



Approved: Jim Standen, Assistant Deputy Minister

Effective Date: January 16, 2017

Relationship to Previous Policy: This policy replaces all previous policy regarding permit application

Park Use Permits

Permit Application

Purpose

The purpose of this policy is to ensure that park use permit or resource use permit applications are reviewed and administered in a consistent manner.

Scope

This policy applies to park use permits and resource use permits within parks, protected areas, conservancies and recreation areas. Ecological reserve permits and permits for the operation of campgrounds and BC Parks' facilities are not addressed by this policy.

Definitions

“application” means a written application on an application form approved by BC Parks to undertake an activity that requires a permit under the *Park Act*, and includes an application to undertake a new activity or an application to renew, transfer or amend an existing permit

“application fee” means the fee charged to a person applying for a park use permit or resource use permit for a purpose listed in Schedule K, Part 1 or Part 2 of the *Park, Conservancy and Recreation Area Regulation*

“blanket permit” means a permit issued to a single organization allowing for members of that organization, acting as sole proprietors, to conduct commercial recreation activities within one or more parks

“Crown land” means land, whether or not it is covered by water, or an interest in land, vested in the government

“guide” means a person who, for compensation or reward received or promised, accompanies, assists or provides a service to another person

“park” for the purpose of this policy means Crown land established or continued as a park, protected area, recreation area, or conservancy under the *Park Act*, the *Protected Areas of British Columbia Act*, or the *Environment and Land Use Act*, and does not include ecological reserves

“park use permit” means a licence, issued under the *Park Act*, authorizing an activity or a course of behaviour or conduct, or the occupancy, use, development, exploitation or extraction of a natural resource on or in a park

“permit” means a park use permit or resource use permit issued under the *Park Act*

“**resource use permit**” means a licence, issued under the *Park Act*, authorizing an activity or a course of behaviour or conduct, or the occupancy, use, development, exploitation, or extraction of a natural resource on or in recreation area

“**review**” means the ongoing administrative evaluation, examination and appraisal of the permit operations and the permit with a view to improving performance and correcting and improving the permit document

Policy

It is the policy of BC Parks that all applications must be received in writing along with payment of the applicable application fee as set out in Schedule K of the *Park, Conservancy and Recreation Area Regulation*.

All permit applications submitted will be considered by BC Parks. BC Parks retains the discretion to either approve or deny an application for a permit following review of the application. Incomplete applications, or applications submitted without the required fee or any required attachments (i.e. maps) will not be processed.

1.1.1 Application Form

The application must be submitted on the form provided by BC Parks, include the required fee and any attachments indicated on the form, including a map of the proposed permit area. The form must be filled out with enough detail to describe the proposed use, the areas being applied for, and be signed and dated by the applicant or someone authorized to sign on behalf of the applicant.

1.1.2 Eligibility

Applicants must be eligible to hold a permit. This requirement applies to new applicants, permit holders applying for a renewal of an existing permit, or any entity requesting to have an existing permit transferred or assigned to them. The legal entities described below are eligible to hold a permit:

- Individuals who are 19 years of age or older;
- Corporations registered in British Columbia¹ (under the *Business Corporations Act* (BC));
- Registered partnerships, cooperatives and non-profit societies (a society incorporated under the *Society Act* (BC) which are formed under the relevant provincial statutes; or
- Educational Institutions;
- First Nations peoples applying through band corporations or Indian Bands and Tribal Councils. Band or Tribal Councils require a Band Council Resolution a) authorizing the Council to enter into the permit, and b) giving the signatories of the permit document the ability to sign on behalf of the Band; or
- Municipalities, regional districts, other government entities, and associations.

¹ We are aware that not all businesses need to register in order to do business in BC, as there are some exemptions under the provincial *Business Corporations Act*. Applicants are informed at the time of permit validation that it is their responsibility to be in compliance with the *Business Corporations Act* (BC), which may include registering their business if they are an extra-provincial corporation.

If an applicant wishes to do business under a different name then they must specify this on their application, and ensure that the permit application clearly identifies the eligible legal entity that will hold the permit.

1.1.3 Applications by BC Parks Employees

BC Parks employees and spouses are eligible to apply for a permit. As members of the BC Public Service, BC Parks employees are subject to the Standards of Conduct, and although applications for a permit may be submitted by anyone meeting eligibility criteria in 1.1.2, employees considering applying for a PUP should speak with their manager about the ministry Standards of Conduct contact to discuss any real or perceived conflict with their duties or responsibilities.

1.1.4 Application Forms (Types)

a) Commercial Recreation

The commercial recreation application form is used for activities involving guided adventure tourism opportunities in parks including, but not limited to guide outfitting, angle guiding, lodges, ski facilities, equipment rentals, food services, hiking, kayaking, boat tours, river rafting, caving, heli-skiing and access into a park by a commercial operator. This application is also used for special events occurring within parks.

b) Land Use/Occupancy

The Land Use/Occupancy application form is used for the use and occupancy of land, other than commercial recreation activities, that take place within a park, including but not limited to: structures and improvements, access roads or trails, utility rights-of-way, communication sites, aquaculture, water storage, trapping, diversions, dams and other miscellaneous land use.

c) Film

The film application form is used for commercial filming undertaken within parks including still or motion photography on film or videotape regardless of the amount of time spent in the park (can be anywhere from less than an hour to multiple days).

d) Research

The research application form is used for general research activities undertaken in a park² such as specimen collections, surveys, inventories and monitoring plots.

1.1.5 Applications for Areas Crossing Provincial Parks and other Crown Lands

If an application is received for an activity that crosses park boundaries to include other Crown lands, the appropriate authorizing agency will be informed about the receipt of the application. BC Parks will work cooperatively with the other agency to adjudicate the application, and where possible, tenure documents will be synchronized. If a permit is granted, a separate tenure may be required to authorize use under the *Land Act*. See also Section 8.1.2 of Adventure Tourism Policy, Ministry of Forests, Lands and Natural Resource Operations.

² For research applications within an ecological reserve, an Ecological Reserve Permit application form must be used. For more information see BC Parks' Ecological Reserve Permit Policy.

1.1.6 Blanket Permits

If an application is received for a blanket permit, it will not be considered for approval. Blanket permits will only be allowed where a valid and subsisting blanket permit is already held by a Permittee and may be considered “grandparented”. Continuation of any existing blanket permit is at the discretion of BC Parks and renewal of a blanket permit is subject to review.

Related Guidance/Considerations

Link to application forms

<http://www.frontcounterbc.gov.bc.ca/Start/parks/>

iMap

<http://webmaps.gov.bc.ca/imfx/imf.jsp?site=imapbc>

Adventure Tourism Policy, Ministry of Forests, Lands and Natural Resource Operations

http://www.for.gov.bc.ca/Land_Tenures/documents/policies/adventure_tourism.pdf

BC Parks Ecological Reserve Permit Policy

<http://www.env.gov.bc.ca/bcparks/permits/pdfs/ecological-reserve-permits.pdf>

APPROVED AMENDMENTS:

Effective Date:	Summary of Changes:
2017-01-16	Policy and procedure update to reflect the reorganization of resource ministries responsible for administration of the Adventure Tourism tenure policy under the <i>Land Act</i> , and to coordinate with other BC Parks Policy (e.g. Ecological Reserve Permit Policy).