

Existing Use Water Licence Application Checklist

Applications for water authorizations are made through FrontCounter BC’s online application system. The online system requires some information; such as, your name and contact information, the name of the water source(s), the water use purpose(s) and the duration of water use, etc. However, additional information and documents are also required. This checklist outlines items that typically require research prior to submitting your application.

Information Requested in the Online System

- The **purpose(s)** for which the water is used and the **quantity** of water that is being diverted or stored for each water use purpose. *Tip: Providing detail on your application about how you determined your requested water quantity, such as by using the [BC Agriculture Water Calculator](#), will be helpful to the Water Officer working on your file. For example, “According to the [BC Agriculture Water Calculator](#), my 40 milking cows will need 1900 m³ of water per year.”*

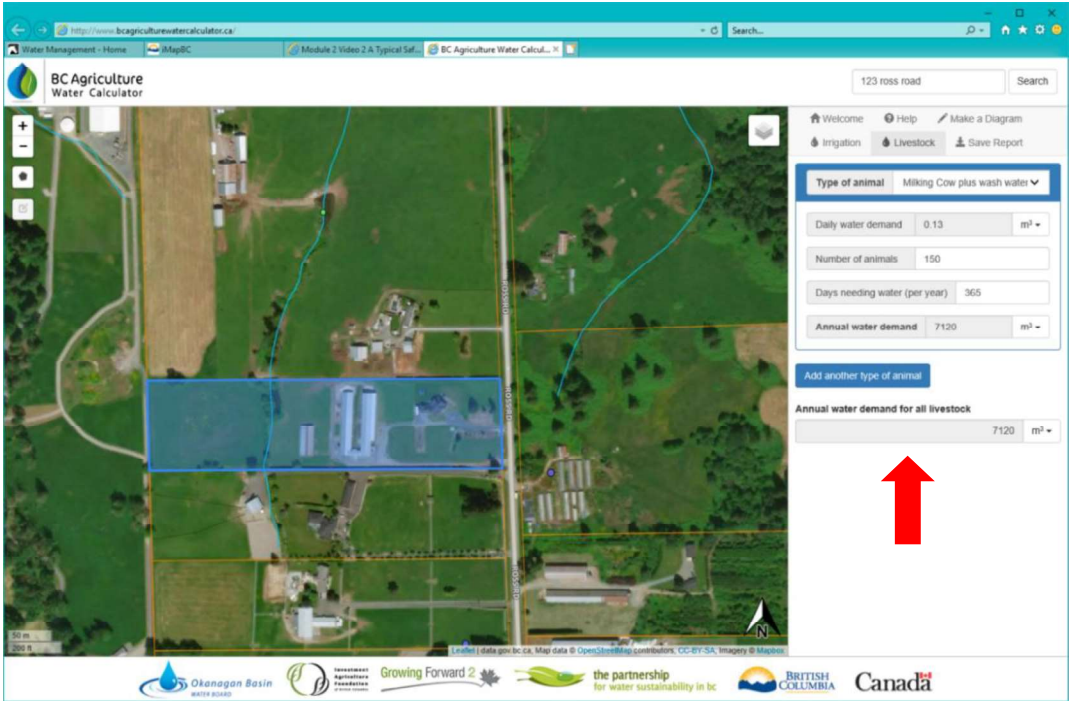


Figure 1: Screenshot of the [BC Agriculture Water Calculator](#) quantity calculation for Livestock purposes, with property parcel selected. The arrow indicates the calculated annual water demand in cubic metres per year according to the number of animals identified. Other types of animals can be added to the calculation.

Land description and land tenure for all lands on which you are using the water, the lands where your well(s) and other works are located, and any land that is physically affected by the works. This can be the legal description, the parcel ID number (9-digit PID number on your property tax notice), or description if the land has not been surveyed.

Location (latitude and longitude in Decimal Degree format) of the well(s). *Tip: Try finding this using Google Earth or Google Maps. Search your address and using your mouse, click where your well is located. A box will appear showing the coordinates.*

Details of the well(s), including **well depth**, well diameter, construction date, and well ID plate number or well tag number, if available. If well depth is unknown, provide a statement identifying well depth to the best of your knowledge. Sources of information may include:

- BC GWELLS database (apps.nrs.gov.bc.ca/gwells/)
- Well construction reports
- Well construction or pump installation/maintenance invoices
- Pumping records
- Pump test reports and water quality test results

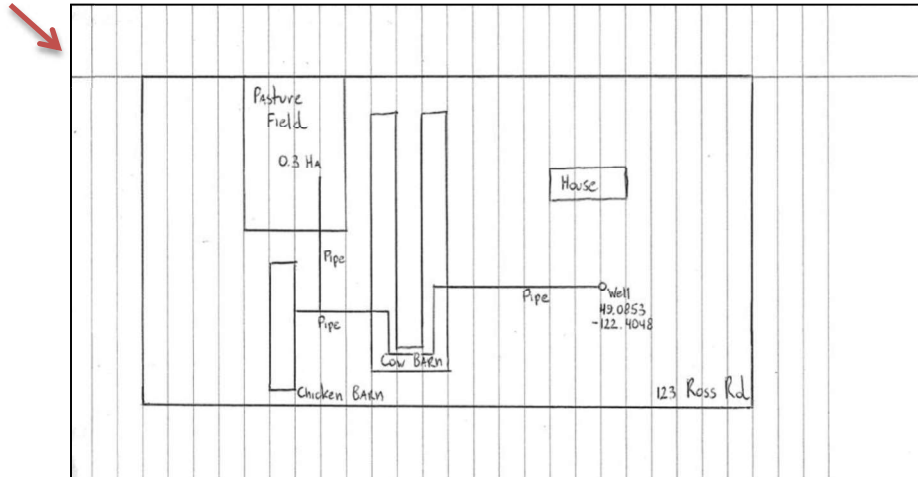
Details of the works (e.g., pumps, pipelines, irrigation system, reservoir), which may include pump type, pump power, type of irrigation system (sprinkler, drip line, etc.), and tank size.

Documents to provide for the application

- A [letter of agency](#) authorizing someone else to apply on your behalf, when applicable.
- A **map or drawing** that meets the requirements outlined in the [Application Drawing Standards](#). These should indicate the following:
 - Works (well location, main pipelines, etc.)
 - Your property boundaries and/or boundaries of any property upon which the water will be used
 - Actual places of use (barns, dwellings, lawns, outline of fields to be irrigated, etc.)
 - Labels

Examples of acceptable maps and reports are provided below (Figures 2, 3, and 4).

Figure 2: A hand-drawn map showing well location, pipe, barns, house, and irrigated pasture field.



Agriculture Water Demand Report	
Generated by: www.bcagriculturewatercalculator.ca	
Date: Oct. 18, 2018	
Property	
Property ID (PID):	013343882
Total Area:	4 hectares
Irrigation	
Irrigated Area:	0.27 hectares
Crop:	Forage
Soil:	Silty Loam
Irrigation Type:	Sprinkler
Climate ID:	25802036
Peak Evapotranspiration (ET):	5.2 mm/day
Peak Flow Rate:	3.5 gpm
Annual irrigation water demand:	880 m ³
Livestock	
Beef:	2,000 animals x 0.05 m ³ /day x 365 days = 36,500 m ³
Poultry - laying:	500 animals x 0.00009 m ³ /day x 365 days = 16.4 m ³
Annual water demand for all livestock:	36,520 m ³
Total annual water demand:	37,390 m³

Figure 3: First page of a report generated using the [BC Agricultural Water Calculator](#), showing calculation details for irrigation and livestock purposes. Details used in the calculation include irrigated area, crop type, irrigation type, and number of animals. The tool also provides a total annual water demand in units of cubic metres (per year). The full generated report is a very useful addition to a water licence application.

Figure 4: Second page of a report generated using the [BC Agricultural Water Calculator](#) for irrigation and livestock. The report features a user-made map that shows labelled well location, works (pipe), barns, house, and irrigated pasture field, as well as a map legend. The full generated report is a very useful addition to a water licence application.



Map Annotations

- **Well**
 - #1: Location (WGS84): 49.08530,-122.40477
 - Depth: 100 m
- ▭ **Irrigated Area**
 - #1: Area: 2,742 sq m
 - Description:
- / **Pipeline**
 - #1: No comments provided
 - #2: Centre (WGS84): 49.08539,-122.40675

- Evidence of the **date that groundwater was first used**. Evidence could include a well log or construction report, government issued certificates or permits, historical records, photographs, a receipt for pump installation, or similar documentation. *Tip: If formal documentation is not available, a statement signed by the applicant or person having prior knowledge of the property identifying a date of first use to the best of their knowledge may also be accepted.*
- If you share or are connected to another person's works, it is recommended that a [Joint Works Agreement](#)—outlining each party's role and responsibilities—be completed.
- A copy of any permit, tenure or other **authorization to use Crown land** that is relevant to the locations of the water diversion and use, or proof that an application for the appropriate Crown land authorization has been made. If you require a Crown Land authorization, but do not already have one, you will be prompted to apply for a permit or tenure as part of the water licence application process.

Need further assistance?

Please contact us anytime:

Online: www.frontcounterbc.gov.bc.ca

Phone

Toll free: 1-877-855-3222

From outside North America: ++1-778-372-0729

Monday to Friday, 8:30am-4:30pm Pacific time (9:30-5:30pm Mountain time)

Email: FrontCounterBC@gov.bc.ca

In Person

Visit one of our [30 office locations across BC](#).