

Government of British Columbia

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

August 2011

An application for a [water licence](#) should be submitted to the office in your area which is indicated below. These offices will provide a preliminary review of your proposal. The Ministry of Forests, Lands and Natural Resource Operations will adjudicate your application and provide you with a decision.

<p>Cranbrook ILMB Office 1902 Theatre Rd Cranbrook BC V1C 7G1 Tel: 250 426-1766 Fax: 250 426-1767</p>	<p>Prince George FrontCounterBC Office 1044 5th Ave Prince George, BC V2L 5G4 Tel: 250 565-6779 Fax: 250 565-6941</p>
<p>Fort St. John ILMB Office Suite100 10003 110th Ave Fort St. John BC V1J 6M7 Tel: 250 787-3415 Fax: 250 787-3219</p>	<p>Smithers FrontCounterBC Office 3726 Alfred Ave PO Box 5000 Smithers BC V0J 2N0 Tel: 250 847-7356 Fax: 250 847-7556</p>
<p>Kamloops FrontCounterBC Office 441 Columbia St Kamloops V2C 2T3 Tel: 250 828-4131 Fax: 250 828-4442</p>	<p>Surrey FrontCounterBC Office 200-10428 153rd St Surrey BC V3R 1E1 Tel: 604 586-4400 Fax: 604 586-4434</p>
<p>Nanaimo FrontCounterBC Office 2080 Labieux Rd Nanaimo BC V9T 6J9 Tel: 250 751-7220 Fax: 250 751-7224</p>	<p>Williams Lake ILMB Office 201-172 North Second Ave Williams Lake BC V2G 1Z6 Tel: 250 398-4574 Fax: 250 398-4836</p>

Additional Information on Natural Resources Program Delivery

Front Counter BC is a single window service for clients of provincial natural resource ministries and agencies.

Web address: <http://www.frontcounterbc.gov.bc.ca/contact/index.html>

E-mail: FrontCounterBC@gov.bc.ca

FrontCounterBC is the responsibility of the Integrated Land Management Bureau (ILMB).



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

Part 1 of the Water Tariff

(Updated July 2011)

DOMESTIC USE SECTOR

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

Fee: \$100.00

Associated Industrial Purposes

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

Fee: \$150.00 (for each purpose)

AGRICULTURAL USE SECTOR

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

Fee: \$100.00

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

Fee: \$150.00

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

Fee: \$400.00

water conveyed by a local authority for irrigation

Fee: \$400.00

Associated Industrial Purposes

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

Fee: \$150.00 (for each purpose)

AQUACULTURE SECTOR

Fish Hatcheries

Fee: \$150.00

INDUSTRIAL & COMMERCIAL SECTOR

Amusement Parks
Bottling fresh water for sale less than **200 cubic metres** (approx. 43,993 gallons) a day

Brake Cooling
Cooling
Dewatering
Dust Control
Effluent Dilution
Enterprise, which includes hotels, motels, trailer parks, stores, service stations, restaurants, or similar commercial enterprises

Film Processing Plants
Fire Prevention
Fire Protection
Garbage Dumps
Heat Exchangers open loop (Industrial and Commercial)
Ice Making
Log Fluming
Mineral Baths or Trading
Overburden Disposal
Processing, which includes food processing plants, manufacturing operations, sawmills and washing sand or gravel

Road Maintenance
Sediment Control
Sewage Disposal
Shipyards
Snowmaking
Truck Washing
Tunnelling
Washing Intake Screens
Wharves

Fee: \$500.00 (for each purpose)

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

Fee: \$2,000.00

Pulp Mills

Fee: \$10,000.00

MINING & PETROLEUM SECTOR

Mining Equipment
Oil Field Injection
Placer Mining
Pressure Testing and Flushing

Fee: \$500.00 (for each purpose)

Hydraulic Mining
Processing of Ore
Washing Coal

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

CONSERVATION & LAND IMPROVEMENT USE SECTOR

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

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

Fee: \$150.00

WATERWORKS & CONVEYING USE SECTOR

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

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

Water **delivered** within British Columbia.

Fee: \$500.00

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

Fee: \$2,000.00

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

Fee: \$10,000.00

STORAGE PURPOSE SECTOR

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

Fee: \$150.00

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

Fee: \$400.00

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

Fee: \$2,000.00

POWER PURPOSE SECTOR

Residential (Self-supplied) Waterpower

Water that is used to generate power for residential use (up to **50 kW** for one household)

Fee: \$100.00

Commercial Waterpower

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

Fee: \$5,000.00

General Waterpower

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

Fee: \$5,000.00

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

Fee: \$10,000.00

PERMITS TO OCCUPY CROWN LAND

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

Fee: \$100.00

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

Fee: \$500.00

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

Fee: \$2,000.00

TO AMEND A WATER LICENCE

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

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

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

Fee: \$100.00

To amend water licences or short-term approvals issued for the following purposes: **All Industrial purposes**, **Mining and Petroleum**, **Power**, **Storage 1,250,000 cubic metres** (approx. 1,013.3 acre-feet) or more stored, and **Waterworks**.

Fee: \$500.00

APPROVALS, STREAM CHANGES & SHORT TERM USE

Changes in and About a Stream

Fee: \$130.00

Short Term Water Use

The fee for short-term water use as set out in Part 1 of the Water Tariff, **and** the annual rent for one year for the proposed use - as set out in [Part 2 of the Water Tariff in the Water Regulation](#)

Note: The fees shown here are only for Part 1 of the Water Tariff.

Application Completeness Checklist for New Water Licence Application

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

APPLICATION REQUIREMENTS	
Application Form	<input type="checkbox"/> The form must be completed according to the Application Requirements . <input type="checkbox"/> The application form must be signed and dated .
Application Fee	<input type="checkbox"/> An application fee must be included with the application. <input type="checkbox"/> Refer to Schedule 1: Water Purposes & Application Fees to calculate applicable fees . If you are applying for more than one purpose, calculate the fee by adding fees for all uses. <input type="checkbox"/> If a Permit over Crown Land (PCL) is required, include the appropriate fee with the application. Provide the total area of Crown land to be used (Refer to Part 6 of the Application Form Guide and Part 6 of the Application Form). <input type="checkbox"/> A cheque or money order payable to Minister of Finance .
Drawing	<input type="checkbox"/> The drawing must be prepared according to the Required Drawing Standards . <input type="checkbox"/> The drawing must be signed by the applicant.
Topographical Map	<input type="checkbox"/> A topographical map must be provided showing the general location of your property in relation to nearby communities, highways, railways and other water sources.
Survey Plans	<input type="checkbox"/> A copy of the Registered Survey Plan must be provided for any parcel of land where the water is intended to be used.
Proof of Land Ownership or Tenure	<input type="checkbox"/> Proof of land ownership or tenure is included with this application. <input type="checkbox"/> If the applicant owns the land where the water is proposed to be used, submit the Certificate of Title, BC Tax Assessment Notice or Transfer of Sales Agreement. <input type="checkbox"/> If the proposed works will occupy or flood Crown land, complete the appropriate sections under Part 5 & 6 of the application package. <input type="checkbox"/> If you have tenure on Crown land where the water is proposed to be used, submit a copy of the Lease or Licence of Occupation.



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

DRAWING REQUIREMENTS	
General Specifications	<input type="checkbox"/> The Drawing has been prepared to scale on white bound paper or the Drawing Template, using either a Regional District Composite Map, Surveyor's Certificate or Survey Plan in black ink, shows a north arrow, and includes a legend. All the important features are labeled. Use only one color. <input type="checkbox"/> If your Drawing will be prepared digitally refer to the data digital standards outlined in the Required Drawing Standards.
Source Information	<input type="checkbox"/> The Drawing shows the source (or sources) and the location of all proposed points of diversion. <input type="checkbox"/> The direction of flow is indicated and, if possible, where the source connects to a creek, river or lake. <input type="checkbox"/> The location and direction of flow of other watercourses in the general area of the application, e.g., springs, creeks, lakes or rivers are indicated. <input type="checkbox"/> If storage is needed, the Drawing shows the proposed location of the reservoir and indicates whether it will be man-made or is on a natural pond or lake.
Place of Use & Property Boundaries	<input type="checkbox"/> The Drawing shows the legal property boundaries of the land where the water will be used. <input type="checkbox"/> The Drawing shows all legal property boundaries of adjacent properties, easements, roads, right-of-ways, and Crown land.
Proposed Works	<input type="checkbox"/> All works associated with the application are shown and labeled, (e.g., the intake, diversion structure, pipe, irrigation system, pond, dugout, reservoir, or trough.) <input type="checkbox"/> The length of pipe is indicated, and the area to be irrigated is crosshatched on the Drawing. <input type="checkbox"/> If the works cross Crown land, such as a pipe into a lake or river, the length of the pipe extending into the stream is provided. <input type="checkbox"/> If land is to be flooded, the inundated area is shown on the Drawing.



Water Licence Application Drawing Standards

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

DRAWING PREPARATION

- Obtain a copy of a Regional District Composite Map, Surveyor's Certificate or a Legal Survey Plan of your property from the Land Titles Office for your area. **A copy of one of these plans must serve as the base map for the Drawing.**
- Maps of various scales, including the BC Topographical series, are available at local surveying companies.
- Sample Drawings are enclosed with the application for reference.

GENERAL SPECIFICATIONS

- Use a Regional District Composite Map, Surveyor's Certificate or Survey Plan as the base for the drawing.
- Use white bond paper, preferably 8.5 by 11 inches (standard letter size) or 8.5 by 14 inches (legal size); or the [Drawing Template](#).
- Print clearly and use black ink that does not smudge.
- Label important features. Provide a legend or key for any abbreviations used.
- Show the drawing scale (e.g., 1:5000, 1-inch equals 500 feet, 1-cm equals 50 m).
- Ensure a North arrow is shown.

SOURCE INFORMATION

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

PLACE OF USE AND PROPERTY BOUNDARIES

- Ensure that the legal property boundaries of the land where the water is to be used are shown.
- Ensure that the boundaries of all parcels of land (both private and Crown) that will be physically affected (i.e., crossed, flooded, or used as access) by the proposed works are shown. If any of the parcels include easements or right-of-ways, these should also be shown.
- Identify the actual place of use, e.g., dwelling, barns, and other buildings.
- Clearly show the area to be irrigated with crosshatched including scaled measurements in hectares or acres.
- If any land is to be flooded, identify the area that will be underwater in relation to the property boundaries.

PROPOSED WORKS

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

DIGITAL DRAWING STANDARDS

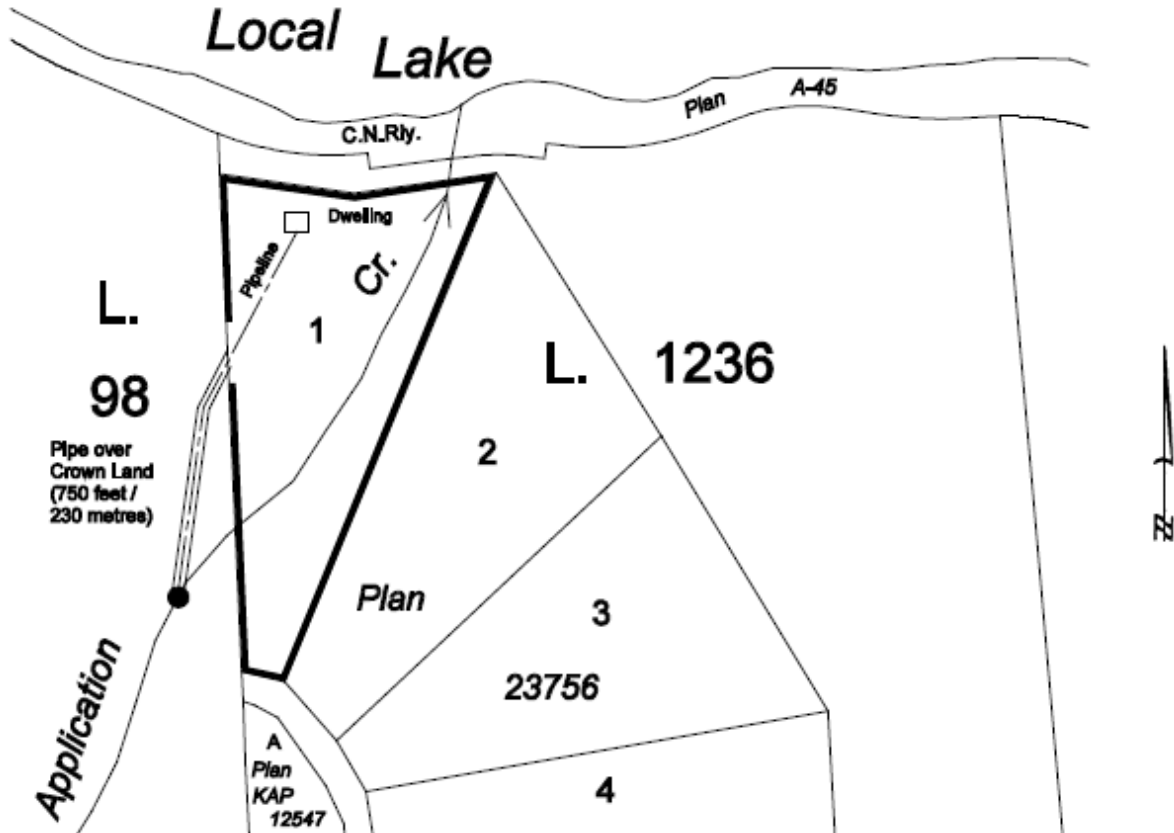
Surveying companies, architectural firms and other professional drafting services may be able to provide the Drawing in digital format. An ArcInfo exportable file, an ArcInfo coverage file, and a Shape file are the only formats that meet Water Stewardship Division's digital standard for the Applicant's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



Sample Drawing: Domestic, from a creek across Crown land

WATER LICENCE APPLICATION DRAWING

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



Scale: 1 inch = 500 feet

Applicant's Signature:

Legend:

Date:

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

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

For Office use Only

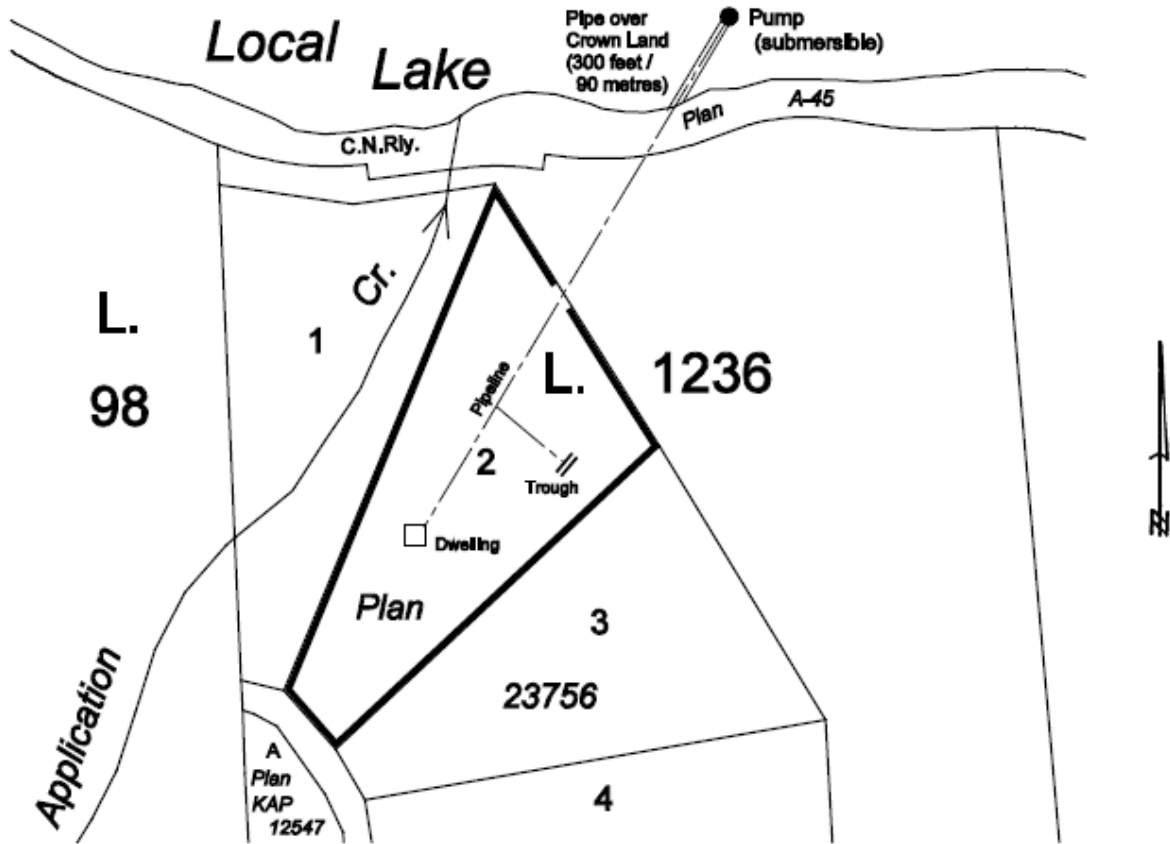
Land District:	
Map:	POD:
Water District:	Precinct:



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

WATER LICENCE APPLICATION DRAWING

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



Scale: 1 inch = 500 feet

Applicant's Signature:

Legend:

Date:

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

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

For Office use Only

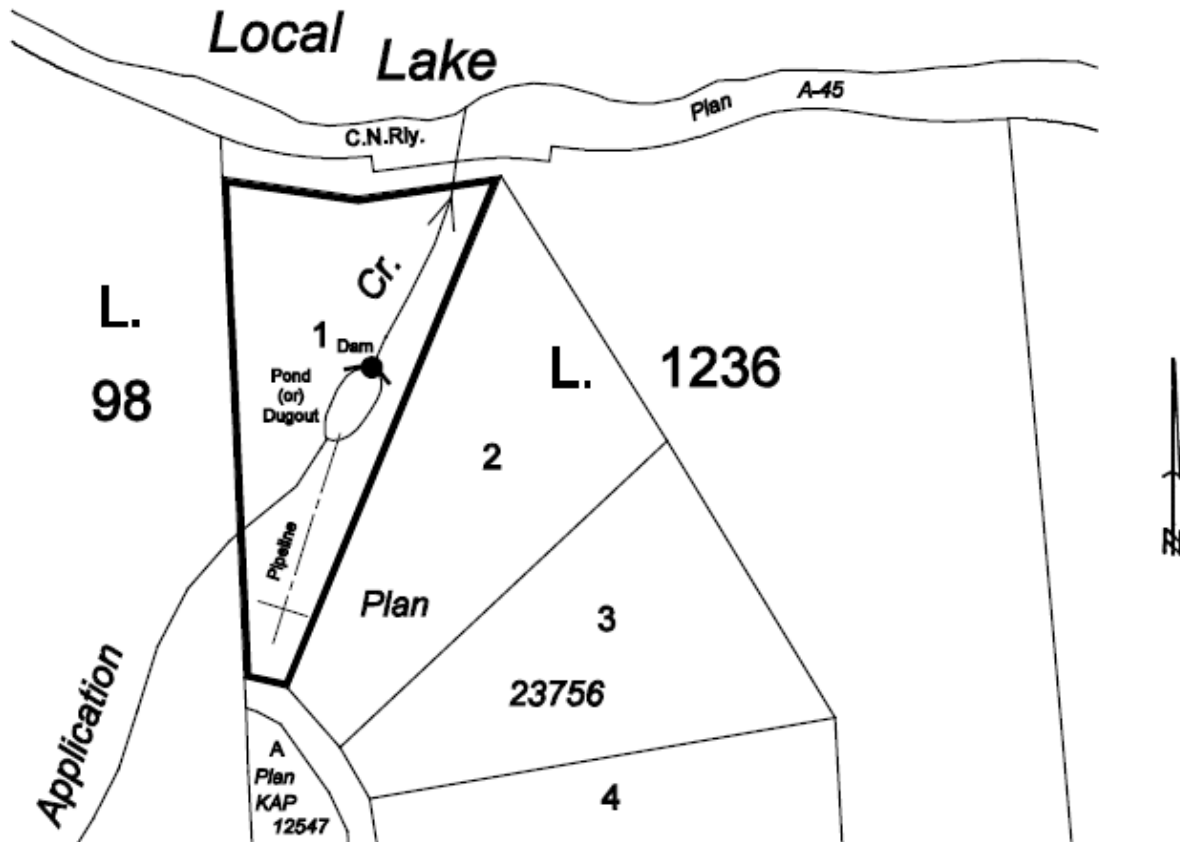
Land District: _____	
Map: _____	POD: _____
Water District: _____	Precinct: _____



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

WATER LICENCE APPLICATION DRAWING

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



Scale: 1 inch = 500 feet

Applicant's Signature:

Legend:

Date:

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

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

For Office use Only

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



Applying for a Water Licence – *Water Act*

August 2011

THIS PAGE MUST BE COMPLETED FOR ALL APPLICATIONS.

PLEASE READ THE **APPLICATION FORM GUIDE** WHEN COMPLETING THIS APPLICATION.

PART 1. NAME(S) AND MAILING ADDRESS

Client Name OR Company Name OR Society Name

For applications made by more than one individual:

- Joint Tenants; or,
 Tenants in Common

Your File Number (if applicable):

Contact Name of Agent (if applicable):

BC Incorp. No., BC Registered No. or Society No.:

GST Registration Number:

Mailing Address

Postal Code:

E-mail Address

Home Phone

()

Business Phone

()

Fax Number

()

Applicant /Agent's Signature(s)

Date

Please Enclose Appropriate fees (see [Fee Schedule 1 Water Application Fees](#))

NOTE: Make cheque or money order payable to **the Minister of Finance**.

The information you provide will be subject to the Freedom of Information and Protection of Privacy Act. If you have any questions regarding the treatment of your personal information, please contact the Manager, Privacy, Information Access and Records Management.

In addition, the submission of this form does not in any manner convey any rights to use or occupy Crown land.

PLEASE RETAIN A COPY OF THIS APPLICATION FOR YOUR RECORDS

FOR OFFICE USE ONLY

Date Received

Water File Number:

Client Number:

Application Number:

Map Number:

Fees Received:

Receipt Number:

NOTE: Once you have completed this form, please refer to the [Application Completeness Checklist](#) for additional information that must be submitted with this application.

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

PID #	Land description:
	Civic address of the property:

An applicant must have tenure to the land where water will be used. (Provide copies of Certificate of Title, Recent Tax Notice or Crown Land Tenure.)	Are you the Registered Owner? Yes <input type="checkbox"/> No <input type="checkbox"/> Lessee <input type="checkbox"/> Other <input type="checkbox"/>
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Do you hold another water licence(s)?
 Yes No If yes, state Licence Number: _____ File Number: _____ Client Number: _____

PART 3. PURPOSE(S) AND QUANTITY(IES) – Please refer to Schedule 1 – Water Purpose and Application Fees

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

Note: For Water Licence application with proposed diversion rate over 100 m³ (25,000 gallons) a day, a Development Plan must be completed.

PART 4. SOURCE OF WATER

Name of Source: If creek, brook or river, width and depth of source at diversion point: _____	Flows into:
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PART 5. WORKS—Existing or proposed to divert and convey water to place of use (works must be shown on drawing)

List Works

a) Diversion Works	Pump <input type="checkbox"/> or Gravity Feed <input type="checkbox"/>	Pipe into a river or lake measured from the high water mark: _____ m or _____ ft
	Are any of the Works on Crown land ? Yes <input type="checkbox"/> No <input type="checkbox"/>	On Crown land : _____ m or _____ ft
b) Storage Works	Do you require storage? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, complete and attach Schedule 2 - Dam & Reservoir Information Land flooded: _____ ha (hectares), or _____ ac (acres) On Crown land ? Yes <input type="checkbox"/> No <input type="checkbox"/>
c) Additional Information	Joint with another's Works? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, with whom?
	Works constructed? Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/>	Use of a Joint Works Agreement is recommended if part or all of your proposed works will be shared with other water licence holder(s). Enclosed: Yes <input type="checkbox"/> No <input type="checkbox"/>

PART 6. OTHER LANDS PHYSICALLY AFFECTED BY WORKS

Do or will the Works occupy or flood another person's private land? Yes <input type="checkbox"/> No <input type="checkbox"/> Landowner's Consent Form for private land affected Enclosed: Yes <input type="checkbox"/> N/A <input type="checkbox"/> or Could not obtain <input type="checkbox"/>	Will the Works occupy or flood Crown land ? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, a PCL fee is required with the application which is based on the total area of Crown land used Total area used: _____ ha (hectares), or _____ ac (acres) Refer to Part 6 of the Application Form Guide for area calculation
If yes to either question, provide the legal description of land affected	Name of Owner(s) including Crown land tenure holders



WATER LICENCE APPLICATION DRAWING

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





Scale:

Applicant's Signature:

Legend:

Date:

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

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

For Office use Only

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



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

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

Legal description of the land:

Lot number
Section number
District
Plan number

Copies of the following documents are attached:

- 1. the application (the "Application") in which [Name of applicant/applicants for the licence.] makes application for a water licence on [Name of source] for the following purpose/purposes and quantity/quantities: Purpose Quantity, and
2. the drawing (the "Drawing") referred to in section 2 (1) (k) of the Water Regulation, B.C. Reg. 204/88 [see reverse].

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

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

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

Two horizontal lines for providing details of objections.

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

Signature of owner, Name of owner - please print, Date (two rows)

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

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

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

Form New Water Licence Application (Optional)

This form is used to assist Water Stewardship identify key coordinates obtained by a global positioning system.

GPS COORDINATES

GPS Coordinates

Global Positioning System (GPS) coordinates can be provided using this [GPS Coordinates Form](#) for the: [point of proposed diversion](#), the [dwelling](#) (if applicable) and any [property pins](#) found. The GPS unit should be set to the NAD83 datum. A GPS device may be obtained from a surveyor.

Proposed Point of Diversion	ZONE:
	UTM Easting:
	UTM Northing:
Location of Dwelling	ZONE:
	UTM Easting:
	UTM Northing:
Property Pins (1)	ZONE:
	UTM Easting:
	UTM Northing:
Property Pins (2)	ZONE:
	UTM Easting:
	UTM Northing:
Property Pins (3)	ZONE:
	UTM Easting:
	UTM Northing:
Property Pins (4)	ZONE:
	UTM Easting:
	UTM Northing:
Property Pins (5) If applicable	ZONE:
	UTM Easting:
	UTM Northing:
Property Pins (6) If applicable	ZONE:
	UTM Easting:
	UTM Northing: