

FOREST TENURES BRANCH

# **Road Permit Amendment Application Submissions**



**BRITISH  
COLUMBIA**

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

**November 4, 2021  
Version 1.0**

This document contains material to assist with the administration of cutting permits and road tenures associated with *agreements* entered into under the *Forest Act*. This document contains both a summary of the legal requirements and advice/suggestions from the non-legal realm. The latter are not legal requirements that you must follow, nor are they government policy.

### **Warranty**

While every effort has been made to ensure the accuracy of the information herein, no warranties of any kind are made as to the precision or longevity of the contents. Readers are advised to refer to the wording of the legislation and regulations themselves and obtain legal advice from their own sources.

This information is provided as a public service by the Ministry of Forests and Range. This document and all the information it contains are provided "as is" without warranty of any kind, whether express or implied. All implied warranties, including, without limitation, implied warranties of merchantability, fitness for a purpose, and non-infringement, are hereby expressly disclaimed.

### **Limitation of Liabilities**

Under no circumstances will the Government of British Columbia be liable to any person or business entity for any direct, indirect, special, incidental, consequential, or other damages based on any use of this information or any other document or material to which this document is linked, including, without limitation, any lost profits, business interruption, or loss of programs or information, even if the Government of British Columbia has been specifically advised of the possibility of such damages.

### **Copyright © 2007-2018, Province of British Columbia**

The following policy governs the use of this document and all supporting print, audio and visual files.

#### **All rights reserved**

This material is owned by the Government of British Columbia and protected by copyright law. It may not be reproduced or redistributed without the prior written permission of the Province of British Columbia.

For requests relating to the reproduction of provincial legislation, permission is subject to the conditions outlined at [www.gov.bc.ca/com/copy/guide.htm](http://www.gov.bc.ca/com/copy/guide.htm).

#### **Permission**

To request permission to reproduce all or part of the material in this document, please complete the Copyright Permission Request form at [www.gov.bc.ca/com/copy/req/](http://www.gov.bc.ca/com/copy/req/).

#### **Copyright Questions or Concerns?**

For more information, please contact the Intellectual Property Program by:  
e-mail: [ipp@mail.qp.gov.bc.ca](mailto:ipp@mail.qp.gov.bc.ca); or fax: (250) 356-0846.

## Table of Contents

1. Introduction .....	1
2. Logging into NROS.....	1
3. The NROS Dashboard.....	2
4. Application Overview.....	3
4.1. SmartForm Elements .....	3
4.2. Entering Contact Information .....	4
4.3. Entering Dates.....	4
4.4. Uploading Attachments .....	4
4.5. Reviewing Application, Resolving Errors and Submitting Application.....	5
5. Starting a New Application .....	6
6. Road Authorizations.....	7
6.1. Submitting a Road Permit Amendment.....	7
7. Glossary.....	12
8. Appendix 1 - Quick Links .....	12

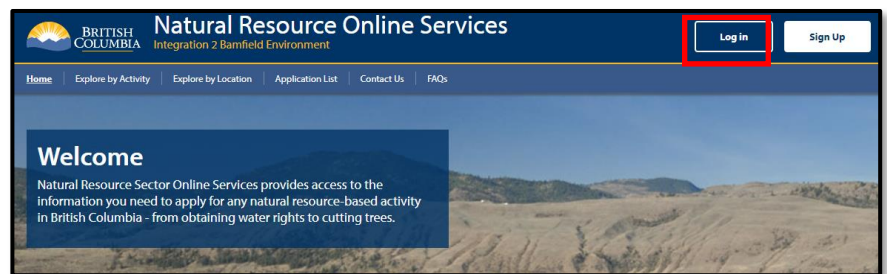
## 1. Introduction

The Natural Resource Online Services system (NROS) is a web portal that allows licensees to submit certain applications online.

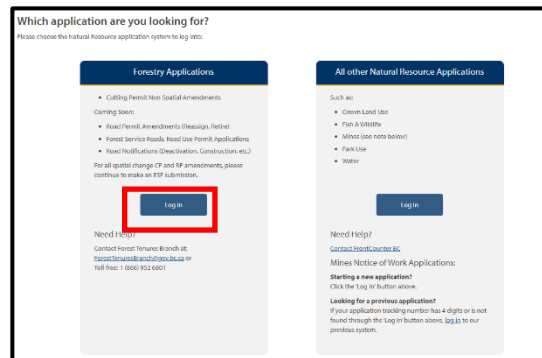
The portal contains Smartforms, which are dynamic forms that add the appropriate field of information required to complete the submission.

## 2. Logging into NROS

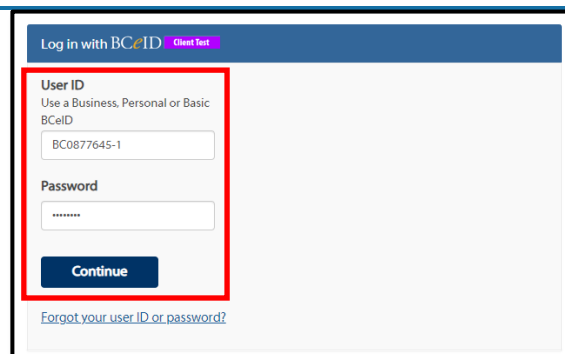
1. On the [Natural Resource \(NR\) Online Services](#) website, click the **Log In** button.



2. Under the Forestry Applications section, click **Log In**.



3. Sign in with your **BCeID** and **password**.
4. Click **Continue** and you will be taken to your dashboard.



### 3. The NROS Dashboard

The Dashboard is your home screen for your NROS account.

The screenshot shows the NROS Dashboard interface. At the top, a header bar includes the text "Welcome NRS Load Test-10, Acting on behalf of RASSEN GIFTS" and a "Log out" button. Below the header, there are navigation links: "FAQs", "Manage Applications", "Dashboard", and "Account Settings".

The main content area is divided into several sections:

- New Applications:** A section with a "View All" button and an "Add New" button. It contains a table with the following data:
 

Project	Activity	Status
30738 Default	Amend Road Use Permit	Draft
30737 Default	Amend Road Use Permit	Draft
30736 Default	Road Section(s) Intent to Deactivate	Draft
30735 Default	Road Construction Commencement	Draft
- Account Settings:** A section with an "Add Agent(s)" button and links for "View your Permissions", "Manage", "Manage", and "Receive".
- Tools and Resources:** A section with links to "See all Natural Resource Activities", "Mining", "Recreational Hunting", "Wildlife Import, Export", "Burning Requirements in BC (Fact Sheet)", "Water Drawing Tutorial", and "Explore".
- Need Help? Contact FrontCounter BC:** A section with contact information: Toll-free: 1 (877) 855 3222, International: +1 (778) 371-3222, Email: [FrontCounter@bc.ca](mailto:FrontCounter@bc.ca), and a link to "Visit a service".

Callout boxes provide additional information:

- New Application:**
  - A list of the most recent applications submitted through NROS will display.
  - Click **View All** to display the whole list.
  - Click **Add New** to start a new application.
- Account name:** The account name is the name of the NORS account associated with the BCeID sign in credentials.
- Log out:** Click the **Log out** button to log out of your NROS account.
- Account Settings:** Account Settings is where you can view permissions, manage agents, contact information and financial profile.
- Tools and Resources:** Tools and Resources is a list of helpful links to Natural Resource information and activities.
- Need Help?** Need Help? Contact information for Forest Tenures Branch.

## 4. Application Overview

### 4.1. SmartForm Elements

The SmartForms on NROS has the following standard elements on each application.

**Note: Any fields with an asterisk (\*) are mandatory and must be completed.**

The screenshot displays the NR Online Services Road Use Permit Application Submission interface. The top navigation bar includes links for Contact Us, FAQs, Manage Applications, Dashboard, and Account Settings. A callout points to the Dashboard icon, stating: "Navigate back to your Dashboard by clicking the **Dashboard Icon**."

The main header shows "Application 30749: New Road Use Permit". A callout points to this header, stating: "The application will be automatically assigned an **Application Number**."

Below the header is a progress bar showing the status of the application, with a callout stating: "Application progress bar shows the status of the application."

The left sidebar contains a "Smartform navigation bar" with sections: Project, New Road Use Permit, Review Application, Submit, Status, and Submission History. A callout points to this bar, stating: "Smartform navigation bar contains the sections required for your application."

The main form area includes fields for Activity type (Rights to Harvest Crown Timber, Carry Out Oil and Gas Activities, Other Industrial Purpose), Client Location Code (00001234 - DUCK INDUSTRIES LTD. - 01), and Associated Tenure ID. A callout points to the asterisk (\*) on the Activity type field, stating: "Fields with an asterisk (\*) are mandatory."

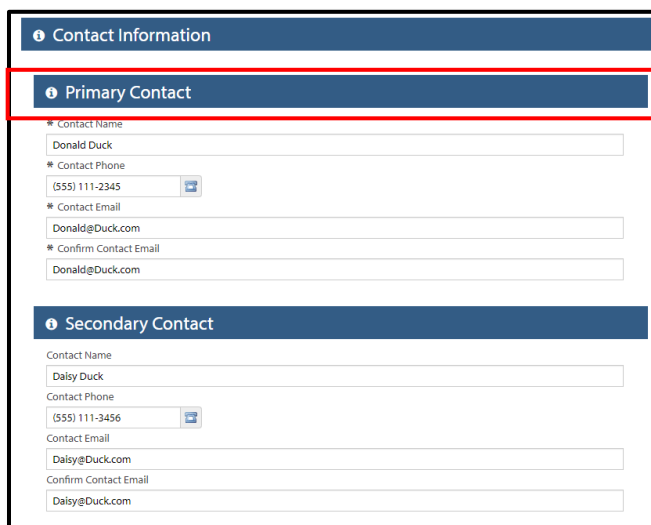
The bottom section contains a "Primary Contact" form with a "Contact Name" field. A callout points to the "Previous", "Save", and "Next" buttons, stating: "Navigation: Previous will save the application and take you back to the previous screen. Save will Save the application and stay on the current screen. Next will save the application and move to the next screen."

## 4.2. Entering Contact Information

All contact information will be entered the same way for all applications.

**Note:** **Primary** contact information is mandatory.

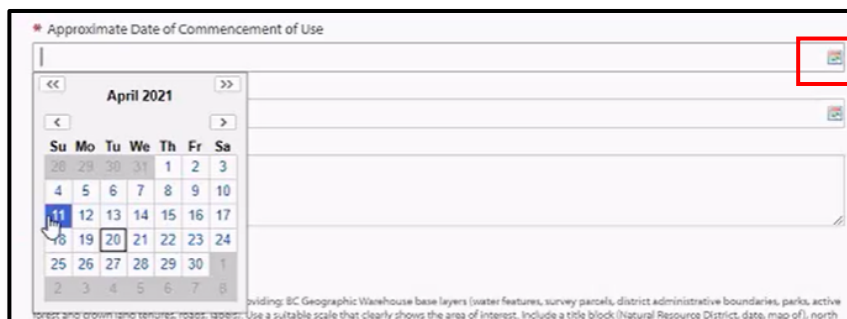
1. In the **Contact Name** field, enter both first and last name.
2. Enter a **Contact Phone** number, the field will automatically format it.
3. Enter a **Contact Email** address.
4. You will be required to re-enter the **Contact Email** address to confirm it.



## 4.3. Entering Dates

When a date is required, follow these steps.

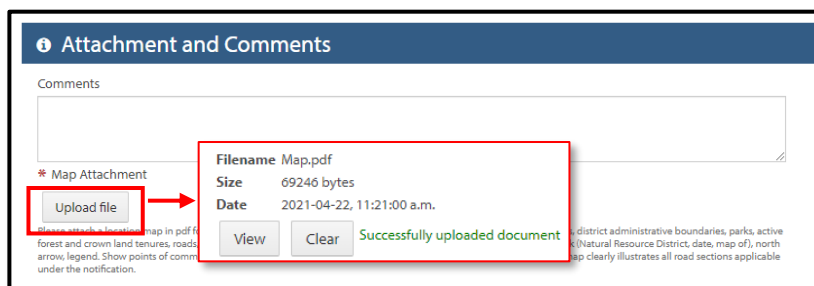
1. Click the **Date picker** icon at the end of the line.
2. On the calendar pop up, use the **double arrows (>>)** to change the year and the **single arrows (>)** to change the month.
3. **Select** your date and it will automatically be entered.



## 4.4. Uploading Attachments

All map attachments must be in PDF form. Use the following steps to upload your documents.

1. Click the **Upload File** button.
2. Navigate to your file, select it, and click **Open**.
3. You can **view** the attachment or **clear** it once it has been uploaded.



#### 4.5. Reviewing Application, Resolving Errors and Submitting Application

Once you have completed entering the required information for the application, NROS will automatically review the application for errors when you move to the Review Application section.

If there are any errors in the application, the **Review Application** screen will show the location of the error.

There will also be a red bar beside the section with the error.

1. Click the **Go to Section** to return to the area and correct the error.

The screenshot shows the 'Review Application' screen. On the left is a sidebar with links: Project, New Road Use Permit, Review Application (highlighted with a red circle), Submit, Status, and Submission History. Below these links is a 'Validation Error' indicator. The main content area has a header 'Review Application' and a sub-header 'New Road Use Permit'. Below this, there is a section titled 'Activity Type' with a 'Go to section' link. A red box highlights the 'Go to section' link. Below the link, a message states: '1 : Field is required: Estimated Number of Loads Per Day'. A red arrow points from the 'Go to section' link to the error message.

2. The section will show with the error highlighted in red at the top.
3. Correct the error then click **Next** to submit the application again.

The screenshot shows the 'Review Application' screen. At the top, there is a red bar with the text 'Issues to address in this section'. Below this bar, a message states: '1 : Field is required: Estimated Number of Loads Per Day'. Below this message, there is a link: 'Please click [here](#) to re-validate the current form, or return to the [Review Application](#) page to re-check your application status.' Below the link, there is a section titled 'Activity Type' with a 'Go to section' link. A red box highlights the 'Go to section' link. Below the link, a message states: '1 : Field is required: Estimated Number of Loads Per Day'. A red arrow points from the 'Go to section' link to the error message.

4. If there are no errors, or the errors have been resolved, click the **Submit** button on the **Review Application** screen.

The screenshot shows the 'Review Application' screen. On the left is a sidebar with links: Project, New Road Use Permit, Review Application (highlighted with a red circle), Submit, Status, and Submission History. The main content area has a header 'Review Application' and a sub-header 'Submit Application'. Below this, there is a message: 'All sections of this application have been completed and are free of issues. You may now proceed to the **Submit** step.' A red box highlights the 'Submit' button.

5. On the **Submit** page, click the **Confirmation** check box.
6. Click **Submit Application**.

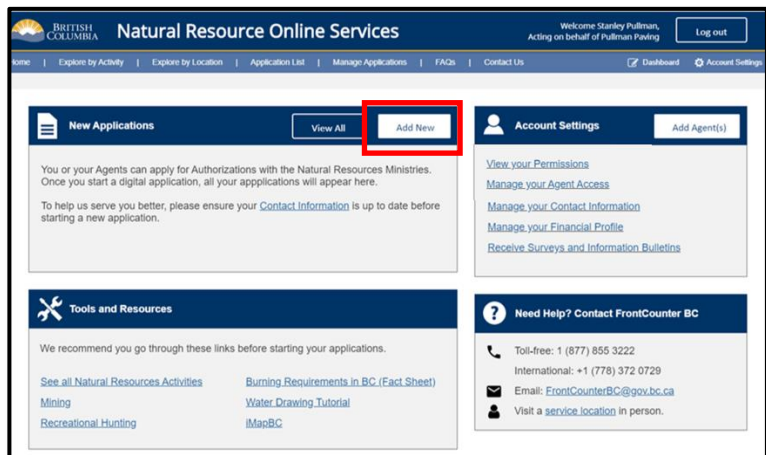
The status bar at the top will show the application as **Submitted**.

The screenshot shows the 'Submit Application' screen. On the left is a sidebar with links: Project, New Road Use Permit, Review Application, Submit (highlighted with a red circle), Status, and Submission History. The main content area has a header 'Submit Application' and a sub-header 'Submit Application'. Below this, there is a message: 'Please take a minute to review your application to make sure that you provided all the information needed and that the information is accurate and true. Once you proceed the application will be locked down.' Below the message, there is a checkbox: 'By submitting this application form, I declare that the information contained on this form is complete and accurate.' A red box highlights the checkbox. Below the checkbox, there is a 'Submit Application' button.



## 5. Starting a New Application

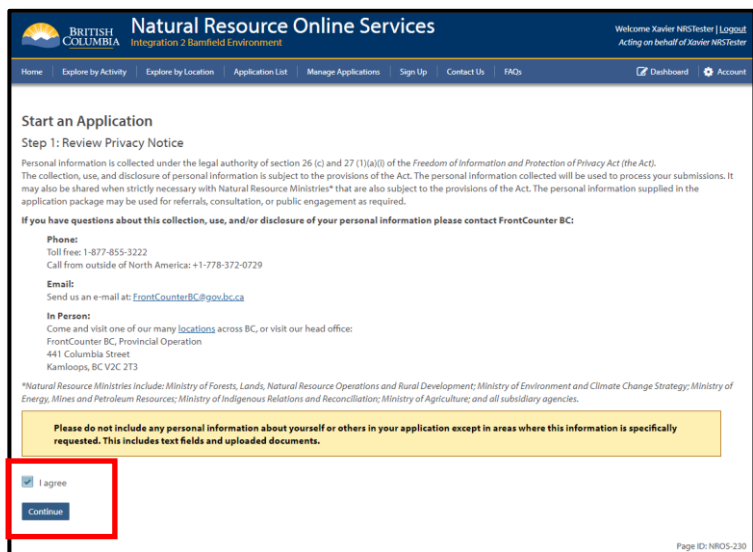
- From your dashboard, click on **Add New**.



- Review the Privacy Notice and then click **I agree**.

- Click **Continue**.

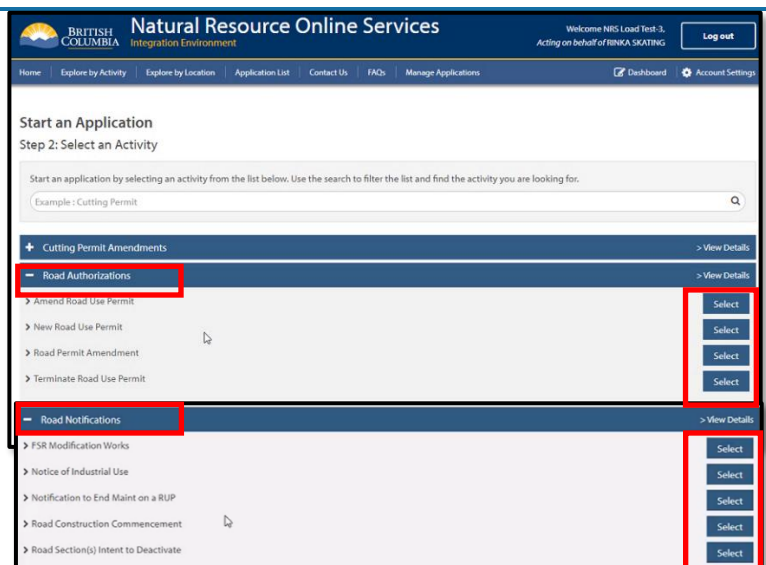
**Note:** You will need to agree to this privacy notice every time you start a new application.



- On the Select an Activity screen, scroll down to **Road Authorization**.

- Click the **Plus** sign beside each heading to expand the selection.

- Click the **Select** button beside the application you require.



7. Every application will start with the Project screen where you can enter a **Project Name** if desired.
8. You must enter a **Contact Email** to receive notifications.
9. Click **Next**.
10. You will now be taken to the appropriate Smartform for the application you have chosen.

See the following sections for steps to complete a Road Permit Amendment.

#### Road Authorizations

- [Amend Road Use Permit](#)
- [New Road Use Permit](#)
- [Road Permit Amendment](#)
- [Terminate Road Use Permit](#)

#### Road Notifications

- [FSR Modification Works](#)
- [Notice of Industrial Use](#)
- [Notification of End Maint on RUP](#)
- [Road Construction Commencement](#)
- [Road Section\(s\) Intent to Deactivate](#)

## 6. Road Authorizations

### 6.1. Submitting a Road Permit Amendment

**Note:** The client accepting/receiving the road section to be reassigned is submitting this application.

There is a new process for applying for retiring and reassigning full or partial road permit sections.

Please do not make an ESF submission when applying to retire full or partial road permit sections or when applying for a full or partial transfer/reassignment of a road permit section. This SmartForm will replace these previous emails or ESF submissions.

**Retiring sections:** cannot retire partial section and leave the end segment active. There must be a connection to an active Road Permit section or FSR branch (cannot isolate the section).

1. Select your **Client Location** code from the drop down.
2. Select the **Amendment Type** radial button from the list.

**Road Permit Amendments**

\* Client Location Code  
00001234 - DUCK FOREST PRODUCTS LTD. - 01

\* Select an amendment type:  
☒ Reassign Full or Partial Sections  
☐ Retire Full or Partial Sections Not Built  
☐ Retire Deactivated Full or Partial Section

Please do not amend more than 25 sections or retire a permit with more than 25 active sections per application

3. **Reassign Full or Partial Sections**
  - i. Enter and confirm a **contact email address**.

\* Select an amendment type:  
☒ Reassign Full or Partial Sections  
☐ Retire Full or Partial Sections Not Built  
☐ Retire Deactivated Full or Partial Section

Please do not amend more than 25 sections or retire a permit with more than 25 active sections per application

\* Email Address to receive documentation

\* Confirm Email Address

- ii. Enter in the **Originating Licensee Code** and click **Search for Licensee**.

**Reassign**

\* Originating Licensee Code  Search for Licensee

- iii. Select the **Originating Licensee Location** from the dropdown.

**Reassign**

\* Originating Licensee  Choose Another Licensee  
 00001234 - DUCK FOREST PRODUCTS LTD. - 01

\* Originating Licensee Location  
 Please select:

- iv. Select **Originating Road Permit** from the dropdown.

**Reassign**

\* Originating Licensee  Choose Another Licensee  
 00001234 - DUCK FOREST PRODUCTS LTD. - 01

\* Originating Licensee Location  
 00001234 - DUCK FOREST PRODUCTS LTD. - 01

\* Originating Road Permit  
 Please select:

- v. Select the **Section** to be reassigned from the drop down.

vi. **For Partial Sections**

- Click the **Partial** checkbox.
- Enter the **From** (either Point of Commencement or Station).
- Enter the **To** (either Point of Termination or Station).

**Sections**

Insert Below

\* Section: 01

☒ Partial

Current Road Section Length: 4.6643

Use this if only part of the section will be reassigned, otherwise the entire section will be reassigned.

From: \* PoC ☐ or \* Station

To: \* PoT ☐ or \* Station

- vii. Select the target **Road Permit** from the drop down.

- If the Target Section is new, select the **New** radial button and enter the **New Section identifier**.

\* Target Road Permit: Please select:   
 Please enter a valid value

\* Target Section:   
 ☒ New   
 ☐ Existing

\* New Section:

- If the Target Section is to be added to the end of an existing section, select the **Existing** radial button and select the **Target Section** from the dropdown.

\* Target Road Permit: Please select:   
 Please enter a valid value

\* Target Section:   
 ☐ New   
 ☒ Existing

\* Target Section: Please select:

- viii. Click **upload** file and upload your email documentation supporting the reassignment.

\* Email Attachment

Upload file

Attach the written confirmation from the current road permit holder consenting to be relieved of maintenance obligations for the road segment(s) under this application.

- ix. Enter any **Comments** if desired.

- x. Upload a **Map Attachment**.

**Comments and Attachment**

Comment:

\* Map Attachment:   
 Upload file

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.

#### 4. Retire Full or Partial Sections Not Built

- i. Enter and confirm a **contact email address**.

\* Select an amendment type:

☐ Reassign Full or Partial Sections

☒ Retire Full or Partial Sections Not Built

☐ Retire Deactivated Full or Partial Sections

Please do not amend more than 25 sections or retire a permit with more than 25 active sections per application

\* Email Address to receive documentation

Confirm Email Address

- ii. Select the **Road Permit** number from the dropdown.
- iii. Select the **Section** from the dropdown.
- iv. **For Partial Sections**
- a) Click the **Partial** checkbox.
- b) Enter the **From** (either Point of Commencement or Station).
- c) Enter the **To** (either Point of Termination or Station).

**Full or Partial Sections Not Built**

\* Road Permit

R23131

Add as many sections as you would like to declare not built in the grid below. Click on the (+) icon to add another row for another section.

**Sections**

**Insert Below**

\* Section

ILRRC

☒ Partial

Current Road Section Length

0.827

Use this if only part of the section was not built, otherwise the entire section will be declared not built.

From: \* PoFC or Station

To: \* PoFT or Station

- v. Enter any **Comments** if desired.
- vi. Upload a **Map Attachment**.

**Comments and Attachment**

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.

#### 5. Retire Deactivated Full or Partial Sections Not Built

- i. Enter and confirm a **contact email address**.

\* Select an amendment type:

☐ Reassign Full or Partial Sections

☐ Retire Full or Partial Sections Not Built

☒ Retire Deactivated Full or Partial Sections

Please do not amend more than 25 sections or retire a permit with more than 25 active sections per application

\* Email Address to receive documentation

Confirm Email Address

- ii. Select the **Road Permit** from the drop down.
- iii. If you wish to retire the entire permit, click the **Retire Entire Permit** check box.

**Deactivate/Retire Full or Partial Road Section**

\* Road Permit

R20952

☒ Retire Entire Permit

Add as many sections as you would like to deactivate/retire in the grid below. Click on the (+) icon to add another row for another section.

- iv. Select the **Section** from the dropdown.
- v. **For Partial Sections**
  - a) Click the **Partial** checkbox.
  - b) Enter the **From** (either Point of Commencement or Station).
  - c) Enter the **To** (either Point of Termination or Station).

- vi. Read and click the **check box** on the declaration.

- vii. Enter any **Comments** if desired.
  - viii. Upload a **Map Attachment**.
6. Click **Next**.
  7. Click **Submit** on the Review Application screen, resolving any errors if required.

## 7. Glossary

- BCeID
  - An online account that provides secure electronic access to participating online government services. A BCeID consists of creating a username and password and allows you to save your application, reopen it and check the status of your application online.
- Client
  - An individual, business or organization that is doing natural resource business through NR Online Services.
- Registration
  - Refers to a client registering for a BCeID account .
- Natural Resource Online Services (NR Online Services)
  - A portal that allows clients to access natural resource sector data, business forms and applications for multiple business areas.
- Client Representative
  - Individuals given permission to act on behalf of a client in NR Online Services.
- Sign Up
  - Refers to the process a client goes through to sign up with NR Online Services.
- Smartform
  - Online forms a client or their representative must complete to submit an application for a natural resource activity.

## 8. Appendix 1 - Quick Links

Details	Links
Natural Resource Online Services (NR Online Services)	<a href="https://portal.nrs.gov.bc.ca/web/client/home">https://portal.nrs.gov.bc.ca/web/client/home</a>
BCeID Registration	<a href="https://www.bceid.ca/">https://www.bceid.ca/</a>
Business BCeID Account and Profiles Management Guide	<a href="https://www.bceid.ca/files/public/AccountProfileManagementGuide.pdf">https://www.bceid.ca/files/public/AccountProfileManagementGuide.pdf</a>
OneStop	<a href="https://OneStop.gov.bc.ca/">https://OneStop.gov.bc.ca/</a>
BCeID Point of Service locations	<a href="https://www.bceid.ca/register/POS/default.aspx">https://www.bceid.ca/register/POS/default.aspx</a>