

Instructions and Guidelines For Completing the Approval Application for Short-term Water Use for a Single Site

Please fill in all sections of the form.

Applications must be submitted to, and approved by the appropriate authority prior to commencement of diverting any water.

1. Applicant and Contact Information

Enter applicant name, mailing address, telephone number, and e-mail address.

If the contact is different from the applicant, enter contact name, mailing address, telephone number, and e-mail address.

2. Location of Proposed Works

- Identify the stream/lake name on which you intend to carry out the proposed works. Indicate what stream, river or lake the stream flows into.
- Specify where on the stream/lake the point of diversion will be located. Be as specific as possible (e.g. provide the distance from road crossing or confluence with another stream) and reference landmarks where available.
- Indicate the latitude, longitude and elevation of the site.
- Enter a complete legal description of the property on which the works are to be carried out (e.g. Lot 1 of Section 31, Township 20, Range 2, Coast District, Plan 18411). This information is listed on your annual assessment or land tax notice, or you may obtain it by requesting a copy of your Certificate of Title from the appropriate Land Title Office. If works occur on more than one property all properties must be identified.
- Identify the works to be used (e.g. pipes, pump, etc) for diversion and for disposal of the water used.

3. Water Use

- Indicate the total volume of water to be used and the maximum rate of withdrawal, stating units of measurement for both.
- Enter the start and end dates between which the water is to be used (12 month maximum).
- Specify the purpose for which the water will be used.
- Enter a legal description of the property where the water will be used (E.g. Lot 2, Section 2, Township 30, Range 1, Coast District, Plan 99991) or if on Crown Land identify the road or a nearby geographic feature.

4. Land Ownership

- If you own the land on which the works are to be carried out, check the first box and go to section 5 of the form.
- If you are not the owner of the land, indicate whether the land is privately owned or owned by the Crown, and if owned by the Crown, please include your Tenure or Licence number on your application or indicate if it is owned by the Ministry of Transportation.
- You must have written consent of the owner of privately held land or the lawful occupant of the Crown Land for the construction and operation of the proposed works, if the proposed works affect such land. The application form must contain the landowner's address, postal code, telephone number, and e-mail (optional). Do not attach the landowner's written approval with the application, but keep it in your files as you may be asked to produce it during an inspection or audit.

5. Drawing, Plan and Site Map

Attach a drawing or map, which clearly shows:

- A key map showing the general location of the point of diversion and the place of use
- The lot boundaries of where the works are to take place
- The exact location of proposed diversion and works
- The exact location the water is to be used
- The stream and direction of flow
- The location of house/buildings/other works
- The approximate scale (e.g. 1 cm = 10 m)

A copy of part of a cadastral or topographic map or legal plan, at a reasonable scale, may be used for the drawing. Including photographs of the site is beneficial.

6. Statement of Intent

Make sure each section of the form is filled out and that the information is accurate and complete. After you have read, understood, and ensured that your project meets all requirements and will comply with Section 8 of the *Water Act*, please sign and date the form.

7. Responsibilities

You are required to comply with all applicable federal, provincial and municipal laws and regulations.

The provincial *Water Act* and Regulation can be found at the following address

http://www.env.gov.bc.ca/wsd/water_rights/legislation.html

8. Fees

The fee for a short-term water use Approval is comprised of two parts:

- (a) A fee for the proposed type of water use (contained in Part One of Schedule A of the Water Regulation)

The fee schedule can be found at the following address:

[Water Stewardship Schedule 1 Water Application Fees \(updated March 2010\)](#)

- (b) A water rent, for one year, which is based on the proposed purpose and volume of water use (contained in Parts 2 and 3 of Schedule A of the Water Regulation)

The rent schedule can be found at the following address:

[Water Stewardship Annual Rental Rates for Water Licence Purposes by Sector \(updated April 2010\)](#)

Additional information on water rents, which includes a **Rent Estimator used to calculate the rent charge**, can be found on the Web site for the Water Stewardship Division at the following address

http://www.env.gov.bc.ca/wsd/water_rights/water_rental_rates/index.html

Cheques should be made payable to the Minister of Finance. The FrontCounterBC office in Kamloops will also accept VISA and MasterCard.

9. Submission Instructions and Office Locations

When your form is complete, send it, along with the appropriate attachments and fee payment to the nearest local office in which the proposed works are located. All **APPROVAL** applications must be submitted to **FrontCounterBC**

Southern Interior Thompson Nicola and Okanagan	Kootenay	Cariboo
Kamloops Centre FrontCounter BC 441 Columbia St. Kamloops BC V2C 2T3 Phone: (250) 828-4131 Fax: (250) 828-4442	Cranbrook Centre FrontCounter BC 1902 Theatre Rd Cranbrook BC V1C 7G1 Phone: (250) 426-1766 Fax: (250) 426-1767	Williams Lake Centre FrontCounter BC #201 - 172 North 2nd Ave Williams Lake, BC V2G 1Z6 Phone: (250) 398-4574 Fax: (250) 398-4836

Prince George, Omineca	Peace Peace River, Liard	Skeena, Smithers
Prince George Centre FrontCounter BC 1044 5 th Ave Prince George, BC V2L 5G4 Phone: (250) 565-6779 Fax: (250) 565-6941	Fort St. John Centre FrontCounter BC Suite 100-10003 110 Ave Fort St John BC V1J 6M7 Phone: (250) 787-3415 Fax: (250) 787-3219	Smithers Centre FrontCounter BC Box 5000 3 rd fl 3726 Alfred Ave. Smithers, BC V0J 2N0 Phone: (250) 847-7356 Fax: (250) 847-7556

Vancouver Island	Lower Mainland
Nanaimo Centre FrontCounter BC Suite 142, 2080 Labieux Road Nanaimo, BC V9T 6J9 Phone: (250) 751-7220 Fax: (250) 751-7224	Surrey Centre FrontCounter BC Suite 200, 10428 153 rd St. Surrey, BC V3R 1E1 Phone: (604) 586-4400 Fax: (604) 586-4434

For general information about **FrontCounter BC**, which includes their area of coverage, visit: <http://www.frontcounterbc.gov.bc.ca/> or use the toll free number at 1-877-855-3222.

If you have any questions about your application for a short-term water use Approval, please contact the **Water Stewardship Division** of the Ministry of Environment. The Web page for the Water Stewardship Division, which contains contact information, can be found at the following address: <http://www.env.gov.bc.ca/wsd/>



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MINISTRY OF ENVIRONMENT
WATER STEWARDSHIP DIVISION

Single Site Application for an Approval Short Term Non-Recurrent Use of Water Section 8 of the *Water Act*

Every Approval applicant, or their agent, shall furnish the following particulars to the appropriate regional office (refer to Part 9 of the instructions for regional office addresses).

Note: if applying as a company, please use the B.C. registered company name and address.

1. Applicant Information

Name:

Address:

City:	Province:	Postal code:
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Phone:	Fax:	
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E-mail:

Contact Name (if different from the Applicant):

Address (if different from the Applicant):

City:	Province:	Postal code:
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Phone:	Fax:	
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E-mail:

2. Location of Proposed Works

Stream Name (or description):	Flows Into:
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Location of intake and works relative to a surveyed or known point:

Reference Landmarks:

Latitude:	Longitude:	Elevation:
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Legal description of land which will be crossed by the works:

The works to be used (e.g. hose, pump), including the works necessary to dispose the used water:

FOR OFFICE USE ONLY

Date Received:	Water File Number:
	Client Number:
	Application Number:
	Amount Received:
	Receipt Number:

3. Water Use		
Total volume of water to be used (indicate units):		Maximum rate of withdrawal (indicate units):
The start and end dates between which the water is to be used (12 month maximum):		
Start:	Finish:	
The Purpose for which the water is to be used:		
Legal description of land or location thereof, where the water is to be used:		
4. Land Ownership at Point of Extraction		
Please check as applicable:		
<input type="checkbox"/> The applicant is the owner of the property.		
<input type="checkbox"/> The property is Crown land and applicant has tenure over the crown land. Tenure/licence number:		
<input type="checkbox"/> The property is Crown land and tenured to Ministry of Transportation.		
<input type="checkbox"/> Third party as lease/licence tenure.		
<input type="checkbox"/> The property is owned by the following Landowner (i.e. Landowner is different from applicant):		
Landowner's Name:		
Address:		
City:	Province:	Postal code:
Phone:	E-mail (Optional):	
<p>Do you have written consent of the owner of privately held land or the lawful occupant of the Crown Land for the construction and operation of the proposed works, if the proposed works affect such land?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Please do not attach the Land owner's written approval with the application, but keep it for your files as you may be asked to produce it during an inspection or audit.</p> <p>Note: No right of expropriation exists under an Approval. If difficulty will be experienced in obtaining easements, it may be better to apply for a water licence instead of an Approval.</p>		

5. Drawing, Plan and Site Map(s)

1. Attach drawing showing the proposed point of diversion and the proposed works, including the relation between works and lot boundaries, location of buildings, stream direction and flow.

2. Attach a key map at an appropriate scale showing the location of the site.

3. Detailed Description of Work to be Performed (attach additional page(s) if necessary):

6. Statement of Intent

By submitting this application form, I declare that the information contained on this form is complete and accurate information. I have read, understood and will meet the requirements to conduct short term non-recurrent use of water in accordance with Section 8 of the *Water Act*.

Signed: _____		Application Date: _____	_____
day/month/year			

7. Responsibilities

You are required to comply with all applicable federal, provincial and municipal laws and regulations.

8. Submission Instructions

Send the completed form along with any attachments and the fee to the local office in which the proposed works are located. Addresses for local offices are listed on the instruction sheet.

The fee for a short-term water use Approval is comprised of two parts (refer to Part 8 of Guide):

(a) A fee for the proposed type of water use (contained in Part One of Schedule A of the Water Regulation) Refer to:

http://www.env.gov.bc.ca/wsd/water_rights/cabinet/fees-water_revised_march2010.pdf

(b) A water rent, for one year, which is based on the proposed purpose and volume of water use (contained in Parts 2 and 3 of Schedule A of the Water Regulation) Refer to:

http://www.env.gov.bc.ca/wsd/water_rights/water_rental_rates/cabinet/new_rent_structure.pdf

Cheques should be made payable to the Minister of Finance. Note that FrontCounterBC in Kamloops will also accept VISA and MasterCard.

<input type="checkbox"/> Sketch plan included (mandatory)	<input type="checkbox"/> Key location map included (mandatory)
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