

FOREST TENURES BRANCH

NROS PORTAL HANDBOOK FOR LICENSEES



**BRITISH
COLUMBIA**

**Ministry of Forests, Lands and Natural Resource
Operations and Rural Development**

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Licensee NROS Portal Guide

What is the NROS Portal?

The Natural Resource Online Services (NROS) is a portal where licensees are required to electronically submit applications for Road Use Permits (RUP) and Non Spatial Cutting Permit (CP) Amendments, Road Permit (RP) Amendments (Reassigns and retires), and Road Notifications.

The following is the list of applications that are now submitted through the portal.

List of Applications and Notifications - These applications were historically done by emails to the Districts and are now processed through the NROS portal. These are shown in the same order as they appear in the NROS portal.

CP Amendments - These are all non spatial in nature:

CP Administrative Amendment - Any non spatial change required by the licensee that the District should be aware of.

CP Extension – Licensee requests for the extension of a Cutting Permit.

CP Postponement - Licensee requests for a Cutting Permit Postponement.

CP Postponement Rescindment - Licensee requests for a Cutting Permit Postponement Rescindment.

CP Professional Declaration - Licensee communication to the District for important Information involving the need for a professional declaration, for sign-off requirements, and the upholding of professional responsibilities within said forestry operations.

CP Surrender - For surrendering a CP only, not the entire licence.

Road Authorizations:

Amend RUP – Changing an existing RUP, by adding a section or sections to an existing RUP or adding or reducing the lengths of any existing RUP sections within the RUP.

New RUP – Application for a new RUP on a Forest Service Road (FSR). Make sure that your company does not already have an existing RUP on the FSR project. If there already is an existing RUP, then it should be amended instead of applying for a new RUP. If unsure check with the Forest District.

All industrial users on an FSR are required to obtain a RUP, unless an exemption is granted in accordance with section 22.1 (4) of the *Forest and Range Practices Act* (FRPA). Road Use Permits, including those RUPs required by British Columbia Timber Sales (BCTS) licensees, are issued by the District Manager.

RP Amendment (Retires and Reassigns):

Retire – application to remove obligations from part of or an entire road permit section.

Reassign – transfer part or an entire section of a road permit to another licensee's road permit.

Terminate RUP – Remove an entire section from an RUP or terminate the entire RUP.

An industrial user may apply to the District Manager to be relieved of its RUP on an FSR when that road will not be required for industrial purposes. Before the RUP of the designated maintainer is cancelled, ensure that the road has been maintained to the level required for non-industrial use, to the extent necessary to ensure there is no material adverse effect on a forest resource, as evidenced by:

- the structural integrity of the road prism and clearing width is protected; and
- drainage systems of the road are functional.

Otherwise, the permit will remain in force even while the user is idle for periods and any designated maintenance obligations remain during those same periods.

Road Notifications:

FSR Modification Works - Industrial users on a FSR must notify the District of any proposed or completed work. This will include road alignment, bridge work, and culvert work. Using this notification will also include any possible road closures, as well as a location along the FSR, Point of Commencement (P of C), and Point of Termination (P of T) information, as well as start and completion dates. Notification will also require the attachment of a Location Map and/or Road Closure Plan.

Notice of Industrial Use - Industrial users must notify the district for any proposed industrial use along FSRs, RPs, and Special Use Permit (SUP) roads. The applicant will provide related authorization information (i.e. (CP) and Cut Blocks (CB)), as well as the purpose of use, loads per day, commencement and completion dates, and a map attachment.

Notification to End Maint on an RUP - Industrial users must notify the district for any ending of road maintenance on a RUP. Just add your client number information, RUP number, and proposed completion date for maintenance and submit.

Road Construction Commencement – A Road Construction Commencement must be submitted before beginning timber harvesting or road construction. It is also required before re-starting timber harvesting or road construction after an inactive period of three months or more.

Notice of Completion must be submitted once the harvest and hauling operation has been completed.

Just add your client number information, permit number, and proposed commencement or re-commencement date as well as an attached pdf location map.

Road Section(s) Intent to Deactivate – Use this to deactivate RP sections. Provide client number, RP number, proposed date, along with a list of the sections to deactivate and attach a Portable Document Format (PDF) location map.

Where can I sign up for the NROS Portal?

You can sign up to the portal by clicking on the Forest Tenures Branch website link here:

[New Process: NROS Portal for Electronic Applications - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/spe/bcgov/forest_tenures/branch/nros_portal_electronic_applications.htm)

- 1) The Link will take you to the following page, the information on the page navigates you to important PDF documents that show you;
 - How to sign up for the NROS Portal using a Business BCeID,
 - How to setup account settings, and
 - How to set up a new client representative to act on your behalf in the NROS Portal.

The screenshot shows the 'New Process: NROS Portal for Electronic Applications' page on the British Columbia government website. The page has a blue header with the BC logo and a search bar. A breadcrumb trail reads: Home > Farming, natural resources and industry > Forestry > Forest Tenures >. On the left, a sidebar lists navigation options: Timber Harvesting Rights, Forest Tenure Administration, Private Timber Marks, Private Managed Forest Land, Regulatory Engagement, and the selected 'NROS Portal for Electronic Applications'. The main content area is titled 'New Process: NROS Portal for Electronic Applications' and describes the NROS as a one-stop information hub. It lists resources for getting set up and submitting applications. A green box labeled '1' highlights the links for signing up with a Business BCeID, account settings, and setting up a client representative. Another green box labeled '2' highlights the 'User Guides for Submissions' section, which includes links for adding a partial length of FSR in a new RUP application, Road Use Permit and Road Notification Application Submission, Road Permit Amendment Application Submission, and Cutting Permit Amendment Application Submission. On the right, there is a sidebar for 'Electronic Applications & Submissions' listing various systems like FSP Tracking, FTA, Forest Tenure Submission, and Reporting Access, and a bottom section for 'Natural Resource Regions and Districts'.

- 2) Also found on the page from the above link are three additional user guides for:
 - Road Use Permits and Road Notifications,

- Road Permit Amendment Applications, and
- Cutting Permit Amendment Applications.


and the page also contains three important **videos** you can review:

- 1 - NROS Portal Road Use Permits (RUPs),
- 2 - NROS Portal Cutting Permits, and
- 3- NROS Road Permit Amendments.

Watch the videos below for guidance on the NROS electronic application submission process

1


NROS - Road Use Permit



Overview of the Road Use Permit application process on the Natural Resources Online Services system

2

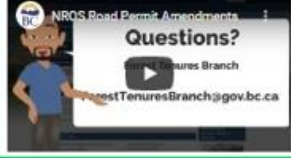
NROS Cutting Permit Amendment



Overview of the Cutting Permit Amendment application process on the Natural Resources Online Services system

3

NROS Road Permit Amendment



Overview of the Road Permit Amendment application process on the Natural Resources Online Services system

Natural Resource Regions and Districts

When submitting applications or other documentation send your submission to the appropriate natural resource district:

+ [Find your natural resource district contact](#)

Contact Information

For additional information on Electronic Applications and Submissions, please email us:

Forest Tenures Branch:
ForestTenuresBranch@gov.bc.ca

There is also information on which Natural Resource District you might need to contact associated with your application as well as an email (ForestTenuresBranch@gov.bc.ca) for any additional help.

How do I get to the NROS Portal?

NROS Portal Link for Clients – Requires a Business BCeID. Please use this link below:

<https://portal.nrs.gov.bc.ca/web/client/-/log-in>

How do I get a business BCeID if I don't have one?

Please use this link below:

<https://www.bceid.ca/>

So why are we now doing these applications in the NROS Portal?

The Ministry is now requiring these NROS Portal applications to integrate them into the electronic world and into the corporate databases for the need of efficient managing of our resources. This includes everything for inventory, planning, reporting, and analysis. The NROS Portal was also developed as a means to add in RUP information into RRS, and spatially into the British Columbia Geographic Warehouse (BCGW).

The BCGW spatial layer of - WHSE_FOREST_TENURE.FTEN_RUP_SECTION_LINES_SP is the spatial layer that reflects operational activities for road sections contained within an RUP. RUPs are permits issued for industrial use of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MFLNRORD) FSRs.

The Resource Roads System is for internal use only.

Road Related NROS applications

Road Authorizations as noted above consist of the following:

Amend RUP

New RUP

RP Amendment (Retires and Reassigns) – **Note this is a Road Permit, not a RUP.**

Terminate RUP

Important Road Information for Licensees

A FSR Project is also called the Forest File, or the FSR number. You can find it easily in the BCGW, simply by searching on the roads layer called -

WHSE_FOREST_TENURE.FTEN_ROAD_SECTION_LINES_SVW. Please see below on page 10 to see the specific attributes associated with this information, including the Forest File number and Branch identifier. The BCGW will enable you to confirm the road's location, or the Natural Resource District, such as Okanagan Shuswap Natural Resource District. This will be the District that the NROS portal application will be submitted to.

The following list provides the Province's 23 Natural Resource Districts and their respective codes.

Natural Resource District	District Org Unit Code
Chilliwack Natural Resource District	DCK
Sea to Sky Natural Resource District	DSQ
Campbell River Natural Resource District	DCR
Haida Gwaii Natural Resource District	DQC
North Island Natural Resource District	DNI
Sunshine Coast Natural Resource District	DSC
South Island Natural Resource District	DSI
Fort Nelson Natural Resource District	DFN
Coast Mountains Natural Resource District	DKM
Mackenzie Natural Resource District	DMK
Nadina Natural Resource District	DND
Peace Natural Resource District	DPC
Prince George Natural Resource District	DPG
Skeena Stikine Natural Resource District	DSS
Stuart Nechako Natural Resource District	DVA
Cariboo Chilcotin Natural Resource District	DCC
Cascades Natural Resource District	DCS
Thompson Rivers Natural Resource District	DKA
100 Mile House Natural Resource District	DMH
Okanagan Shuswap Natural Resource District	DOS
Quesnel Natural Resource District	DQU
Rocky Mountain Natural Resource District	DRM
Selkirk Natural Resource District	DSE

Amendment vs. New – When a specific type of tenure or CP is first submitted it will have a status of “new”. As changes or updates occur (adding blocks or sections) those submissions will have a status of “amendment”. When a road permit is initially submitted it will have a status of “new”. As changes or updates occur to the road permit, these later submissions will have a status of “amendment”.

Branches – A Forest Service Road is denoted as a B40 Tenure Type. FSR “sections” are referred to as Branches, while Road Permits are referred to as Sections. Branches consist of a Branch Number (01, 02, 03, 04, etc.) and usually a Branch Name (Smith Lake, Smith Lake 1200, Smith Lake 2500, etc.).

Directionality – The direction of the spatial linework as digitized from start to end. The start of the line consists of the Point of Commencement (PoC) and the end of the line consists of the Point of Termination (PoT). Road directionality for all road tenure submissions should be opposite direction of hauling. Direction should be to the wilderness.

Forest Service Road (FSR) - A road constructed, modified, or maintained by the Minister under FSR the provisions of the Forest Act or declared a Forest Service Road. FSRs are used to provide access to managed forest land. This includes the spatial layer in the British Columbia Geographic Warehouse (BCGW). The layer name is called:

WHSE_FOREST_TENURE.FTEN_ROAD_SECTION_LINES_SVW

The FSR/Road Permit BCGW spatial layer attributes include:

- Forest File ID
- Road Section ID
- Retirement Date
- Feature Length
- File Status Code
- File Type Code B40 for a FSR
- Geographic District Code (DCK)
- Geographic District Name (Chilliwack Natural Resource District – DCK as above)
- Award Date
- Expiry Date
- Client Number
- Client Location Code
- Client Name
- Location
- Life Cycle Status Code (PENDING, ACTIVE, RETIRED)
- Feature Length

Reassign – the process of reassigning (or transferring) the ownership of an FSR or RP to another Licensee or Ministry organization.

Retire – Moving the tenure/file to Harvesting Complete Status (HC) in the attribute field within the Forest Tenures Administration (FTA) system and RRS and also moving the spatial component to “Life Cycle Status” of ‘RETIRED” within the BCGW. This is the mechanics of the retire functionality, but please note that many steps are required before a tenure can become retired, most notably any legal obligations are first met.

Road Permit - An agreement entered into under Part 8 of the *Forest Act* to allow for the construction or modification of a forest road to facilitate access to timber planned for harvest.

Road Use Permit - A permit required to use Forest Service Roads to carry out industrial uses, including oil and gas activities. RUPs are issued to licensees who want to use FSRs.

WHSE_FOREST_TENURE.FTEN_RUP_SECTION_LINES_SP

Found in the attributes data for this layer is important RUP information including:

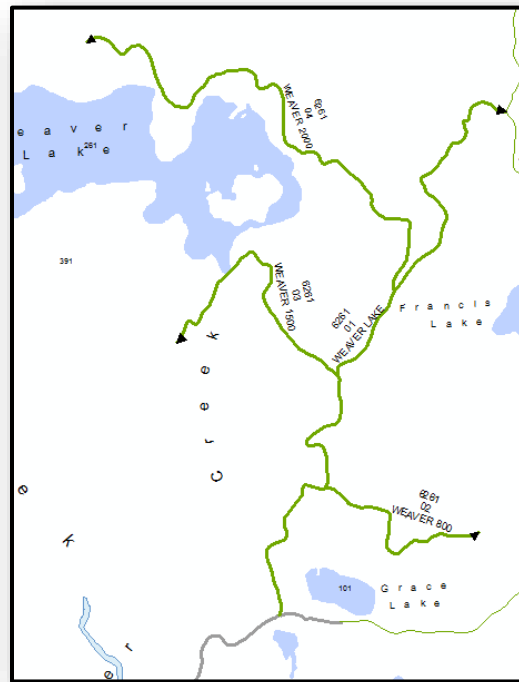
- Location (Org Unit/or the Natural Resource District)
- Road Use Permit Number
- Client Number
- Client Location Code
- Client Name
- RUP Status
- Issuance Date
- Termination Date
- FSR Project Number
- FSR Branch Number
- Start Station
- End Station
- Section Length
- Section Issuance Date
- Section Termination Date
- Section Amendment No.
- Designated Maintainer
- Activity Type
- Feature Length
- Road Use Permit Section ID

Sections - Refers to RP or SUP sections, just as FSRs sections are referred to as branches. Section Id is required, but a section name is optional.

An FSR file has the following:

- Project Number (four or five digits. Example: 6314 or 10352).
- Project Name. Usually named after the creek or lake it follows or another natural feature.
- Branch ID — this is a two or three numeric entry 01, 02, 03, etc.
- Branch - Usually named after the creek or lake it follows or another natural feature.
- Most district offices have FSR and branch naming conventions that they use when adding a new FSR or branch.

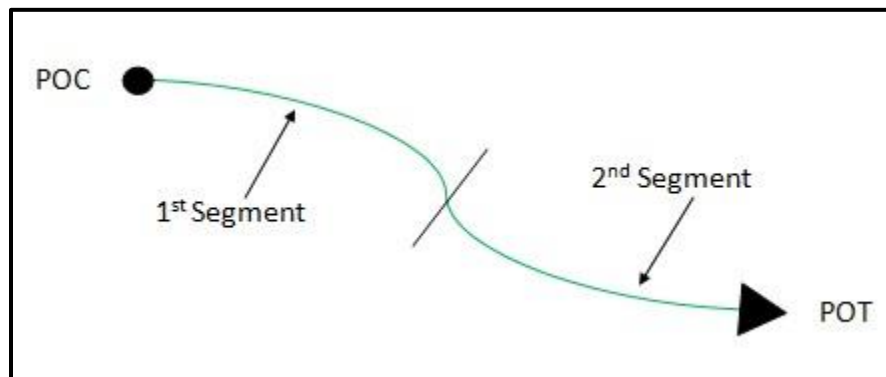
Example of an FSR Project “network”, depicted by the green linework:



Branches and Segments

An given FSR has one unique branch name per branch, or road “section”. An FSR **segment** is a subcategory of a FSR branch and you can also have several FSR segments for one FSR branch. FSR “sections” are referred to as “branches” to help differentiate them from Road Permit “sections.”

FSR Branch

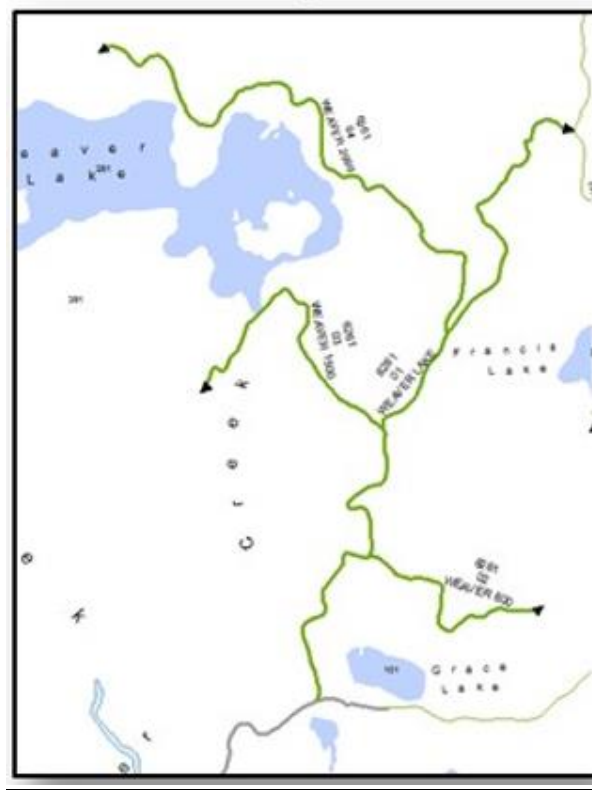


Connectivity

Connectivity is the connection of one FSR branch or RP section to another. It can be the quality of the spatial line connecting at a vertex or the connection of branch roads on the ground.

Each FSR or RP has a network of branches or sections. There may be only one branch in a project or as many as hundreds. The rule of thumb for FSRs is the same as road permits, which is to keep the projects within a particular drainage or area of the district.

In most cases, an FSR project/network has a mainline or branch that starts at a highway or municipal road (maintained by the Ministry of Transportation and Infrastructure (MOTI) or the municipality). The mainline branch should be Branch ID 01. The other branches may or may not connect off this mainline. The diagram below shows an example of this connection. The mainline 6261.01 is connected to a municipal road and the other branches connect off 6261.01.



On the road sections and road segments BCGW layer, these connecting branches must share the same vertex at the POC of the branch connected off the mainline.

Frequent Issues encountered in NROS applications

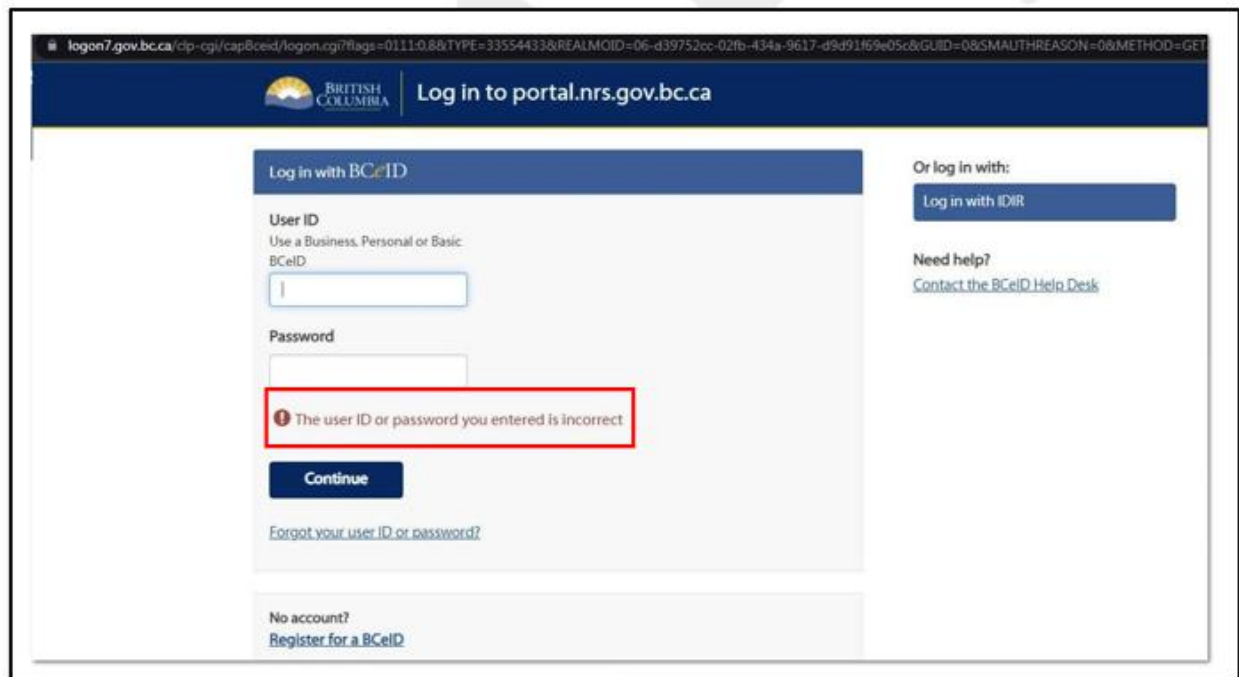
Log in Issues:

When trying to login into the NROS Portal you *may* encounter three possible errors.

The first possible issue is trying to sign into Client Portal, but you do not have permission to submit on behalf of the tenure holder. In this case, you will need to contact the tenure holder and request THEY invite you to become a company representative. If this happens you will see an error that looks like this:



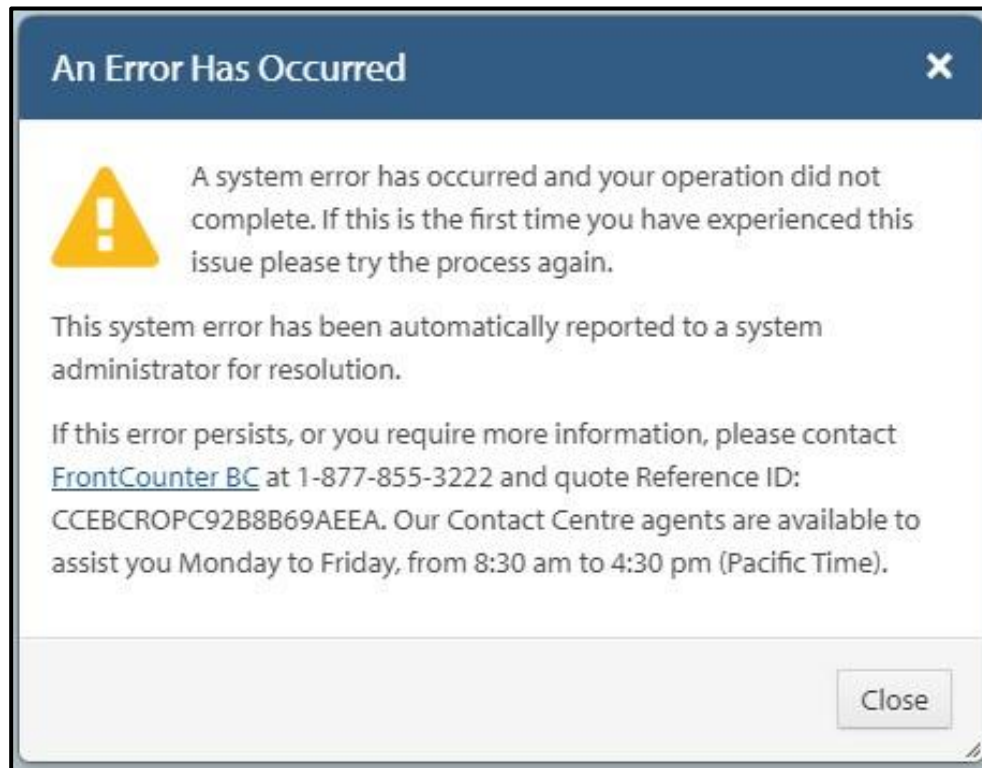
Another possible issue is trying to sign into Client Portal with an incorrect BCeID and/or password. If this happens you will see an error that looks like this:



If this happens please contact the BCeID staff to resolve this issue.

https://www.bceid.ca/aboutbceid/contact_us.aspx

The third possible issue is if you get the error with the big orange/yellow sign, as shown below. This means you have authenticated into NROS and the issue lies within our systems.



If this happens please contact the NRS Service Desk.

<https://nrsservicedesk.gov.bc.ca/>

Activity Type and Associated Tenure Dropdown List

The first screenshot shows the 'Activity Type' section of the NROS Portal. It includes a sidebar with 'Project', 'New Road Use Permit', 'Review Application', and 'Submission History'. The main content area has tabs for 'Task', 'Application', 'Attachments', 'Fees and Payments', 'Client Communication', 'Case Notes', 'Form Section Comments', and 'History'. The 'Activity Type' section is highlighted, showing a message: 'In order to submit this form, you must have a registered relationship between your forest client and your registered company identity in this portal.' Below this, the 'Sample Canadian Forestry Corp. (00009999)' is listed. The 'Activity Type' dropdown is set to 'Rights to Harvest Crown Timber'. The 'Client Location Code' is '00151387 - ATCO WOOD PRODUCTS LTD. - 00'. The 'Associated Tenure ID' dropdown is set to 'A20193'. A red box highlights the 'Associated Tenure ID' dropdown, and a red arrow points to the second screenshot.

The second screenshot shows the expanded 'Associated Tenure ID' dropdown menu. It lists various tenure IDs: R00431, R00515, R00560, R00838, R00912, R07828, R07894, R08486, R08593, R08923, R09281, R09282, R09299, R09505, R10075, R10628, R11104, R12070, R13302, A20193, and A20193. A red box highlights the dropdown list, and a red arrow points to the first screenshot. A text box explains: 'This dropdown will become available when the arrow is clicked on'. Another text box explains: 'These associated tenures are related to your Client Number you are using. If the associated tenure does not come up on the dropdown list, there could be a problem with the tenure itself. If this occurs please contact the District office to find the tenure status.'

The above graphic shows the **Activity Type** and **Associated Tenures**. Please see page 6 of this document and the available documents to ensure you are signed up in the NROS Portal.

FSR Branches NOT displaying in dropdown.

The screenshot shows a web form titled "FSR and Vehicle Information". Below it is a section titled "FSR Branch". In this section, there is a link "Insert Below" with a plus icon and a note: "Click on the (+) to add another FSR Branch to this RUP". There are two main input fields: "FSR ID" and "Project Name". The "FSR ID" field contains the value "9885" and has a "Clear FSR ID" button next to it. The "Project Name" field is empty. Below the "FSR ID" field is a dropdown menu for "FSR Branch" with the text "Please select:" and a downward arrow. A note below the "Project Name" field says: "Please click on the 'Clear FSR ID' button to clear your selection." The page ID "NROS-1200" is visible in the bottom right corner.

Reason – Branches are either retired/closed or there is a pending application and no existing Branches are at active (HI) status. FSR 9885 is at HC (closed) status.

Please contact the District for additional details on the Branch status in RRS, and/or review the BCGW layer for the Branch status.

FSR Branches DISPLAYING in dropdown.

This screenshot shows the same "FSR and Vehicle Information" form. In this instance, the "FSR ID" field contains the value "9996". The "Project Name" field remains empty. The "FSR Branch" dropdown menu is open, showing a list of options: "Please select:", "Please select:", "01", and "02". The "01" option is highlighted in blue. A red rectangle is drawn around the dropdown menu. The page ID "NROS-1200" is visible in the bottom right corner.

FSR Branches that are active will show in the Branch dropdown as shown above. Branches 01 and 02 are both in active (HI) status.

FSR Branches NOT displaying in dropdown.

FSR and Vehicle Information

FSR Branch

[Insert Below](#)
Click on the (+) to add another FSR Branch to this RUP

* FSR ID Project Name

Find FSR Clear FSR ID

Please click on the "Find FSR" button to search for the FSR by ID as entered in the field.
Please click on the "Clear FSR ID" button to clear your selection.

Page ID: NROS-1200

Reason – The “Find FSR” button has not been hit yet to show the available Branches available.

The “Find FSR” button HAS been hit to show the available branches.

FSR and Vehicle Information

FSR Branch

[Insert Below](#)
Click on the (+) to add another FSR Branch to this RUP

* FSR ID Project Name

Clear FSR ID

* FSR Branch

Please select:

Please select:

01
02

Please click on the "Clear FSR ID" button to clear your selection.

Page ID: NROS-1200

You may only upload ONE PDF

Attachment and Use Term

* Approximate Date of Commencement of Use

Approximate Date of End of Use

Comment

* Map Attachment

Upload file

Please attach a location map in pdf format providing: BC Geographic Warehouse base layers (water features, survey parcels, district administrative boundaries, parks, active forest and crown land tenures, roads, labels). Use a suitable scale that clearly shows the area of interest. Include a title block (Natural Resource District, date, map of), north arrow, legend. Show points of commencement and termination, GPS coordinates (UTM or Lat/Long) and lengths. Ensure map clearly illustrates all road sections applicable under the notification.

The “Attachment and Use Term” only takes one PDF file. ***If you need to add multiple attachments you will need to combine them into one PDF file then upload.***

Sometimes you will need to upload the PDF up to **THREE** times if you get an error message.

FSR Branch Information Fields – Truck Configuration – “On Highway” option.

FSR Branch

[Insert Below](#)
Click on the (+) to add another FSR Branch to this RUP

* FSR ID: 9996
Clear FSR ID
Please click on the “Clear FSR ID” button to clear your selection.

Project Name

FSR Branch: 01
Choose Another FSR Branch
Please click on the “Choose Another” button to clear your selection.

* Stations:
☒ Entire Branch
☐ Part of FSR Branch

* Estimated Number of Loads Per Day: 1

* TRUCK CONFIGURATION
☒ ON HIGHWAY
☐ OFF HIGHWAY
☐ SPECIAL AUTHORIZATION VEHICLE (SAV)

Page ID: NROS-1200

For the “On Highway” option, the user does not need to add any other information here. There are no additional fields.

FSR Branch Information Fields – Truck Configuration – “Off Highway” option.

FSR Branch

Insert Below
Click on the (+) to add another FSR Branch to this RUP

<p>* FSR ID <input type="text" value="9996"/> <button>Clear FSR ID</button></p> <p>FSR Branch <input type="text" value="01"/> <button>Choose Another FSR Branch</button></p> <p>* Stations: <input checked="" type="radio"/> Entire Branch <input type="radio"/> Part of FSR Branch</p> <p>* Estimated Number of Loads Per Day <input type="text" value="1"/></p> <p>* TRUCK CONFIGURATION <input type="checkbox"/> ON HIGHWAY <input checked="" type="checkbox"/> OFF HIGHWAY <input type="checkbox"/> SPECIAL AUTHORIZATION VEHICLE (SAV)</p>	<p>Project Name <input style="width: 100%;" type="text"/></p> <p>Please click on the "Clear FSR ID" button to clear your selection.</p> <p>Please click on the "Choose Another" button to clear your selection.</p>
---	---

Click the (+) button below to add a vehicle information row.

<div style="float: left; width: 20px; height: 20px; background-color: #ccc; border: 1px solid #000; margin-bottom: 5px;"></div> <div style="clear: both;"></div> <div style="margin-top: 5px;">Vehicle Code</div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">A</div>	* GVW (kgs) <div style="border: 1px solid #ccc; height: 25px; margin-top: 5px;"></div>	
* Length(m) <div style="border: 1px solid #ccc; height: 25px; margin-top: 5px;"></div>	* Width(m) <div style="border: 1px solid #ccc; height: 25px; margin-top: 5px;"></div>	* Height(m) <div style="border: 1px solid #ccc; height: 25px; margin-top: 5px;"></div>
* Axle Type <input type="radio"/> Single <input type="radio"/> Tandem <input type="radio"/> Tridem	* Max Axle Weight (kgs) <div style="border: 1px solid #ccc; height: 25px; margin-top: 5px;"></div>	

For the “Off Highway” option, the user is prompted for additional fields as shown above.

For the “Off Highway” option, the user is prompted for additional fields as shown above, and shown in the screen shot below.

FSR and Vehicle Information

FSR Branch

Insert Below

Click on the (+) to add another FSR Branch to this RUP

FSR ID

9996

Clear FSR ID

Project Name

Please click on the "Clear FSR ID" button to clear your selection.

FSR Branch

01

Choose Another FSR Branch

Please click on the "Choose Another" button to clear your selection.

* Stations:

☒ Entire Branch

☐ Part of FSR Branch

* Estimated Number of Loads Per Day

1

* TRUCK CONFIGURATION

☐ ON HIGHWAY

☒ OFF HIGHWAY

☐ SPECIAL AUTHORIZATION VEHICLE (SAV)

Click the (+) button below to add a vehicle information row.

Vehicle Code

A

* Length(m)

10

* Axle Type

☐ Single

☒ Tandem

☐ Tridem

* GVW (kgs)

20,000

* Width(m)

3

* Max Axle Weight (kgs)

8,000

* Height(m)

3

Previous

Save

Next

Page ID: NROS-1200

21

FSR Branch Information Fields – Truck Configuration – “Special Authorization Vehicle (Sav)” option.

FSR and Vehicle Information

FSR Branch

Insert Below

Click on the (+) to add another FSR Branch to this RUP

* FSR ID

9996

Clear FSR ID

FSR Branch

01

Choose Another FSR Branch

* Stations:

Entire Branch

Part of FSR Branch

* Estimated Number of Loads Per Day

1

* TRUCK CONFIGURATION

ON HIGHWAY

OFF HIGHWAY

SPECIAL AUTHORIZATION VEHICLE (SAV)

Project Name

Please click on the "Clear FSR ID" button to clear your selection.

Please click on the "Choose Another" button to clear your selection.

Previous

Save

Next

Page ID: NROS-1200

For the **“Special Authorization Vehicle (Sav)”** option, the user is prompted for additional fields, the same as for the **“Off Highway”** option. For brevity, it is not shown here.

Inserting/adding additional Branches to your application.

The screenshot shows a web application interface for "FSR and Vehicle Information". The main section is titled "FSR Branch". A dropdown menu is open, showing options: "Insert Above", "Insert Below", "Move Up", "Move Down", and "Remove". The "Insert Above" and "Insert Below" options are highlighted with a red box. Below the dropdown, there are input fields for "Project Name", "FSR ID", and "Branch". There are also instructions: "Please click on the 'Clear FSR ID' button to clear your selection." and "Please click on the 'Choose Another' button to clear your selection." Below these fields, there are radio buttons for "Entire branch" (selected) and "Part of FSR Branch". There is a field for "Estimated Number of Loads Per Day" with the value "1". There is a section for "TRUCK CONFIGURATION" with checkboxes for "ON HIGHWAY", "OFF HIGHWAY", and "SPECIAL AUTHORIZATION VEHICLE (SAV)" (checked). At the bottom, there are "Previous", "Save", and "Next" buttons. The page ID "NROS-1200" is visible in the bottom right corner.

Additional Branches can be inserted above or below your current Branch. Please see below, showing two different FSRs - 10892 Branches 10 and 12 and FSR 10448 Branch 10 within the same application.

Note: MOST Districts prefer you to only apply for an RUP (s) on ONE FSR Project only. You may need to make multiple applications for RUP(s) if they are applied for on two or more FSR Project Numbers. Please check with the District office first.

Click on the (+) to add another FSR Branch to this RUP

FSR ID

10892

Project Name

Please click on the "Clear FSR ID" button to clear your selection.

FSR Branch

10

Please click on the "Choose Another" button to clear your selection.

Stations:

☒ Entire Branch

☐ Part of FSR Branch

Estimated Number of Loads Per Day

10

TRUCK CONFIGURATION

☒ ON HIGHWAY

☐ OFF HIGHWAY

☐ SPECIAL AUTHORIZATION VEHICLE (SAV)

Click on the (+) to add another FSR Branch to this RUP

FSR ID

10892

Project Name

Please click on the "Clear FSR ID" button to clear your selection.

FSR Branch

12

Please click on the "Choose Another" button to clear your selection.

Stations:

☒ Entire Branch

☐ Part of FSR Branch

Estimated Number of Loads Per Day

15

TRUCK CONFIGURATION

☒ ON HIGHWAY

☐ OFF HIGHWAY

☐ SPECIAL AUTHORIZATION VEHICLE (SAV)

Click on the (+) to add another FSR Branch to this RUP

FSR ID

10448

Project Name

Please click on the "Clear FSR ID" button to clear your selection.

FSR Branch

10

Please click on the "Choose Another" button to clear your selection.

Stations:

☒ Entire Branch

☐ Part of FSR Branch

Estimated Number of Loads Per Day

15

TRUCK CONFIGURATION

☒ ON HIGHWAY

☐ OFF HIGHWAY

☐ SPECIAL AUTHORIZATION VEHICLE (SAV)

Review Application: Review for any issues in the application before you can Submit.

The screenshot displays the 'Review Application' page in a web application. At the top, there is a header section with application details: Application Number 11462, Application Package New Road Use Permit, Applicant Canfor Corporation, ATS Project Number, Submitted By: IDIR\DXHORTH, Original Submission, Latest Submission, and Current Office Location Cranbrook. To the right of these details is a table titled 'Includes applications for authorizations:' with columns: Name, LoB Status, Status Shown to Clients, ATS Authorization Number, and Business Area File Number. The table content shows 'No records found.' Below the header is a navigation bar with tabs: Task, Application, Attachments, Fees and Payments, Client Communication, Case Notes, Form Section Comments, and History. On the left side, there is a sidebar menu with options: Project, New Road Use Permit, Review Application (selected), Submit, Status, and Submission History. Below the sidebar menu is a 'Validation Error' indicator. The main content area has a blue header 'Review Application' followed by explanatory text. Below this is a section titled 'New Road Use Permit' which contains a table. The table has two columns: 'Activity Type' and 'Go to section'. The first row shows '1 : Field is required: Estimated Number of Loads Per Day'. This row is highlighted with a red border. At the bottom right of the page, the text 'Page ID: NROS-1230' is visible. At the very bottom, there are three buttons: 'Previous', 'Save', and 'Next'.

Application Number 11462
Application Package New Road Use Permit
Applicant Canfor Corporation
ATS Project Number
Submitted By: IDIR\DXHORTH
Original Submission
Latest Submission
Current Office Location Cranbrook

Includes applications for authorizations:

Name	LoB Status	Status Shown to Clients	ATS Authorization Number	Business Area File Number
No records found.				

Task Application Attachments Fees and Payments Client Communication Case Notes Form Section Comments History

Project
New Road Use Permit
Review Application
Submit
Status
Submission History

Validation Error

Review Application

This application must clear this validation step before it can be submitted for further processing. Ensuring the data provided is as accurate and complete as possible will help you receive a decision faster.

The sections below show detailed breakdowns of any issues found.

New Road Use Permit

Activity Type	Go to section
1 : Field is required: Estimated Number of Loads Per Day	

Page ID: NROS-1230

Previous Save Next

The above image shows an outstanding issue that is boxed in red.

For this application, the “Estimated Number of Loads per Day” was omitted and must be filled in before you can submit the application. If you click on “Go to Section” it will take you to the page with the issue(s), then you can just add in the missing information and click on next.

For any Empty Dropdown boxes, please contact the NRS Service Desk email address below:

<https://nrsservicedesk.gov.bc.ca/>

Client Numbers and Location Codes.

Client Acronym	Client Number	Location Code	Client Name	Geographical Location	City /Town	Status
SAMPLE	00009999	00	SAMPLE CANADIAN FORESTRY CORPORATION	COAST FIBRE SUPPLY	VANCOUVER	ACT
SAMPLE	00009999	01	SAMPLE CANADIAN FORESTRY CORPORATION	CENTRAL WOODLANDS - TWO	MERRITT	ACT
SAMPLE	00009999	02	SAMPLE CANADIAN FORESTRY CORPORATION	CENTRAL WOODLANDS - THREE	VERNON	ACT
SAMPLE	00009999	03	SAMPLE CANADIAN FORESTRY CORPORATION	EAST WOODLANDS	PRINCE GEORGE	ACT
SAMPLE	00009999	04	SAMPLE CANADIAN FORESTRY CORPORATION	EAST WOODLANDS - NORTH DIVISION	VANDERHOOF	ACT
SAMPLE	00009999	05	SAMPLE CANADIAN FORESTRY CORPORATION	CENTRAL WOODLANDS - ONE	CHETWYND	ACT
SAMPLE	00009999	06	SAMPLE CANADIAN FORESTRY CORPORATION	FT. ST. JOHN DIVISION	FORT ST. JOHN	ACT
SAMPLE	00009999	07	SAMPLE CANADIAN FORESTRY CORPORATION	FT. NELSON DIVISION	FORT NELSON	ACT
SAMPLE	00009999	08	SAMPLE CANADIAN FORESTRY CORPORATION	ISLE COAST DIVISION - ONE	PRINCE RUPERT	ACT
SAMPLE	00009999	09	SAMPLE CANADIAN FORESTRY CORPORATION	ISLE COAST DIVISION - TWO	HAIDA GWAI	ACT
SAMPLE	00009999	10	SAMPLE CANADIAN FORESTRY CORPORATION	MOUNTAIN FIBRE SUPPLY	CRANBROOK	ACT

Please be aware of using the correct client numbers along with the appropriate location codes. If not entered correctly, the system will not return the required information you will need for the system to properly fill in the application.

The example “Sample Canadian Forestry Corporation” is a good example of a company with multiple location codes for the same licensee. These location codes are linked to the NROS portal and will only return tenures found for that location code.

The NROS Portal also gives you the ability to apply for multiple Projects on ONE RUP application, although you should confirm with the appropriate District before doing this, as explained at the bottom of page 24 in this guide.

Useful Links

NROS Client Portal - [Tasks - Natural Resource Online Services \(gov.bc.ca\)](https://gov.bc.ca/nros)

NRS Service Desk - <https://nrsservicedesk.gov.bc.ca/>

Forest Tenures Branch Website -

[New Process: NROS Portal for Electronic Applications - Province of British Columbia \(gov.bc.ca\)](https://gov.bc.ca/nros)

BC Data Catalogue - <https://catalogue.data.gov.bc.ca/>

End of Document