that authorizes the activity. Please indicate if you intend to flood Crown land.

Are you flooding Crown land? ☒ Yes ☐ No

Total area of Crown land to be flooded:  ha

**WORKS ON CROWN LAND**  
You must indicate how much area of Crown land your works, excluding your wells, are using. This includes pipes, roads, etc. Again, this does NOT include your wells.

\*Are any of the works, excluding the well(s), on Crown land? ☐ Yes ☐ No

If No, move to the next section.

## Works On Crown Land

Indicate if any of the works cross Crown Land.

**WORKS ON CROWN LAND**  
You must indicate how much area of Crown land your works, excluding your wells, are using. This includes pipes, roads, etc. Again, this does NOT include your wells.

\*Are any of the works, excluding the well(s), on Crown land? ☐ Yes ☐ No

If 'Yes', you will be required to provide additional information i.e "Total Length of works on Crown Land" and "Width of works on Crown land". Click on "Refresh Area Calculation" button and system will fill in the Total area information in hectares below:

**WORKS ON CROWN LAND**  
You must indicate how much area of Crown land your works, excluding your wells, are using. This includes pipes, roads, etc. Again, this does NOT include your wells.

\*Are any of the works, excluding the well(s), on Crown land? ☒ Yes ☐ No

Total length of works on Crown land:  metres **REFRESH AREA CALCULATION**

\*Width of works on Crown land (minimum is 5.0 to allow for access):  metres

Total area of Crown land affected by works: 0.04500 ha

**Review Application**

If No, move to the next section.



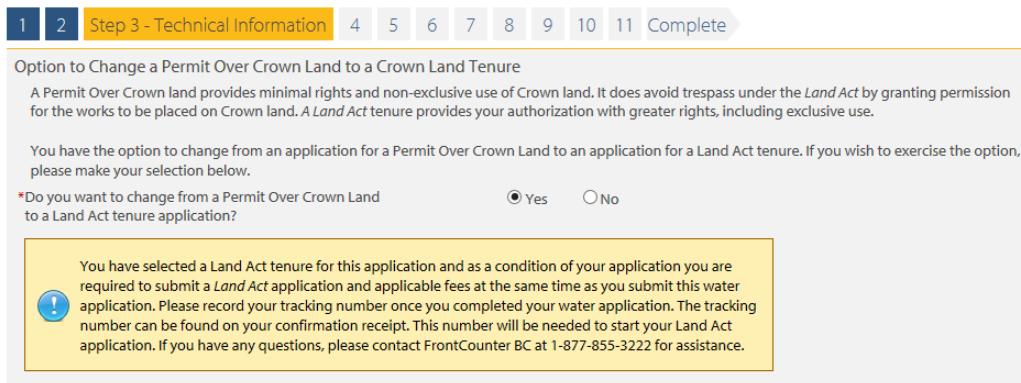
## Wells on Crown Land

This section only appears if you entered “Wells” as works on Crown Land on the previous screen. Enter the area of Crown land occupied by your well in the text field as shown below.



## Option to Change a Permit Over Crown Land to a Crown Land Tenure

If it is determined that PCL is required, there is an option that shows up to change PCL to a Crown Land Tenure as shown below. If you want to change from a Permit Over Crown Land to a Land Act tenure application, answer ‘Yes’.



## Application for Fee Exemption

Application fees and annual rentals are not required from:

- Provincial or federal ministries
- First Nations using water on reserve land,
- A person or entity that is exempt under a First Nations treaty final agreement from fees and rentals for water use out of a treaty water reservation. This exemption also applies to those people or entities that were using groundwater on Treaty lands on or before February 29, 2016.

- A person or entity that is exempt under the Nisga'a Final Agreement from fees and rentals for water use out of the Nisga'a Water Reservation. This exemption also applies to those people or entities that were using groundwater on Nisga'a Lands on or before February 29, 2016.

Indicate whether you are eligible for a fee exemption

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VIRTUAL FRONTCOUNTER BC

[Home](#)  
[New Application](#)  
[My Applications](#)

RESOURCES  
[Contact Us](#)

(Government Representative)

Exit this e-service

1 2 **Step 3 - Technical Information** 4 5 6 7 8 9 10 COMPLETED

### APPLICATION FOR FEE EXEMPTION

If you are a provincial or government ministry, federal government, or First Nations or other designated group, you may be eligible for exemption from the application fee and/or annual rental fee for this water licence application. Please review the exemption criteria under help to determine if this application qualifies.

\*Are you eligible to apply for a fee exemption? ☐ Yes ☒ No

[Review Application](#) [Print Page](#) Application Fee: \$150.00 CAD plus applicable taxes

\* An asterisk indicates a required field.

[Back](#) [Cancel](#) [Save Application](#) [Next](#)

If you are not eligible for a fee exemption, select 'No' and click the [Next](#) button to continue to the next screen.

If you are eligible for an exemption, click 'Yes'.

If you are an existing exempt client, provide your client number into the appropriate field.

1 2 **Step 3 - Technical Information** 4 5 6 7 8 9 10 COMPLETED

### APPLICATION FOR FEE EXEMPTION

If you are, or are applying on behalf of, a provincial government ministry, the federal government, a First Nation for use of water on reserve land, or a person applying to use water on Treaty Lands, or a Nisga'a citizen or entity applying to use water from the Nisga'a Water Reservation, you may be exempt from the application fee and/or annual rental for this water licence application.

\*Are you eligible to apply for a fee exemption? ☒ Yes ☐ No

#### QUESTIONS

\*Are you an existing exempt client? ☒ Yes ☐ No

\*Please enter your client number:

\*Fee Exemption Category:

Please enter any supporting information that will assist in determining your eligibility for a fee exemption. Please refer to help for details on fee exemption criteria and requirements.

If you are not an existing exempt client, but are eligible for an exemption, provide your fee exemption category into the space provided.

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VIRTUAL FRONTCOUNTER BC

[Home](#)  
[New Application](#)  
[My Applications](#)

RESOURCES  
[Contact Us](#)  
(Government Representative)

Exit this e-service

1 2 **Step 3 - Technical Information** 4 5 6 7 8 9 10 COMPLETED

### APPLICATION FOR FEE EXEMPTION

If you are a provincial or government ministry, federal government, or First Nations or other designated group, you may be eligible for exemption from the application fee and/or annual rental fee for this water licence application. Please review the exemption criteria under help to determine if this application qualifies.

\*Are you eligible to apply for a fee exemption? ☒ Yes ☐ No

**QUESTIONS**

\*Are you an existing exempt client? ☐ Yes ☒ No

\*Fee Exemption Category:

- (None)
- British Columbia Government Ministry
- Federal Government
- First Nations/Indian Band for use on Reserve
- Acting on behalf of a BC provincial ministry with a letter of permission from that ministry
- Other (Specify details below)

Please enter any supporting information that will assist in determining your eligibility for a fee exemption. Please refer to help for details on fee exemption criteria and requirements.

If your fee exemption category is “Acting on behalf of a BC provincial ministry with a letter of permission from the ministry”, you will need to upload the permission letter.

Click the **Upload** button to upload the permission letter. When you have done so, click the **Save** button.

RESOURCES  
[Contact Us](#)

Exit this e-service

\*Are you eligible to apply for a fee exemption? ☒ Yes ☐ No

**QUESTIONS**

\*Are you an existing exempt client? ☒ Yes ☐ No

\*Fee Exemption Category: ☒ Acting on behalf of a BC provincial ministry with a letter of permission from that ministry

Please upload a copy of the permission letter:

permission **X**

Please enter any supporting information that will assist in determining your eligibility for a fee exemption. Please refer to help for details on fee exemption criteria and requirements.

When you are done, click the **Next** button to continue.

## Step 4 – Location

On this screen, you will be required to enter the location information of the land where water rights will be issued.

The screenshot shows the 'Step 4 - Location' screen in the FrontCounter BC system. The left sidebar contains navigation links: Home, New Application, My Applications, Resources, Contact Us, (Government Representative), and Exit this e-service. The main content area has a progress bar at the top with steps 1 through 10, where Step 4 is highlighted. Below the progress bar, the section is titled '\*LAND INFORMATION' with a sub-header 'To issue a ground water licence it is necessary to provide a land information where the water will be used.' There is an 'ADD LAND INFORMATION' button. A text box states: 'A topographic map must be provided showing the physical location of the property where the water is proposed to be used and the works constructed in relation to nearby communities, highways, railways and other water sources.' Below this is a yellow box with the text: 'You can use one or more of the tools provided below to meet the requirement to help us find your location:'. Under the heading 'MAPPING OPTIONS', there are four checkboxes: 'I need a tool to help me make my digital map(s)', 'I have already built my map(s) using the GeoMark service', 'I have paper map(s) and wish to provide these with my application', and 'I have created my map(s) using my own Geographic Information System (GIS)'.

## Land Information

Click the **ADD LAND INFORMATION** button to open land information pop-up window as shown below

The screenshot shows the 'Land Information' pop-up window overlaid on the Step 4 - Location screen. The window title is 'vFCBC - Land Information - Internet Explorer'. The main heading is 'Land Information'. The question is '\*What is the category of land ownership?'. There are three radio button options: 'Private Land', 'Provincial Crown Land', and 'Other'. The 'Private Land' option is circled in red. At the bottom right of the window are 'Cancel' and 'Save' buttons.

### Private Land

If the answer is Private land you will be required to enter the Parcel Identifier and the Legal Description of the land.

**Land Information**

\*What is the category of land ownership? ☒ Private Land ☐ Provincial Crown Land ☐ Other

\*Parcel Identifier (PID):

\*Legal Description:

Certificate of Title No:  UPLOAD CERTIFICATE

Cancel Save

#### Provincial Crown Land

If the answer is Provincial Crown Land, enter information into at least one of the fields shown.

**Land Information**

\*What is the category of land ownership? ☐ Private Land ☒ Provincial Crown Land ☐ Other

Legal Description:

Metes and Bounds (description of unsurveyed land):

Mineral Tenure Number:

Land Tenure Number:

Other Permits (Provide Type & Number)

Cancel Save

#### Other

If you select "Other", enter information into at least one of the fields shown. One example of "Other" is a Private Land Lease.

**Land Information**

\*What is the category of land ownership? ☐ Private Land ☐ Provincial Crown Land ☒ Other

Legal Description:

Metes and Bounds (description of unsurveyed land):

Cancel Save

When you have finished entering the land information, click the **Save** button to return to the main window as shown below.

To add more land information, follow the same steps again.

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VIRTUAL FRONTCOUNTER BC

[Home](#)  
[New Application](#)  
[My Applications](#)

RESOURCES  
[Contact Us](#)  
(Government Representative)

1 2 3 **Step 4 - Location** 5 6 7 8 9 10 COMPLETED

**\*LAND INFORMATION**

To issue a ground water licence it is necessary to provide a land information where the water will be used.

**Edit** Private Land - Parcel ID: 515454636 - Legal Description: Lot 12 Plot 323

**ADD LAND INFORMATION**

A topographic map must be provided showing the physical location of the property where the water is proposed to be used and the works constructed in relation to nearby communities, highways, railways and other water sources.

You can use one or more of the tools provided below to meet the requirement to help us find your location:



## Mapping Options

Next, you will need to include the mapping information for the application.

A Drawing to Scale is required that meets the [Application Drawing Standards](#). Choose one of the options below to submit the required map/drawing.

Additionally, it is recommended that you provide a topographical map showing the general location of the property where the water is proposed to be used and the works constructed in relation to nearby communities, highways, railways and other water sources.

(this additional map will not be necessary if your Drawing to Scale is provided using the Geomark Service or a spatial file such as .KML or .KMZ)

### Mapping Options

- ☐ I need a tool to help me make my digital map(s).
- ☐ I have already built my map(s) using the GeoMark service
- ☐ I have paper map(s) and wish to provide these with my application
- ☐ I have created my map(s) using my own Geographic Information System (GIS)

Your application requires a Drawing to Scale prepared as per the [Application Drawing Standards](#). The standards can be found at this link:

[http://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/water-rights/new\\_drawing\\_standards\\_final\\_2016.pdf](http://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/water-rights/new_drawing_standards_final_2016.pdf)

Additionally, if you are not submitting a Geomark or spatial file (such as kml, shapefile etc), it is recommended that you provide a topographical map showing the general location of the property where the water is proposed to be used in relation to nearby communities, highways, railways and other water sources.

### *I need a tool to help me make my digital maps*

If you choose the first option, you will be linked to the FrontCounter BC Discovery Tool to assist with completing the mapping requirements for the application. Detailed pdf instructions, as well as a video tutorial on using this tool can be found at: <http://www.frontcounterbc.gov.bc.ca/mapping/>

As well, there is a video tutorial available that will guide you on how to make a Water Drawing using the FrontCounter BC Discovery Tool.

<http://www.frontcounterbc.gov.bc.ca/Udutu/Course134871/course/course134871.html>

### Mapping Options

- ☒ I need a tool to help me make my digital map(s).

#### MAKE YOUR MAP

By clicking the Map Tool button below you will be able to launch a simple digital map making tool powered by GoogleEarth. Before you can use this tool, however, you will need to download the Google Earth software from [Google](#). This software is free. Once installed, you will be able to use the full features of the program to create your own digital map – this includes polygons, lines or point information. For detailed instructions on how to use the Map Tool, visit the [Discovery Tool website](#). It is strongly recommended that you save your application with your BCeID before proceeding to use the Map Tool in order not to lose the work you have entered into your application form thus far.

MAP TOOL

- ☐ I have already built my map(s) using the GeoMark service
- ☐ I have paper map(s) and wish to provide these with my application
- ☐ I have created my map(s) using my own Geographic Information System (GIS)

### *I have already built my maps using the geomark service*

If you opted to Make your Map using the Map Tool, you may have created a Geomark URL. Click on the “Add Geomark URL” button and enter the Geomark URL in the URL field as shown below.

Mapping Options

☐ I need a tool to help me make my digital map(s).

☒ I have already built my map(s) using the GeoMark service

**GEOMARK URL'S**

Do you already have the URL of a GeoMark? If you do please add it here. You can add one or more GeoMark URLs.

**ADD GEOMARK URL**

☐ I have paper map(s) and wish to provide these with my application

☐ I have created my map(s) using my own Geographic Information System (GIS)

### ***Paper Maps (PDF, Image files, etc)***

If you have an image file or PDF copy of your map, upload it in the third section of the mapping options.

Mapping Options

☐ I need a tool to help me make my digital map(s).

☐ I have already built my map(s) using the GeoMark service

☒ I have paper map(s) and wish to provide these with my application

**MAP FILES**

Do you have a PDF or image file of a drawn map? You can upload it here.

Description	File Name
<b>UPLOAD FILE</b>	

☐ I have created my map(s) using my own Geographic Information System (GIS)

### ***I have created my maps using my own Geographic Information System (GIS)***

If you have spatial files such as prj, kml, kmz, shp, dbf etc., upload them in the fourth section of the mapping options as shown below. (The FrontCounter BC Discovery Tool can produce a .kml or .kmz).

Mapping Options

☐ I need a tool to help me make my digital map(s).

☐ I have already built my map(s) using the GeoMark service

☐ I have paper map(s) and wish to provide these with my application

☒ I have created my map(s) using my own Geographic Information System (GIS)

**SPATIAL FILES**

Do you have a spatial file from your GIS system? You can upload it here.

NOTE: If uploading a .shp, please ensure that it is a polygon that has been projected in BC Albers in NAD83 format.

Description	File Name
<b>UPLOAD FILE</b>	



## TIP

Shapefiles are made up of mandatory and optional files, You must include the following mandatory file extensions when uploading your shapefile: .shp, .shx, .dbf

## Step 5 – Document Upload

On this screen, you will be able to upload any relevant documents for your application.

The screenshot shows the 'Step 5 - Document Upload' screen of the FrontCounter BC system. The left sidebar contains navigation links: Home, New Application, My Applications, RESOURCES, Contact Us, (Government Representative), and Exit this e-service. The main content area has a progress bar at the top with steps 1 through 10, where Step 5 is highlighted. Below the progress bar, it says 'Please upload some documents for this application:'. A table titled 'DOCUMENTS TO ATTACH' lists document types and descriptions: 'Copy of Private Lease (if applicable)', 'Joint Works Agreement', and 'Other'. Below the table is a section titled 'UPLOAD YOUR DOCUMENTS HERE' with columns for 'Type of Document', 'Description', and 'File Name'. There is an 'UPLOAD FILE' button, a 'Review Application' button, and a 'Print Page' button. At the bottom, it states 'Application Fee: \$150.00 CAD plus applicable taxes'.

Click the **UPLOAD FILE** button to upload your documents. The screen lists the supporting documents that are relevant to your application. Upload any of the applicable documents listed at this point.

The screenshot shows a web browser window displaying the 'Document Upload' dialog box. The browser address bar shows 'https://testj200.gov.bc.ca/est/vfcbc/Upload.aspx?PosseObjectId=65293567&UploadEndpoint=VFDocume'. The dialog box has a title bar 'vFCBC - Upload - Windows Internet Explorer'. Inside the dialog, it says 'Fill in filename (including path), the description and then click [Upload] to send.' and 'Remember that uploads are only accepted for files with extensions of: bmp, dbf, doc, docx, gif, jpeg, jpg, .log, .pdf, .png, .pps, .ppsx, .ppt, .pptx, .prj, .rtf, .sbn, .sbx, .shp, .shx, .tif, .tiff, .txt, .xls, .xlsx, .xml or .zip'. There are input fields for '\* File Name:' and '\* Description:', both with asterisks indicating they are required. The 'File Name' field has a 'Browse...' button next to it. An 'Upload' button is at the bottom. A note at the bottom says '\* An asterisk indicates a required field.'

Click the "Browse..." link to find the file on your computer.

You must enter a description for the file before you click the **Upload** button in order for the upload to work. Any files you upload will display on the screen. Next, select the appropriate

Select the type of document from the dropdown menu provided, and a green check mark will appear beside the type of document in the list. You will not be able to move forward to the next screen if you do not select the type of document for any uploaded document.

**DOCUMENTS TO ATTACH**

Type of Document	Description
Copy of Private Lease (if applicable)	If you have privately leased the land where you want to use the water please upload a copy of the lease agreement.
* Drawing to Scale	The drawing has to be prepared to scale, show a north arrow, and include a legend. Further information about the Drawing Standards can be found on the <a href="#">Water Stewardship website</a> . <a href="#">Example</a>
✓ Joint Works Agreement	Please submit a copy of the Joint Works Agreement if available and your new works are to be connected to another person's works.
Other	Please upload any other documents that do NOT fit into one of the other types and that are applicable to this application.

**UPLOAD YOUR DOCUMENTS HERE**

Type of Document	Description	File Name
Joint Works Agreement	Joint Agreement	IMG_20130822_123409.jpg

**Upload File**

[Print Page](#) [Review Application](#)

\* An asterisk indicates a required field.

[Back](#) [Cancel](#) [Save Application](#)

Once you have finished uploading all documents relevant to the application, you can click the **Next** button to move to the next screen.

## Step 6 - Privacy Declaration

Privacy note for the Collection, Use and Storage of Personal Information

The following screen is your privacy declaration - It is very important that you read the privacy disclosure information. You will not be able to proceed to the next step without ticking the box declaring you have read and agree to the privacy declaration.

**FrontCounter BC**

**1 2 3 4 5 Step 6 - Privacy Declaration 7 8 9 10 COMPLETED**

**VIRTUAL FRONTCOUNTER BC**

[Home](#)  
[New Application](#)  
[My Applications](#)

**RESOURCES**  
[Contact Us](#)  
(Government Representative)  
[Exit this e-service](#)

**PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION**

Personal information is collected by FrontCounter BC under the legal authority of section 26 (c) and 27 (1) of the *Freedom of Information and Protection of Privacy Act* (the Act).

The collection, use, and disclosure of personal information is subject to the provisions of the Act. The personal information collected by FrontCounter BC will be used to process your inquiry or application(s). It may also be shared when strictly necessary with partner agencies that are also subject to the provisions of the Act. The personal information supplied in the application package may be used for referrals or notifications as required. Personal information may be used by FrontCounter BC for survey purposes.

For more information regarding the collection, use, and/or disclosure of your personal information by FrontCounter BC, please contact FrontCounter BC at 1-877-855-3222 or at:

FrontCounter BC Program Director  
FrontCounter BC, Provincial Operation  
441 Columbia Street  
Kamloops, BC V2C 2T3

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

[Review Application](#) [Print Page](#) Application Fee: \$150.00 CAD plus applicable taxes

## Step 7 – Contact Information

Next, you will need to provide detailed contact information on the next screen. If you used a BCeID, some of the information may already be filled in.

In order to determine your contact profile, the following question will need to be answered:

“If approved, will the authorization be issued to an individual or Company/Organization?”

VIRTUAL FRONTCOUNTER BC

Home  
New Application  
My Applications

RESOURCES  
Contact Us  
(Government Representative)

Exit this e-service

**APPLICANT INFORMATION**

If approved, will the authorization be issued to an individual or Company/Organization?

☒ Individual ☐ Company/Organization

Review Application  
Print Page

\* An asterisk indicates a required field.

Back Cancel Save Application Next

### Individual

If you choose the box for “Individual”, the next question will appear on the screen as shown below.

“Are you the individual this authorization will be issued to, if approved?”

**APPLICANT INFORMATION**

\*If approved, will the authorization be issued to an individual or Company/Organization?

☒ Individual ☐ Company/Organization

\*Are you the Individual this authorization will be issued to, if approved?

☒ Yes ☐ No

Review Application  
Print Page

\* An asterisk indicates a required field.

Back Cancel Save Application Next

If the answer is “Yes”, you will be required to fill in your contact information such as Last Name, First Name, Phone number and Mailing Address, as well as answer questions regarding Co-Applicants on the application.

1 2 3 Step 4 - Contact Information 5 6 7 COMPLETED

**APPLICANT INFORMATION**

\*If approved, will the authorization be issued to an individual or Company/Organization? ☒ Individual ☐ Company/Organization

\*Are you the Individual this authorization will be issued to, if approved? ☒ Yes ☐ No

**APPLICANT CONTACT INFORMATION**

**Have you considered using a BCeID?**

A BCeID allows you to save your application at any time and return later to complete it or check the status of your application. It only takes a few minutes to sign up for a free BCeID which also allows you to use the same ID for many other government services.

Click on 'Save Application' on the bottom and then on 'Register' to sign up. You will return to this application once the sign up has been completed.

**LEGAL NAME**

\*Last Name:

\*First Name:

Middle Name:

\*Phone:  ( ) -

Daytime Phone:  ( ) -  Ext.

Fax:  ( ) -

Email:

\*MAILING ADDRESS

The following section will ask you about Co-Applicants.

**Co-Applicants**

A co-applicant is an Individual or Company/Organization listed on the title of the land, mine or undertaking who was not previously identified as the principal applicant.

Are there co-applicants for this application? ☐ Yes ☒ No

[REVIEW APPLICATION](#)

[PRINT PAGE](#) Application and Associated Fees: \$45.97 CAD plus applicable taxes

If you answer “No” to the question “Are you the individual this authorization will be issued to, if approved?”, then another question will appear on the screen as shown below

**“What is your relationship to the Individual?”**

**APPLICANT INFORMATION**

\*If approved, will the authorization be issued to an individual or Company/Organization? ☒ Individual ☐ Company/Organization

\*Are you the Individual this authorization will be issued to, if approved? ☐ Yes ☒ No

\*What is your relationship to the individual?

Agent  
Consultant  
Family Member  
Friend/Neighbour  
Lawyer / Notary  
Representative

[Review Application](#)

[Print Page](#)

\* An asterisk indicates a required field.

[Back](#) [Save Application](#) [Next](#)

Click on the dropdown and pick the appropriate relationship type.

Once the relationship type is selected, the following sections will appear on the screen as shown on the next page.

Are you the Individual this authorization will be issued to, if approved? ☒ Yes ☐ No

\*What is your relationship to the individual?

**APPLICANT CONTACT INFORMATION**

Have you considered using a BCellID?

A BCellID allows you to save your application at any time and return later to complete it or check the status of your application. It only takes a few minutes to sign up for a free BCellID which also allows you to use the same ID for many other government services.

Click on 'Save Application' on the bottom and then on 'Register' to sign up. You will return to this application once the sign up has been completed.

**LEGAL NAME**

\*Last Name:

\*First Name:

Middle Name:

\*Phone: (  )  -

Daytime Phone: (  )  -  Ext.

Fax: (  )  -

Email:

\*MAILING ADDRESS ☒

ADD ADDRESS

**CONSULTANT INFORMATION**

Please enter the contact information of the Individual/Organization who is acting on behalf of the applicant.

\*Are you an Individual or Company/Organization? ☒ Individual ☐ Company/Organization

\*APPOINTMENT LETTER ☒

Please upload a scan of your Letter of Appointment. The scan can be either in PDF or image format (jpg, gif or png).

UPLOAD

## Organization

If you answered "Organization" to the first question (at the start of Step 7 in this document) then the following question will appear on the screen: ***"What is your relationship to the Company/Organization?"***

**APPLICANT INFORMATION**

\*If approved, will the authorization be issued to an individual or Company/Organization? ☐ Individual ☒ Company/Organization

\*What is your relationship to the company/organization?

Review Application

Print Page

\* An asterisk indicates a required field.

Back Cancel Save Application Next

### *Informal relationship with an Applicant Organization*

Informal relationships are categorized as Employees or Board members who are part of the applicant Organization.

If you select one of the informal relationship types then the following section will appear on the screen to capture the organization contact information. In this case, Employees or Board members would not be required to provide an Authorization letter to act on behalf of the Organization. (if one appears, ignore a message telling you to upload a letter if you have chosen Employee or Board Member)

**APPLICANT INFORMATION**

\*If approved, will the authorization be issued to an individual or Company/Organization? ☒ Individual ☐ Company/Organization

\*What is your relationship to the company/organization? ☒ Employee

**APPLICANT COMPANY/ORGANIZATION CONTACT INFORMATION**

**Have you considered using a BCeID?**

A BCeID allows you to save your application at any time and return later to complete it or check the status of your application. It only takes a few minutes to sign up for a free BCeID which also allows you to use the same ID for many other government services.

Click on 'Save Application' on the bottom and then on 'Register' to sign up. You will return to this application once the sign up has been completed.

\*Legal Name:

Doing Business As:

\*Phone: (  )  -  Ext.

Fax: (  )  -

Email:

BC Incorporation Number:

Extra Provincial Inc. No:

Society Number:

GST Registration Number:

\*Contact Name:

**\*MAILING ADDRESS** ☒

[ADD ADDRESS](#)



### Formal relationship with an Applicant Organization

Formal relationships are categorized as Agents, Consultants, etc who are third party Individuals / Organizations who are acting on behalf of an applicant organization.

If one of the formal relationships is selected then the following sections will appear on the screen. Third party submitter information will need to be entered along with the authorization letter to act on behalf of the applicant Organization.

\*If approved, will the authorization be issued to an individual or Company/Organization? ☒ Individual ☐ Company/Organization

\*What is your relationship to the company/organization? ☒ Agent

**APPLICANT COMPANY/ORGANIZATION CONTACT INFORMATION**

**Have you considered using a BCeID?**

A BCeID allows you to save your application at any time and return later to complete it or check the status of your application. It only takes a few minutes to sign up for a free BCeID which also allows you to use the same ID for many other government services.

Click on 'Save Application' on the bottom and then on 'Register' to sign up. You will return to this application once the sign up has been completed.

\*Legal Name:

Doing Business As:

\*Phone: (  )  -  Ext.

Fax: (  )  -

Email:

BC Incorporation Number:

Extra Provincial Inc. No:

Society Number:

GST Registration Number:

\*Contact Name:

\*MAILING ADDRESS ☒

**AGENT INFORMATION**

**Please enter the contact information of the Individual/Organization who is acting on behalf of the applicant.**

\*Are you an Individual or Company/Organization? ☒ Individual ☐ Company/Organization

**LEGAL NAME:**

\*Last Name:

\*First Name:

Middle Name:

\*Phone: (  )  -  Ext.

Daytime Phone: (  )  -  Ext.

Fax: (  )  -

Email:

\*MAILING ADDRESS ☒

\* **LETTER OF AGENCY** ☒

Please upload a scan of your Letter of Agency or Agency Agreement. The scan can be either in PDF or image format (jpg, gif or png)



## Co-applicants

The final question on this screen is: "Are there co-applicants for this application?". If the answer is no, select the 'NO' button, then click the **Next** button to move to the next screen

\*MAILING ADDRESS ⓘ

ADD ADDRESS

---

CO-APPLICANTS

Are there co-applicants for this application? ⓘ ☐ Yes ☒ No

Review Application

Print Page

\* An asterisk indicates a required field.

Back Cancel Save Application Next

If the answer is "Yes", additional instructions will appear on the screen asking whether you have obtained the authorization from the co-applicant to enter his/her personal information such as name, address and phone number for this application. This refers to verbal consent for inputting only the basic information. Formal consent from your co-applicants will be required in a later step when they will be required to review what you have applied for and sign that they agree with it.

\*MAILING ADDRESS ⓘ

ADD ADDRESS

---

CO-APPLICANTS

Are there co-applicants for this application? ⓘ ☒ Yes ☐ No

\*Have you obtained authorization from each co-applicant to enter their personal information such as their name, address and phone number for this application? ⓘ ☒ Yes ☐ No

Review Application

Print Page

If you have not obtained authorization from each co-applicant, select the “No” option. Under the *Freedom of Information and Protection of Privacy Act*, you must obtain permission from third parties before you can enter their personal information for this application.

**\*MAILING ADDRESS** ?

ADD ADDRESS

---

**CO-APPLICANTS**

Are there co-applicants for this application? ? ☒ Yes ☐ No

\*Have you obtained authorization from each co-applicant to enter their personal information such as their name, address and phone number for this application? ? ☐ Yes ☒ No

**×** Please be advised that under the *Freedom of Information and Protection of Privacy Act* you require permission of third parties, such as co-applicants, before you may enter their personal information for this application.

Review Application

Print Page

Please ensure you have read the message regarding the *Freedom of Information and Protection of Privacy Act* regulations requiring you to obtain permission from third parties, before you may enter in their personal information in this application.

### Add an Individual

Click the **ADD INDIVIDUAL** button if the co-applicant is an individual. You will be asked for the co-applicant's Name and email address. More detailed contact information must be entered by co-applicants themselves at later stage when the system generates a package of information for them to review and sign off.

1 2 3 **Step 4 - Contact Information** 5 6 7 8 COMPLETED

**CO-APPLICANTS** ?

You have indicated earlier in the application that 'Add Organization' button below depending if the *Privacy Act* regulations you are only able to e

Name

**ADD INDIVIDUAL**

**ADD ORGANIZATION**

Review Application

Print Page

\* An asterisk indicates a required field.

Back Cancel Save Application

vFCBC - Add an Individual - Internet Explorer

**Add an Individual**

**LEGAL NAME**

\*Last Name:

\*First Name:

Middle Name:

Email:

Cancel Save

## Add a Business Co-Applicant

If the co-applicant is an organization, click the **ADD ORGANIZATION** button.

1 2 3 Step 4 - Contact Information 5 6 7 8 COMPLETED

CO-APPLICANTS

You have indicated earlier in the application that there is one or more co-applicant. Please add each co-applicant by clicking on the 'Add Individual' or 'Add Organization' button below depending on if the co-applicant is an individual or an organization. Due to Freedom of Information and Protection of Privacy Act regulations you are only able to enter the name and email address for an individual.

Name

**ADD INDIVIDUAL**

**ADD ORGANIZATION**

**Review Application**

**Print Page**

\* An asterisk indicates a required field.

**Back**

4215

**ADD ADDRESS**

\* An asterisk indicates a required field.

**Cancel** **Save**

You will be required to enter information about the business applicant. Click on the **ADD ADDRESS** button and an additional pop-up will appear to enable you to enter the address information for the business.

When you are done entering the address click **Save** to return to the "Add a Business Applicant" pop-up.

When you have finished entering the information for the business, click **Save** again to return to the main window.

VIRTUAL FRONT COUNTER BC

[Home](#)  
[New Application](#)  
[My Applications](#)

RESOURCES  
[Contact Us](#)  
(Government Representative)  
[Exit this e-service](#)

CO-APPLICANTS

You have indicated earlier in the application that there is one or more co-applicant. Please add each co-applicant by clicking on the 'Add Individual' or 'Add Organization' button below depending on if the co-applicant is an individual or an organization. Due to Freedom of Information and Protection of Privacy Act regulations you are only able to enter the name and email address for an individual.

Name	Phone	Email	Mailing Address
<a href="#">Edit</a> GH Contracting	(250) 514-0153	gholt@gmail.com	23 Second Abbey Vernon BC V8Y 5G6

**ADD INDIVIDUAL**

**ADD ORGANIZATION**

**Print Page**

Application Fee: \$500.00 CAD plus applicable taxes

**Review Application**

\* An asterisk indicates a required field.

**Back** **Cancel** **Save Application** **Next**

When you have entered all of the information regarding the co-applicants, click the **Next** button to move to the next screen.

## Referral Information

Next, you will need to enter in the referral information, such as the contact name.

The screenshot shows the 'Step 8 - Contact Information' screen of the FrontCounter BC Virtual Frontcounter application. The left sidebar contains links for 'Home', 'New Application', 'My Applications', 'Resources', 'Contact Us', and 'Exit this e-service'. The main content area is titled 'REFERRAL INFORMATION' and includes a progress bar at the top with steps 1 through 12, where Step 8 is highlighted. Below the title, there is a paragraph explaining the referral process. A form with several fields is present: 'Company / Organization', '\*Contact Name', '\*Contact Address' (pre-filled with '123-221 Columbia Ave Kamloops BC V7H 5G6'), 'Contact Phone', and 'Contact Email'. Each field has a small 'x' icon to its left. At the bottom of the form, there is a checkbox labeled 'I hereby grant permission for the public release of the information provided above. This information will be used to fulfill, if required, the referral and advertising requirements of my application.' Below the checkbox are 'Print Page' and 'Review Application' buttons. At the very bottom of the screen are 'Back', 'Cancel', 'Save Application', and 'Next' buttons.

If you agree with the declaration statement shown below, tick the box. This box must be selected in order to move forward in the application.

This is a close-up of the declaration statement checkbox from the previous screenshot. The checkbox is currently unchecked. The text next to it reads: 'I hereby grant permission for the public release of the information provided above. This information will be used to fulfill, if required, the referral and advertising requirements of my application.' Below the checkbox are 'Print Page' and 'Review Application' buttons.

Then click the **Next** button to move to the next screen of the application.

## Step 8 – Review

### Outstanding Issues


If there are any outstanding issues with the application, they will be listed on the screen in red, similar to what is shown below.

The screenshot shows the 'FrontCounter BC' interface. On the left is a sidebar with 'VIRTUAL FRONTCOUNTER BC' and links for 'Home', 'New Application', 'My Applications', 'RESOURCES', 'Contact Us', and 'Exit this e-service'. The main content area has a progress bar at the top with steps 1 through 10, where 'Step 8 - Review' is highlighted. Below the progress bar is the 'OUTSTANDING ISSUES' section, which states: 'The following issues must be fixed before you can continue with your application.' It lists eight issues, each with a red 'STOP' icon and a 'Fix' link:


- You must specify at least one works for the Water Licence.
- Please select a minimum of one Mapping Option and provide the required information.
- The document "Drawing to Scale" is required.
- The Applicant's Last Name must be provided.
- The Applicant's First Name must be provided.
- The Applicant's Phone Number must be provided.
- The Applicant's Address must be provided.
- You may not proceed without granting permission for the public release of the Referral information.

Below the issues is the 'REVIEW YOUR APPLICATION' section, which contains a yellow box with an information icon and the text: 'Please take a minute to review your application using the link to a PDF copy below to make sure that you provided all the information needed and that the information is accurate and true. Once you proceed the application will be locked down.' At the bottom of this section is a link for 'Application Form' with a PDF icon.

### TIP

Note that at any time during the application process, you can use the  button to see a list of issues. You can press this at any time to see which portions of the application still need to be completed or are missing information.

You need to fix all issues before you can proceed.

If you click on the "Fix" hyperlink beside one particular error message, the system will take you to that screen of the application in order to fix it. Once you have fixed the error, you can click on the  button on the screen.

The system will save the change you made to the application and then return to the Step 8 – Review screen, so that you can move along to the next identified issue for the application.

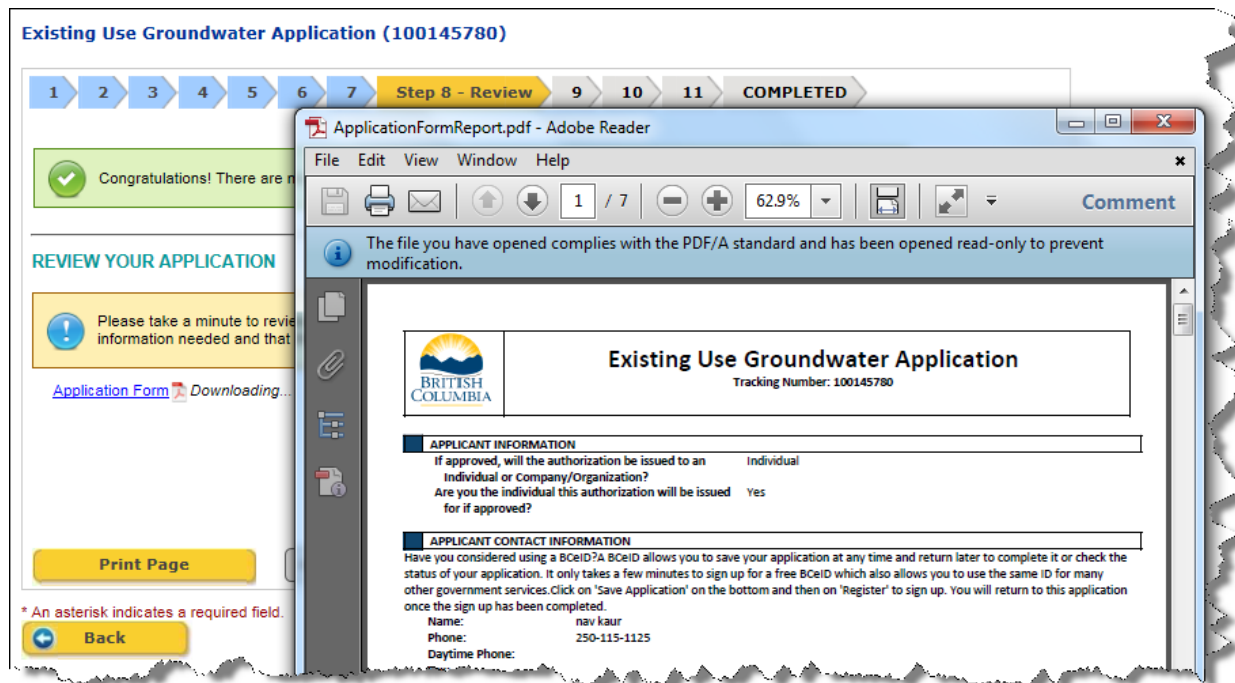
The screenshot shows the 'Step 9 - Review' stage of an application process on the FrontCounter BC website. A progress bar at the top indicates steps 1 through 12, with 'Step 9 - Review' highlighted. A green message box states: 'Congratulations! There are no errors with your application.' Below this, the 'REVIEW YOUR APPLICATION' section contains a yellow box with a warning icon and text: 'Please take a minute to review your application using the link to a PDF copy below to make sure that you provided all the information needed and that the information is accurate and true. Once you proceed the application will be locked down.' A link labeled 'Application Form' with a PDF icon is provided. At the bottom left, there is a 'Print Page' link with a printer icon. At the bottom right, the 'Application Fee: \$250.00 CAD plus applicable taxes' is displayed. Navigation buttons at the bottom include 'Back', 'Cancel', 'Save Application', and 'Next'. A sidebar on the left contains links for 'Home', 'New Application', 'My Applications', 'Contact Us', and 'Exit this e-service'.

## Review the application

You can print the application in order to review it. (Note that the “Print Page” feature here does not print off the application form itself. You are only able to print off the application using the “Application form” hyperlink on the Review screen.)

This close-up screenshot focuses on the 'REVIEW YOUR APPLICATION' section. It shows the yellow instruction box and the 'Application Form' link with a PDF icon, which is circled in red to highlight it. The sidebar on the left is partially visible, showing 'My Applications', 'Contact Us', and 'Exit this e-service'.

Open up the application form by clicking the link shown to download a pdf copy.



Review your application at this point for completeness.

When you are satisfied the form is complete and correct, move on to the next step, by clicking the **Next** button on the screen.

## Step 9 (only for some applications) – Signatures

Depending on the particular application, additional signatures might be required at this stage of the application.

### Co-Applicants

If co-applicants are indicated on the application, additional signatures might be required at this stage of the application. The next screen will require documentation for their signatures.



1 2 3 4 5 6 7 8 **Step 9 - Signatures** 10 11 Complete



Signatures

**CO-APPLICANTS**

You will have to obtain approval from all co-applicants before you can proceed with your application. Please select one option for each.

cadieux sharon  
Request via email: **COMPOSE EMAIL**

OR

Hand deliver: [Application Form](#)  **Attached Documents**  
[Co-Applicant Approval Form](#)  [Misc Comments on the various draft pages.docx](#) (Proof of Use)  
[OLD FCBC SURVEY comments collated.docx](#) (Map File)

How will you submit the signed form? **UPLOAD** OR ☐ Mail approval form

**PRINT PAGE** **Application and Associated Fees: \$116.94 CAD plus applicable taxes**

### Request via email

If you choose to request approval from the co-applicant via email, click the Compose Email button. The vFCBC system will take you to a new window, where you can fill in an email address and message to send to the co-applicant.

1 2 3 4 5 6 7 8 **Step 9 - Signatures** 10 11 Complete



Signatures

**CO-APPLICANTS**

You will have to obtain approval from all co-applicants before you can proceed with your application. Please select one option for each.

hh jj  
Request via email: **COMPOSE EMAIL**

OR

Hand deliver: [Application Form](#)  **Attached Documents**  
[Co-Applicant Approval Form](#)  [File3413114.shp](#) (Spatial File)  
[TEST.docx](#) (Copy of Private Lease (if applicable))  
[TEST.docx](#) (Map File)  
[TEST.docx](#) (Proof of Use)

How will you submit the signed form? **UPLOAD** OR ☐ Mail approval form

The email can be previewed before sending by clicking the **PREVIEW EMAIL** button.

FrontCounter BC

VIRTUAL FRONTCOUNTER BC

Home  
New Application  
My Applications

RESOURCES  
Contact Us  
(Government Representative)

Exit this e-service

To: Jill Harris

\*Email:  ✕ Return to my application

Add a personal message:  
please provide your signature

PREVIEW EMAIL (this will NOT send the email)

SEND EMAIL

This test email is from a non-production system.

**FrontCounterBC** 1-877-855-3222  
FrontCounterBC@gov.bc.ca  
www.frontcounterbc.ca

Dear Jill Harris,

A Existing Use Groundwater Application has been completed by , and your approval is required before the application can be submitted. Please click [here](#) to review the application details, and provide your approval or denial.

has a personal message for you:  
please provide your signature

If you are having trouble with the link above, please copy and paste this link into your browser:  
<https://test.1200.gov.bc.ca/pub/vfcbc/Default.aspx?PossePresentation=Agreement&PosseObjectId=781589548&Key=>

Thank you,  
FrontCounter BC

After you click the **SEND EMAIL** button to send the request for approval email, you will see a notification on the screen to confirm that the email was sent, with a date and time stamp.

B.C. Home  
FrontCounter BC

VIRTUAL FRONTCOUNTER BC

Home  
New Application  
My Applications

RESOURCES  
Contact Us  
(Government Representative)

**Compose Email for Signature Request**

To: Jill Harris

\*Email:  ✕ Return to my application

Add a personal message:  
please provide your signature

PREVIEW EMAIL (this will NOT send the email)

RESEND EMAIL Email successfully sent on Nov 04, 2015 07:56 PM

Note that you also have the option of resending the email by clicking the **RESEND EMAIL** button.

Once you are done sending the email for the client, click the **Return to my application** button to return to the previous screen.

The email confirmation information also displays on the main screen, as shown below.

FrontCounter BC

VIRTUAL FRONTCOUNTER BC

[Home](#)  
[New Application](#)  
[My Applications](#)

RESOURCES  
[Contact Us](#)  
(Government Representative)

Exit this e-service

1 2 3 4 5 6 7 8 **Step 9 - Signatures** 10 11 COMPLETED

**SIGNATURES**  
**CO-APPLICANTS**

You will have to obtain approval from all co-applicants before you can proceed with your application. Please select one option for each.

**nav kaur**

Request via email: [RESEND EMAIL](#) Email(s) Sent: Nov 02, 2015 07:09 AM (navjot.kaur@gov.bc.ca)  
- No response received

OR

Hand deliver: [Application Form](#) [Co-Applicant Approval Form](#)

Attached Documents: [Drawing to scale.docx \(Drawing to Scale\)](#)

How will you submit the signed form? [UPLOAD SIGNED FORM](#) OR ☐ Mail approval form

The co-applicant will receive an email with a link in it. The link will take them to a vFCBC page, with the relevant documents for their review, similar to what is shown next.

FrontCounter BC

VIRTUAL FRONTCOUNTER BC

[Home](#)

RESOURCES  
[Contact Us](#)

Exit this e-service

**Jill Harris,**

An Existing Use Groundwater Licence Application has been submitted and your approval is required as a co-applicant.

**INFORMATION**

Tracking Number: **100145780**

Application Type: **Existing Use Groundwater Application**

Applicant:

Date Requested: **Nov 4, 2015**

**APPLICATION FORM**

Please review the copy of the application form below:  
[Application Form](#)

**ATTACHED DOCUMENTS**

View	Document Name	File Name
<a href="#">View</a>	Drawing to Scale	drawing
		Drawing.pdf

**CONTACT INFORMATION**

Please provide us with your complete contact information including address:  
[CONTACT INFORMATION](#)

**IMPORTANT NOTICES**

Please review the following important notices:

I understand that the submission of this ground water licence does not provide authority under the *Water Sustainability Act* to divert, use or store water from a stream or to construct works. I also understand that my application must first be investigated and a decision made on the application as to whether a ground water licence may be granted and, as part of that review, additional information may be requested of me.

The application may be subject to further requirements under the federal *Fisheries Act*. Please refer to Fisheries and Oceans Canada's "Projects Near Water" webpage (<http://www.dfo-mpo.gc.ca/pnw-pps/index-eng.html>) for information on how to ensure your project complies with the *Fisheries Act*.

**Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.**

**DECLARATION**

☐ By submitting this application form, I, declare that the information contained on this form is complete and accurate.

The co-applicant will be required to provide their contact information by clicking on **CONTACT INFORMATION** button. Then declare their agreement (or non-agreement) with the application. Once the agreement is received, a message will display on the screen, similar to one the below:

The screenshot shows the 'SIGNATURES CO-APPLICANTS' section for 'nav kaur'. A red oval highlights the 'Approved' status and the email details. The interface includes a progress bar at the top with steps 1 through 11, where 'Step 9 - Signatures' is the current step. On the left, there are links for 'Home', 'New Application', 'My Applications', and 'Resources'. The main content area shows the co-applicant's name, a 'Request via email' button, and a 'Hand deliver' button. Below these, there are links for 'Application Form' and 'Co-Applicant Approval Form'. The 'Attached Documents' section lists 'Drawing to Scale' and 'Map File'. At the bottom, there are buttons for 'UPLOAD SIGNED FORM' and 'Mail approval form'.

Note that the agreement from all the co-applicants must be received before the application can be finalized and submitted.

If the co-applicant does not give their approval, this will be indicated in the information, as shown in the example below and application can not be submitted.

The screenshot shows the 'SIGNATURES CO-APPLICANTS' section for 'Joe Smith'. A red oval highlights the 'Not Approved' status and the email details. The interface is similar to the previous screenshot, but the 'Request via email' button is disabled. The 'Attached Documents' section lists 'Drawing to Scale' and 'Map File'. At the bottom, there are buttons for 'UPLOAD SIGNED FORM' and 'Mail approval form'.

### Hand deliver

If you prefer to request the approval from the co-applicant in person, you will need to download and print the documents for the co-applicant to sign.

Click the blue hyperlinks of the documents displayed on this screen, as shown below.

The screenshot shows the 'SIGNATURES CO-APPLICANTS' section for 'GH Contracting'. A red oval highlights the 'Hand deliver' button and the 'Attached Documents' section. The interface is similar to the previous screenshots, but the 'Request via email' button is disabled. The 'Attached Documents' section lists 'Joint Works Agreement', 'Drawing to Scale', and 'Map File'. At the bottom, there are buttons for 'UPLOAD SIGNED FORM' and 'Mail approval form'.

Once co-applicant has provided their signatures, you can either upload the signed forms OR can click the Mail approval form option to indicate that the approval will be mailed to FCBC office.

The screenshot shows the 'GH Contracting' application form. On the left, there are links for 'Contact Us (Government Representative)' and 'Exit this e-service'. The main form area has two sections: 'Request via email:' with a 'COMPOSE EMAIL' button, and 'Hand deliver:' with links for 'Application Form' and 'Co-Applicant Approval Form'. Below these, it asks 'How will you submit the signed form?' with an 'UPLOAD SIGNED FORM' button and an 'OR' option with a checkbox for 'Mail approval form', which is circled in red. To the right, under 'Attached Documents', there are links for 'IMG\_20130822\_123409.jpg (Joint Works Agreement)', '3.7 photo.jpg (Drawing to Scale)', and 'Continued status comp...jpg (Map File)'.

Note that the agreement of all the co-applicants must be received before the application can be finalized and submitted. With the Hand deliver option, this means either the signed approval form must be uploaded, or alternatively the “Mail approval form” box must be ticked.

### Upload signed form

This screen will allow you to submit the signed form by uploading it.

Click on the “Click here to do so” hyperlink and it will take you to STEP 7 Contact Information of the Co-applicant screen.

The screenshot shows the 'CO-APPLICANTS' section. It states: 'You will have to obtain approval from all co-applicants before you can proceed with your application. Please select one option for each.' There are two co-applicant entries. The first entry, 'hh jj', shows 'Request via email:' as 'Approved' with a 'View Details' link. It also shows 'Email(s) Sent:' with two dates and times. The 'Hand deliver:' section has links for 'Application Form' and 'Co-Applicant Approval Form'. The 'Attached Documents' section lists 'File3413114.shp (Spatial File)', 'TEST.docx (Copy of Private Lease (if applicable))', 'TEST.docx (Map File)', and 'TEST.docx (Proof of Use)'. The 'How will you submit the signed form?' section has a 'TEST.docx' link with a red 'X' icon. The second entry, 'sh ca', shows 'Request via email:' with a 'COMPOSE EMAIL' button. It also has 'Hand deliver:' links and 'Attached Documents'. The 'How will you submit the signed form?' section has a checkbox for 'Mail approval form' and a 'Click here to do so.' link, which is circled in red. At the bottom, there is an information icon and the text: 'You may now enter the rest of this co-applicant's personal information.'

Click on “Edit” hyperlink for the co-applicant in order to update and enter their phone number and mailing address.

**CO-APPLICANTS**

You have indicated earlier in the application that there is one or more co-applicant. Please add each co-applicant by clicking on the 'Add Individual' or 'Add Organization' button below depending if the co-applicant is an individual or an organization. **Due to Freedom of Information and Protection of Privacy Act regulations you are only able to enter the name and email address for an individual.**

	Name	Phone	Email	Mailing Address
<a href="#">Edit</a>	Donna Horn	(250) 242-3242	Donna.horn@gmail.com	441 Columbia St, Kamloops BC V2V3V4

[ADD INDIVIDUAL](#)

[ADD ORGANIZATION](#)

Once you have completed the information, click “Save” button and you will now see co-applicants information on the main screen as shown above.

Once you are done on this page, click the [Next](#) button to move to the next screen and go up to STEP – Signatures.

## Land(s) Affected

If you have indicated in your application that one or more private landowners would be physically affected by your works, you will need to get permission from them. The next screen shows the need to obtain permission.

You can email the consent form at this point or choose to upload a signed consent form OR enter proof of attempt at getting consent.

Signatures

**LAND AFFECTED**

You are required to seek consent from parties that may be affected by your ground water licence and/or works.

If you are unable to obtain the consent from parties that may be affected by the licence or works, please provide proof of your reasonable attempts to obtain consent. The *Water Sustainability Act* grant licensees rights to expropriate any land reasonably required for the construction, maintenance, improvement or operation of works authorized or necessarily required under the licence.

Based on the information contained in your application, you should seek consent from the following owners of properties. Note that consent is not required if the affected land is Crown Land.

Other - Legal Description: kk - Metes and Bounds: kk

Hand deliver: [Application Form](#) [Landowner Consent Form](#)

Attached Documents: [TEST.docx](#) (Copy of Private Lease (if applicable)) [TEST.docx](#) (Proof of Use)

How will you submit the signed form? ☒ [UPLOAD SIGNED FORM](#) OR ☐ Mail consent form

OR

Proof of attempt: [ENTER PROOF](#)

### Upload signed consent form

You will need to download all the relevant documents and forms by clicking on all the hyperlinks displaying on this page if you have not yet received approval. If you already have signed permission from the land owners, you can move on to the next step and upload the signed forms.

Click on the [UPLOAD SIGNED FORM](#) button. A pop-up window will open to enable you to upload the document and attach it to your application.

### Mail consent form

Tick on the “mail consent form” box



Other - Legal Description: kk - Metes and Bounds: kk  
 Hand deliver: [Application Form](#)  [Landowner Consent Form](#) 

Attached Documents  
[TEST.docx](#) (Copy of Private Lease (if applicable))  
[TEST.docx](#) (Proof of Use)

How will you submit the signed form? **UPLOAD SIGNED FORM** OR ☐ Mail consent form

OR  
 Proof of attempt: **ENTER PROOF**

### Enter proof of attempt to obtain consent

Alternatively, if you have tried to obtain permission from the private landowner(s), but were unsuccessful, click the **ENTER PROOF** button.


Provide a detailed description of your attempts on the pop-up window. If you have have an electronic document that acts as your proof, you can upload it by clicking the **UPLOAD PROOF** button.

When you are finished, click the **Save** button to return to the main window.

When ready, click the **Next** button to move to the next screen.

## Step 10 (or Step 9) – Declarations

On the next screen, you will enter declaration information again.

B.C. Home  
 FrontCounter BC  
 VIRTUAL FRONT COUNTER BC  
[Home](#)  
[New Application](#)  
[My Applications](#)  
 RESOURCES  
[Contact Us](#)  
 (Government Representative)  
 Exit this e-service 


Existing Use Groundwater Application (100145780)

1 2 3 4 5 6 7 8 9 **Step 10 - Declarations** 11 COMPLETED

IMPORTANT NOTICES

I understand that the submission of this ground water licence does not provide authority under the *Water Sustainability Act* to divert, use or store water from a stream or to construct works. I also understand that my application must first be investigated and a decision made on the application as to whether a ground water licence may be granted and, as part of that review, additional information may be requested of me. The application may be subject to further requirements under the federal *Fisheries Act*. Please refer to Fisheries and Oceans Canada's "Projects Near Water" webpage (<http://www.dfo-mpo.gc.ca/pnw-pps/index-eng.html>) for information on how to ensure your project complies with the *Fisheries Act*.  
**Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.**

DECLARATION

☐  By submitting this application form, I, declare that the information contained on this form is complete and accurate.

**Print Page** Application Fee: \$150.00 CAD plus applicable taxes

Once you agree to the declaration by clicking on the declaration button, and the application is saved by clicking the **Next** button, the information on the application form will be locked down and you will not be able to make any changes.

If you agree, click the **Next** button to proceed to the final step.

If you do not agree, you cannot proceed any further with the application. The application will be saved as of the previous step, but cannot be submitted until this step is complete.



## Step 11 (or Step 10) – Payment

### Application Fees

When you have completed your application, you will be required to pay an application fee and rental fee in most cases.

On the next step (submission), if you have any other information you want to provide about your application that was not previously captured in previous screens, enter it in the text box as shown below.

**NOTE:** Do not enter any personal contact information in this text box

FrontCounter BC

VIRTUAL FRONTCOUNTER BC

Home  
New Application  
My Applications

RESOURCES  
Contact Us  
(Government Representative)  
Exit this e-service

1 2 3 4 5 6 7 8 9 10 Step 11 - Submission COMPLETED

**ANY OTHER INFORMATION ABOUT YOUR APPLICATION**

When providing additional information, please do not include personal information of an individual such as name, address or contact information due to the Freedom of Information and Protection of Privacy law.

Is there any other information you would like us to know (where possible, do not include personal information):

**APPLICATION FEES**

There are fees to pay.

Please review the fees below and make a selection how you would like to pay the fees. You can either pay online using our secure creditcard processing or by cheque which can either be mailed or dropped off at any of our FrontCounter BC locations.

**Note: Both an application fee and a rental fee are applicable.** Existing Use Groundwater Applications are exempt from application fees for the first 12 months after February 29, 2016, and therefore will show as \$0.00 on the screen during this timeframe .

Rental fees are not exempt and are calculated for the length of time the water has been used from February 29, 2016 (when the Water Sustainability Act came into effect)

You can add as many purposes as you need on the Existing Groundwater Use Licence application. When finished, move to the next screen by clicking the **Next** button.

**If you submit your application within the first 12 months after February 29, 2016, you will only see the Rental fee charges on the submission screen as shown below.**

1 2 3 4 5 6 7 8 9 10 Step 10 - Submission COMPLETED

**ANY OTHER INFORMATION ABOUT YOUR APPLICATION**

When providing additional information, please do not include personal information of an individual such as name, address or contact information due to the Freedom of Information and Protection of Privacy law.

Is there any other information you would like us to know (where possible, do not include personal information):

**APPLICATION FEES**

There are fees to pay.

Please review the fees below and make a selection how you would like to pay the fees. You can either pay online using our secure creditcard processing or by cheque which can either be mailed or dropped off at any of our FrontCounter BC locations.

Item	Amount	Tax	Total
02G - Fresh water bottling - 1200 m3/y - Rental Fee 2016	\$167.76		\$167.76
		Total Fee:	\$167.76

**PAYMENT**

\*Please choose a method of payment:

☐ By Credit Card online  
☐ Mail in your cheque or money order  
☐ Pay in person at a FrontCounter BC office

**PROJECT INFORMATION**

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? ☐ Yes ☒ No

**OFFICE**

\*Select the office you wish to submit your application to: (None)

Print Page

Once the first year of exemption period is over, you will be required to pay the application fee and the rental fee online at the time of application submission and the fee breakdown will look somewhat similar to as shown below.

The screenshot shows the 'Step 10 - Submission' stage of an application process. It includes a progress bar at the top with steps 1 through 10, where step 10 is highlighted as 'COMPLETED'. Below the progress bar, there is a section for 'ANY OTHER INFORMATION ABOUT YOUR APPLICATION' with a text input field. The 'APPLICATION FEES' section contains a table of fees and a 'PAYMENT' section with radio button options. The 'PROJECT INFORMATION' section has a 'Yes/No' question, and the 'OFFICE' section has a dropdown menu.

**ANY OTHER INFORMATION ABOUT YOUR APPLICATION**  
When providing additional information, please do not include personal information of an individual such as name, address or contact information due to the Freedom of Information and Protection of Privacy law.

Is there any other information you would like us to know (where possible, do not include personal information):

**APPLICATION FEES**

There are fees to pay.  
Please review the fees below and make a selection how you would like to pay the fees. You can either pay online using our secure creditcard processing or by cheque which can either be mailed or dropped off at any of our FrontCounter BC locations.

Item	Amount	Tax	Total
02C - Cooling - 4380 m3/y - App Fee	\$1,000.00		\$1,000.00
02C - Cooling - 4380 m3/y - Rental Fee 2016	\$167.76		\$167.76
Total Fee:			\$1,167.76

**PAYMENT**

\*Please choose a method of payment:

☐ By Credit Card online  
☐ Mail in your cheque or money order  
☐ Pay in person at a FrontCounter BC office

**PROJECT INFORMATION**

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC?

☐ Yes ☒ No

**OFFICE**

\*Select the office you wish to submit your application to:

(None)

## Payment

You will be able to pay in the following ways:

Online by Credit Card (Visa, Visa-Debit, Master Card, American Express) - Credit card payments are securely processed during the final step of the online application process;

By mail or in-person with Cheque/Money Order – Payable to the Minister of Finance. (If you pay by cheque, it can be dropped off in person or mailed to any FrontCounter BC office. You do not need to send or drop it off to the office the Groundwater licence is being submitted to)

Cash/Debit - To be paid at one of the [FrontCounter BC office locations](#)

This is a close-up of the 'PAYMENT' section from the application form. It shows the instruction '\*Please choose a method of payment:' followed by two radio button options: 'Mail in your cheque or money order' and 'Pay in person at a FrontCounter BC office'. A red oval is drawn around these two options. Below this, the 'PROJECT INFORMATION' section is partially visible, showing the question 'Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC?' with 'Yes' and 'No' radio buttons, where 'No' is selected.

**PAYMENT**

\*Please choose a method of payment:

☐ Mail in your cheque or money order  
☐ Pay in person at a FrontCounter BC office

**PROJECT INFORMATION**

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC?

☐ Yes ☒ No

## Project Information

We will need to know if your application is related to another application or authorization.

If it is not related to another application, click the 'No' button and move to the next question.

If 'Yes', an additional question will appear on the screen.

**PROJECT INFORMATION**

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? ☒ Yes ☐ No

What is the name of your project?

\*Please provide any of the following: reference number(s), project number(s), tracking number(s), or other descriptive information which would allow us to group these applications together:

**OFFICE**

\*Select the office you wish to submit your application to:

You will need to fill in information about the related application or authorization.

### Office

Select the correct FrontCounter BC Office location you wish to submit your application to, by selecting a choice from the drop-down menu

number(s), project number(s), tracking number(s), or other descriptive information which would allow us to group these applications together:

**OFFICE**

\*Select the office you wish to submit your application to:

[Print Page](#)

[Back](#) [Cancel](#) [Top](#)

Screen ID: 100380962

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Office

\*Select the office you wish to submit your application to:

[Print Page](#)

Once you have filled all the required information on this screen, click "Submit Application" button.

## Pay fees in person / Mail the payment

If you are paying your fees in person or mailing in the payment, you will see the following screen.

B.C. Home  
FrontCounter BC

VIRTUAL FRONTCOUNTER BC

[Home](#)  
[New Application](#)  
[My Applications](#)

RESOURCES  
[Contact Us](#)

(Government Representative)

Exit this e-service

### Existing Use Groundwater Application (100145780)

1 2 3 4 5 6 7 8 9 10 11 COMPLETED

#### APPLICATION CONFIRMATION

You have decided to pay your fees by mailing a cheque.

Please download and print off the remittance form. You can mail your cheque along with your remittance form at any of the [FrontCounter BC locations](#) in British Columbia. If you decide to change your mind you can always pay in person at any of the locations.

Tracking Number:	100145780
Application Type:	Existing Use Groundwater Application
Submitted By:	nav kaur
Date Submitted:	Nov 4, 2015

[Remittance Form](#)

[Completed Application Form](#)

Please print and include the Remittance Form when mailing in payment or paying in person.

#### CONTACT US

Please contact us at the following FrontCounter BC Office:

**FRONTCOUNTER BC KAMLOOPS**

441 Columbia Street  
Kamloops BC V2C 2T3

Phone: (250) 828-4131  
Fax: (250) 828-4442  
Toll free: (877) 555-3222  
Email:

#### MAILING ADDRESS

441 Columbia Street  
Kamloops BC V2C 2T3

You will need to print off a remittance form on the next screen, and include it with your cheque, when dropping it off or mailing it in.

Click the **Continue** button in order to download the remittance form (if applicable), as well as a copy of the completed application form.

You can now print off the remittance form.

Note that clicking the [Home](#) hyperlink will return you to the main FrontCounter BC webpage.

## Checking on the application:

Go to FrontCounter BC's [www.frontcounterbc.ca](http://www.frontcounterbc.ca) webpage & choose Manage.



Log in with your BCeID:

A screenshot of the BCeID login page. The page has a 'Logon' tab at the top left. Below it, the BCeID logo is displayed, followed by the text 'j200.gov.bc.ca requires you to login.'. There are two main sections: 'Business or Basic BCeID User' and 'Government User'. The 'Business or Basic BCeID User' section has input fields for 'BCeID:' (containing 'sbow2') and 'Password:' (masked with dots), and buttons for 'Forgot My BCeID' and 'Forgot My Password'. The 'Government User' section has a 'Next' button. On the right side, there are links for 'Contact Us' and 'How to get a BCeID'. At the bottom, there is a disclaimer about unauthorized use of data.

You will see a list like this of your applications:

A screenshot of the 'My Applications' page. At the top, there are three buttons: 'NEW APPLICATION', 'AMEND APPLICATION', and 'CANCEL / WITHDRAW APPLICATION'. Below these is a section titled 'CURRENTLY WORKING ON' with a sub-header 'Below is a list of applications that you are currently working on, and have not yet submitted. Click the Open link to continue working on the application.' The main content is a table with columns: Tracking #, Type, Description, Created Date, and Application Expiry Date. Each row has an 'Open' link in the first column. The table lists five applications, all of which are 'Existing Use Groundwater Application' or 'Use Approval (Short Term Use of Water)'. The last two applications are 'Change Approval and Notification (Changes In and About a Stream)'. Each application has a 'Created Date' and an 'Application Expiry Date' with a remaining time in days. Each row also has a small 'x' icon in the last column.

	Tracking #	Type	Description	Created Date	Application Expiry Date	
<a href="#">Open</a>	100169704	Existing Use Groundwater Application		May 25, 2016	Aug 23, 2016 (89 days left)	<a href="#">x</a>
<a href="#">Open</a>	100169679	Existing Use Groundwater Application		May 25, 2016	Aug 23, 2016 (89 days left)	<a href="#">x</a>
<a href="#">Open</a>	100168160	Existing Use Groundwater Application	Private Land - Parcel ID: 010354333 - Legal Description: cfdid	May 13, 2016	Aug 24, 2016 (90 days left)	<a href="#">x</a>
<a href="#">Open</a>	100168156	Use Approval (Short Term Use of Water)		May 13, 2016	Aug 11, 2016 (77 days left)	<a href="#">x</a>
<a href="#">Open</a>	100168155	Change Approval and Notification (Changes In and About a Stream)		May 13, 2016	Aug 11, 2016 (77 days left)	<a href="#">x</a>

The application will expire after 90 days from the last time you saved it. Even if you don't have time to work on it, you can reset the 90 days by opening the application, proceeding to the Eligibility page and clicking Save Application.

**\*\* END \*\***