

FOREST TENURES BRANCH

Road Use Permit and Road Notification 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.

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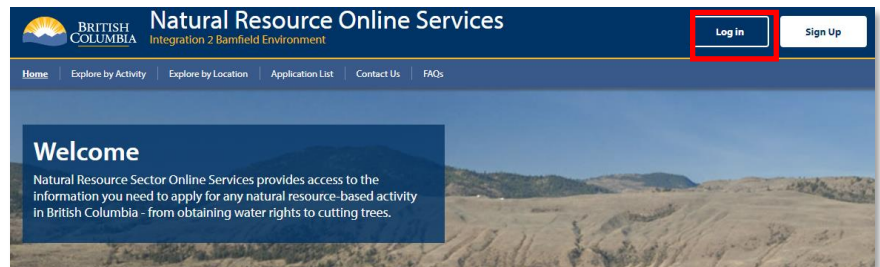
1. Introduction

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

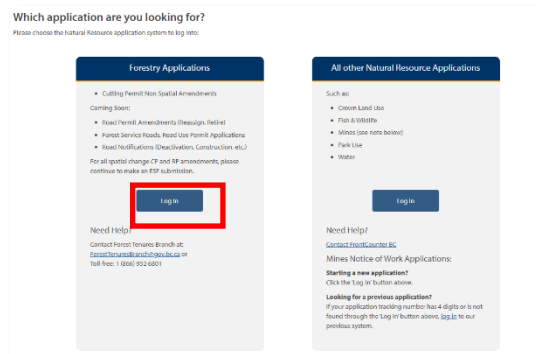
The portal contains Smartforms, which are dynamic forms that add the appropriate field of information required to complete the submission.

2. Logging into NROS

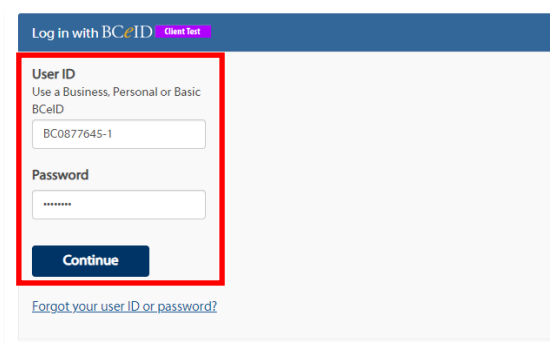
1. On the [Natural Resource \(NR\) Online Services](#) website, click the **Log In** button.



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. Below these is a table with columns "Project", "Activity", and "Status".

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 a "View your Permissions" link. Below this are links for "Manage", "Manage", and "Receive".
- Tools and Resources:** A section with a list of links: "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", and "Visit a service centre".

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."

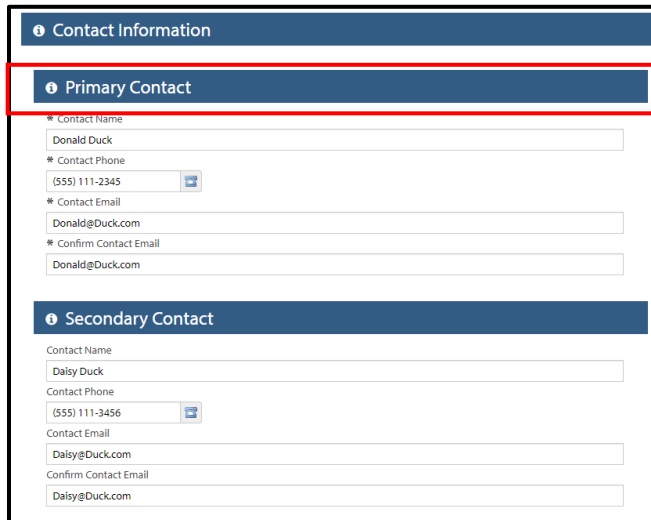
The bottom section contains a "Primary Contact" field with a callout stating: "Navigation:" and a list of actions: Previous, Save, and Next. The Previous button will save the application and take you back to the previous screen. The Save button will save the application and stay on the current screen. The Next button 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.

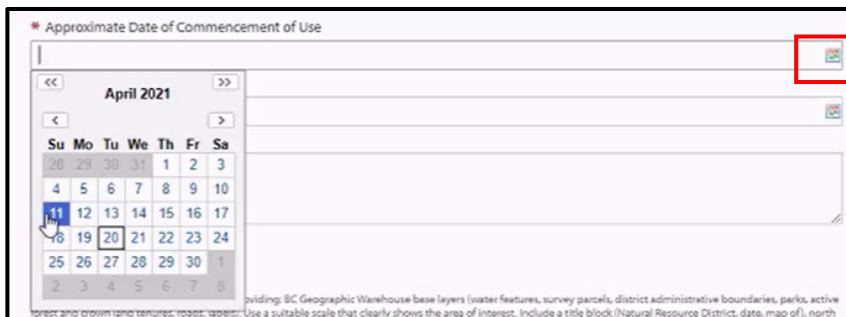
1. In the **Contact Name** field, enter both first and last name.
2. Enter a **Contact Phone** number, the field will automatically format it.
3. Enter a **Contact Email** address.
4. You will be required to re-enter the **Contact Email** address to confirm it.



4.3. Entering Dates

When a date is required, follow these steps.

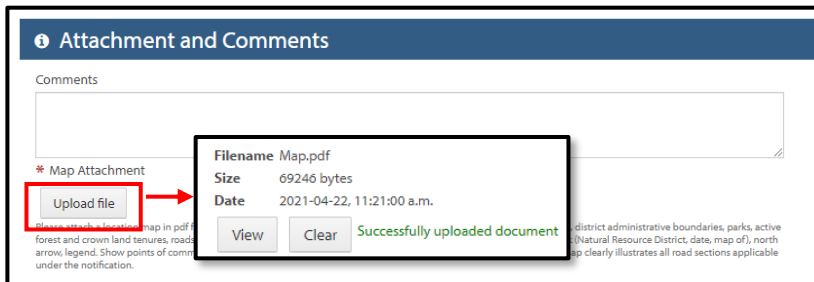
1. Click the **Date picker** icon at the end of the line.
2. On the calendar pop up, use the **double arrows** (>>) to change the year and the **single arrows** (>) to change the month.
3. **Select** your date and it will automatically be entered.



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 is a 'Validation Error' indicator. The main content area has a header 'Review Application' and a sub-header 'New Road Use Permit'. Below this is a table with one row: 'Activity Type' and 'Go to section'. Below the table, a message states: '1 : Field is required: Estimated Number of Loads Per Day'. A red box highlights the 'Go to section' link, and a red arrow points from the 'Go to section' link to the '1 : Field is required: Estimated Number of Loads Per Day' 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. The top section is titled 'Issues to address in this section' and contains a red bar with the message: '1 : Field is required: Estimated Number of Loads Per Day'. Below this bar, a link says: 'Please click [here](#) to re-validate the current form, or return to the [Review Application](#) page to re-check your application status.' Below this is a section titled 'Activity Type' with a list of radio buttons: 'Rights to Harvest Crown Timber', 'Carry Out Oil and Gas Activities' (selected), and 'Other Industrial Purpose'.

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. The main content area has a header 'Review Application' and 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' link.

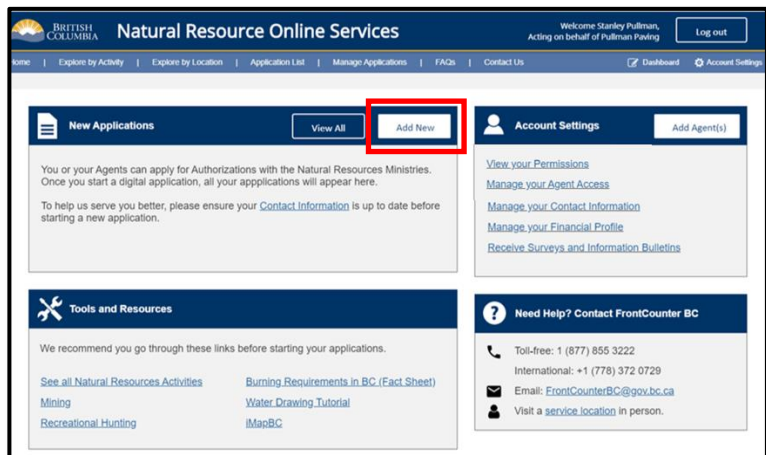
5. On the **Submit** page, click the **Confirmation** check box.
6. Click **Submit Application**.

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

The screenshot shows the 'Submit' page. The main content area has a header 'Submit' and a sub-header 'Submit Application'. Below this 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 this is a checkbox labeled 'By submitting this application form, I declare that the information contained on this form is complete and accurate.' which is checked. Below the checkbox is a 'Submit Application' button. A red box highlights the checkbox and the 'Submit Application' button.

5. Starting a New Application

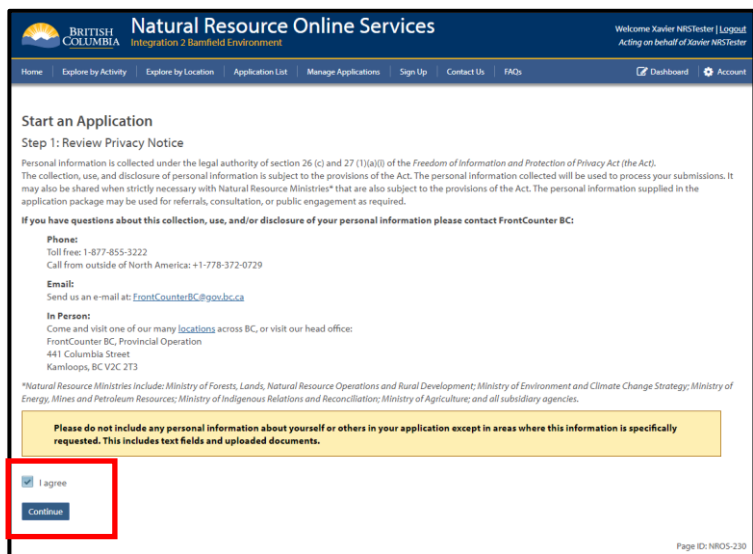
- From your dashboard, click on **Add New**.



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

- Click **Continue**.

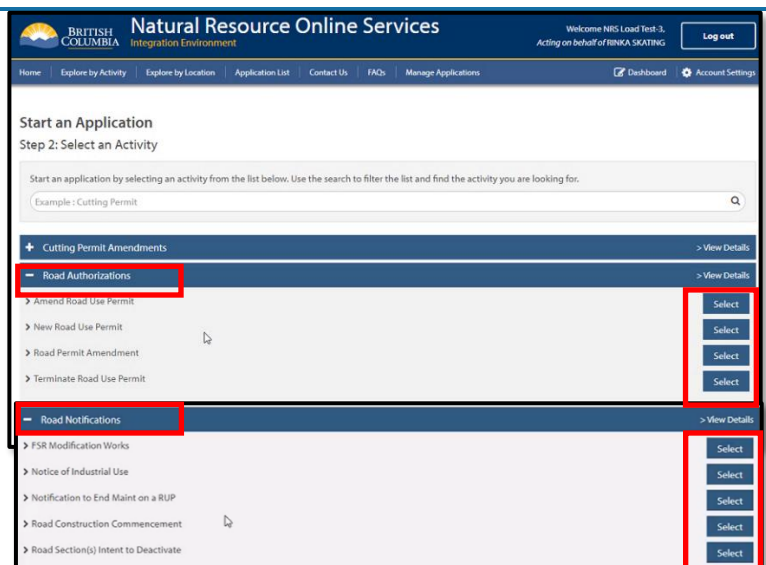
Note: You will need to agree to this privacy notice every time you start a new application.



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

- 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 each application type.

Road Authorizations

- [Amend Road Use Permit](#)
- [New Road Use Permit](#)
- [Road Permit Amendment](#)— separate guide
- [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. Amending a Road Use Permit

1. Select the **Client Location** code from the dropdown.
2. Select the **Road User Permit ID** from the dropdown.
3. Click **Populate Road Use Permit Info**.

4. Check the box beside the **required amendment(s)**.

Road Use Permit ID
DOS-6582-21-01

Choose Another Road Use Permit

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

* Please select how you would like to amend your permit:

☐ Amend Contact Information

☐ Add a branch

☐ Amend a branch

5. **Amend Contact Information**

- a) Enter a **Contact Name** and **Contact Phone number** for a primary contact.
- b) Enter and confirm a **Contact Email address** for a primary contact.
- c) Alternate Contact information is not mandatory.

Contact Information

Primary Contact

* Contact Name

* Contact Phone

(555) 555-5555

* Contact Email

* Confirm Contact Email

Alternate Contact

Contact Name

Contact Phone

(555) 555-5555

Contact Email

Confirm Contact Email

6. **Adding a Branch**

- a) Enter the **FSR ID**.
- b) Click **Find FSR**.

Add RUP Branch Information

RUP Branch

Insert Below

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

* FSR ID

Find FSR

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

- c) Select the **FSR Branch** from the dropdown.
- d) Click **Populate FSR Branch Info**.

* FSR Branch

12

Populate FSR Branch Info

Please click on the "Populate" button to confirm your selection.

- e) Select whether it is the **Entire Branch** or **Part of the FSR Branch**.

- a) If it is part of the FSR branch, complete the **Station to be used From** and **To** in kilometers.

* Stations:

☐ Entire Branch

☒ Part of FSR Branch

Current Branch Length

0.5555

* Station to be used:

From(km)

To(km)

- f) Use the calendar icon to select the **Approximate Date of Commencement of Use**.
- g) Enter the **Estimated Number**

* Approximate Date of Commencement of Use

* Estimated Number of Loads Per Day

of Loads Per Day.

h) Enter the **Truck Configuration**.

a) If you choose **Off Highway**, complete the required **Vehicle Information**.

*** TRUCK CONFIGURATION**

☐ ON HIGHWAY

☒ OFF HIGHWAY

☐ SPECIAL AUTHORIZATION VEHICLE (SAV)

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

Vehicle Code	* GVW (kgs)	* Length(m)	* Width(m)	* Height(m)	* Axle Type	* Max Axle Weight (kgs)
A					<input type="radio"/> Single <input type="radio"/> Tandem <input type="radio"/> Tridem	

7. **Amending a Branch.**

a) Select the **FSR ID** from the dropdown.

b) Click **Choose FSR**.

Amend RUP Branch Information

RUP Branch

Insert Below
Click on the (+) to modify an additional branch on this RUP

FSR ID
9741

Choose FSR

Please click on the "Choose FSR" button to confirm your selection.

c) Select the **RUP Branch** from the dropdown.

d) Click **Populate Branch Data**.

*** RUP Branch**

(9268) - 11

Populate Branch Data

Please click on the "Populate" button to confirm your selection.

e) Select whether it is the **Entire Branch** or **Part of the RUP Branch**.

a) If it is part of the RUP branch, complete the **Station to be used From** and **To** in kilometers.

*** Sections:**

☐ Entire Branch

☒ Part of RUP Branch

Road Section Length
3.7507

*** Station to be used:**

From(km)
0

To(km)
2

- f) Enter the **Estimated Number of Loads Per Day**.
- g) Enter the **Truck Configuration**.
 - a) If you choose **Off Highway**, complete the required **Vehicle Information**.

* Estimated Number of Loads Per Day

* TRUCK CONFIGURATION

☐ ON HIGHWAY

☒ OFF HIGHWAY

☐ SPECIAL AUTHORIZATION VEHICLE (SAV)

Click the (+) button below to add or modify a vehicle information row:

Vehicle Code	GVW (kgs)	Length(m)	Width(m)	Height(m)	Axle Type	Max Axle Weight (kgs)	Net New Vehicle
Please select:					<input type="radio"/> Single <input type="radio"/> Tandem <input type="radio"/> Tridem		<input type="checkbox"/>

8. Add any **Comments** if desired.
9. Upload a **Map Attachment**.
10. Click **Next**.
11. Click **Submit** on the **Review Application** screen, resolving any errors if required.

Attachment and Comments

Comments

Map Attachment

Upload file

Previous Save Next

6.2. Submitting a New Road Use Permit

1. Select the **Activity Type** radial button from the list.
2. Select the **Client Location Code** from the dropdown.

Activity Type

* Activity Type

☒ Rights to Harvest Crown Timber

☐ Carry Out Oil and Gas Activities

☐ Other Industrial Purpose

* Client Location Code

Please select:

3. **For Rights to Harvest Crown Timber.**

- a) Select the **Associated Tenure ID** from the dropdown.

The screenshot shows the 'Activity Type' section of the application form. The 'Rights to Harvest Crown Timber' radio button is selected and highlighted with a red box. Below it, the 'Client Location Code' is set to '0000111 - DUCK FOREST PRODUCTS LTD. - 01'. At the bottom, the 'Associated Tenure ID' dropdown menu is open, showing 'T2123' as the selected option, which is also highlighted with a red box.

4. **For Carry Out Oil and Gas Activities.**

- a) Enter the **Primary Activity File No or AA/AD No.**

The screenshot shows the 'Activity Type' section of the application form. The 'Carry Out Oil and Gas Activities' radio button is selected and highlighted with a red box. Below it, the 'Client Location Code' is set to '0000111 - DUCK FOREST PRODUCTS LTD. - 01'. At the bottom, the 'Primary Activity File No. or AA/AD No.' text field contains the value '12345' and is highlighted with a red box.

5. **For Other Industrial Purpose.**

- a) Enter the **Other Industrial Non-Forest Use.**
b) Enter the **Associated Authorization or Project.**

The screenshot shows the 'Activity Type' section of the application form. The 'Other Industrial Purpose' radio button is selected and highlighted with a red box. Below it, the 'Client Location Code' is set to '0000111 - DUCK FOREST PRODUCTS LTD. - 01'. At the bottom, there are two text fields: 'Other Industrial Non-Forest Use' with the value 'Fuel wood' and 'Associated Authorization or Project' with the value 'Project Duck'. Both fields are highlighted with a red box.

6. Read the terms and click the **I consent to the following:** checkbox.

The screenshot shows a checkbox labeled 'I consent to the following:' which is checked and highlighted with a red box. Below the checkbox, there is a block of text stating: 'I hereby consent to the disclosure of my name and contact information to other authorized road use permit holders, agencies, government ministries or other affected parties for the area of application. If consent is not provided the applicant is responsible for providing at least five clear days' notice of the date on which they will begin to use a road under section 22.1 (7) of the Forest and Range Practices Act to the holder of the applicable road use permit to the person designated to maintain the forest service road.'

7. Enter in the **Contact Name** and **Contact Phone.**

The screenshot shows the 'Contact Information' section of the application form. The 'Primary Contact' sub-section is highlighted with a red box. It contains two text fields: 'Contact Name' with the value 'Donald Duck' and 'Contact Phone' with the value '(555) 111-2345'. Both fields are highlighted with a red box.

8. Using the calendar icon, select the **Approximate Date of Commencement of Use**.
9. Using the calendar icon, select the **Approximate date of End of Use** if desired.
10. Enter any **Comments** if desired.
11. Upload a **Map Attachment**.

Attachment and Use Term

* Approximate Date of Commencement of Use
2021-5-29

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.

12. Enter the **FSR ID** Information.
13. Click **Find FSR**.

FSR and Vehicle Information

FSR Branch

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

* FSR ID
9028

Find FSR

Clear FSR ID

Project Name

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.

14. Select the **FSR Branch** from the dropdown.
15. Click **Populate FSR Branch Info**.

* FSR Branch
19

Populate FSR Branch Info

Please click on the "Populate" button to confirm your selection.

16. Select whether it is the **Entire Branch** or **Part of the RUP Branch**.
 - a) If it is part of the RUP branch, complete the **Station to be used From** and **To** in kilometers.

* Sections:

☐ Entire Branch

☒ Part of RUP Branch

Road Section Length
3.7507

* Station to be used:

From(km) 0 To(km) 2

17. Enter the **Estimated Number of Loads Per Day**.

18. Enter the **Truck Configuration**.

- a) If you choose **Off Highway**, complete the required **Vehicle Information**.

The screenshot shows a web form for a Road Use Permit application. At the top, there is a field for '* Estimated Number of Loads Per Day' which is highlighted with a red box. Below this is the '* TRUCK CONFIGURATION' section. It contains three radio button options: 'ON HIGHWAY', 'OFF HIGHWAY' (which is selected and highlighted with a red box), and 'SPECIAL AUTHORIZATION VEHICLE (SAV)'. Below the radio buttons, there is a table for vehicle information. The table has columns for 'Vehicle Code', 'GVW (kgs)', 'Length(m)', 'Width(m)', 'Height(m)', and 'Max Axle Weight (kgs)'. The 'Vehicle Code' dropdown is highlighted with a red box. The 'GVW (kgs)', 'Length(m)', 'Width(m)', 'Height(m)', and 'Max Axle Weight (kgs)' fields are also highlighted with a red box. The 'Axle Type' section has three radio button options: 'Single', 'Tandem', and 'Tridem'. The 'Net New Vehicle' checkbox is also visible.

19. Once all information has been entered, click **Next**.

20. Click **Submit** on the **Review Application** screen, resolving any errors if required.

The screenshot shows three navigation buttons: 'Previous', 'Save', and 'Next'. The 'Next' button is highlighted with a red box.

6.3. Terminating a Road Use Permit

1. Select the **Client Location** code from the dropdown.
2. Select the **Road Use Permit ID** from the dropdown.
3. Click **Choose Road Use Permit**.
4. Once you have made your selection, you will have the option to terminate entire Road Use Permit by clicking the **Terminate Entire RUP?** check box.

The screenshot shows a web form titled 'RUP Information'. It contains two dropdown menus: '* Client Location' (with the value '00001234 - DUCK FOREST PRODUCTS LTD. - 01') and '* Road Use Permit ID' (with the value 'DNI-9741-21-07'). Both dropdowns are highlighted with red boxes. Below the dropdowns is a 'Choose Road Use Permit' button. To the right of the button is a note: 'Please click on the "Choose Road Use Permit" button to confirm your selection.' Below the button is a 'Choose Another Road Use Permit' button. To the right of this button is a note: 'Please click on the "Choose Another Road Use Permit" button to select another RUP.' At the bottom of the form is a checkbox labeled 'Terminate Entire RUP?' which is highlighted with a red box.

5. If you wish to terminate a section, select the section from the dropdown and click **Choose Section**.

6. If you wish to terminate the entire section, click the **Terminate Entire Section** check box.
7. If you wish to terminate part of the section, enter the **Section to be terminated From** and **To** information.
8. Click **Next**.
9. Click **Submit** on the Review Application screen, resolving any errors if required.

7. Road Notifications

7.1. FSR Modification Works

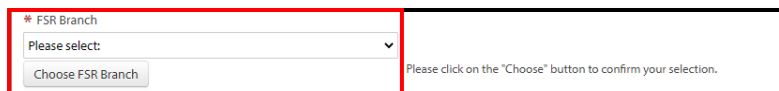
1. Select the **Client Location** code from the dropdown.
2. Select either the **Proposed** or **Completed** radial button.

3. Select the **RUP number** from the dropdown.
4. Click **Choose RUP**.

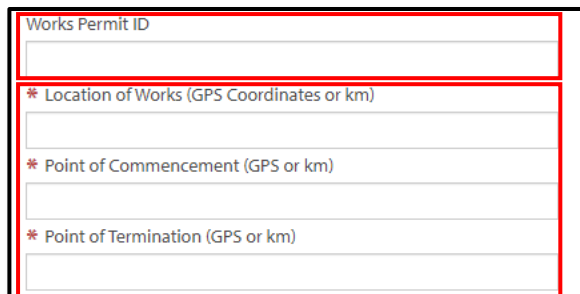
5. Select the **FSR number** from the dropdown.
6. Click **Choose FSR**.

7. Select the **FSR Branch** from the dropdown.

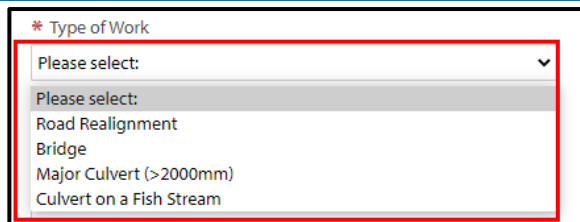
8. Click **Choose FSR Branch**.



9. Enter the **Works Permit ID** number if desired.
10. Enter the **Location of Works, Point of Commencement** and **Point of Termination** with either the GPS coordinates or in kilometers.



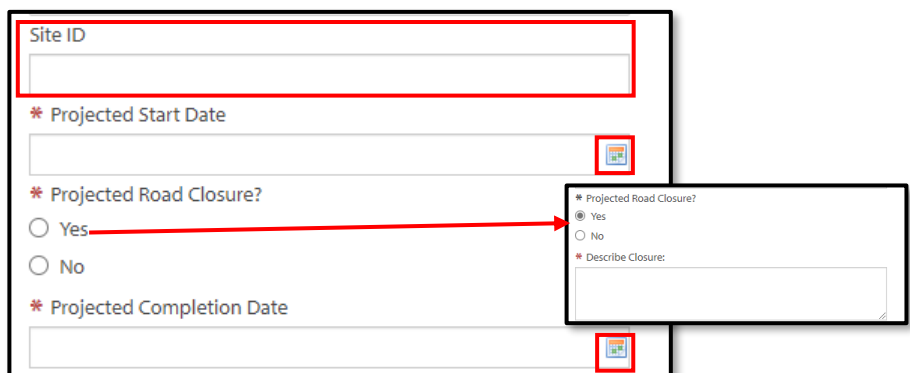
11. Select the **Type of Work** from the dropdown.



12. Enter the **Site ID** number if desired.

13. **For Proposed Notifications:**

- Use the calendar icon to select the **Start Date**.
- Notify if there will be a **Projected Road Closure**.
- Enter the description of the closure.
- Use the calendar icon to select the **Completion Date**.



- e) Enter a **Contact Phone Number**.
- f) Enter and confirm a **Contact Email address**.
- g) Enter any **Comments** if desired.
- h) Upload a **Location Map** or **Road Closure Plan**.

* Contact Phone Number
 (555) 555-5555

* Contact Email

* Confirm Contact Email

Comments

* Attach Location Map OR Road Closure Plan

14. **For Completed Notifications:**

- a) Use the calendar icon to choose the **Completion Date**.
- b) Enter any **Comments** if desired.
- c) Upload a **Location Map** or **Road Closure Plan**.

* Completion Date

Comments

Attach Location Map OR Road Closure Plan

15. Click **Next**.

16. Click **Submit** on the Review Application screen, resolving any errors if required.

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7.2. Notice of Industrial Use

- 1. Select the **Client Location** code from the dropdown.
- 2. Enter the **Road Identifier**. (Road Permit Number)
- 3. Click **Validate Road Identifier**.

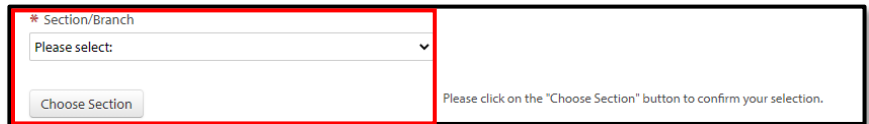
Notice of Industrial Use of a Road

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

* Road Identifier

Please click on the "Validate Road Identifier" button to validate the entered ID

4. Select the **Section/Branch** from the dropdown.



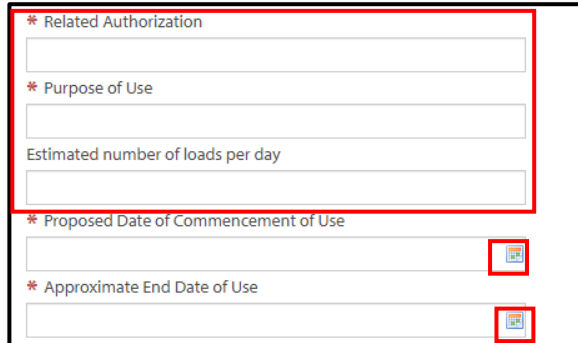
5. Click **Choose Section**.

6. Enter the **Related Authorization** (Related Tenure).

7. Enter the **Purpose of Use** for the permit.

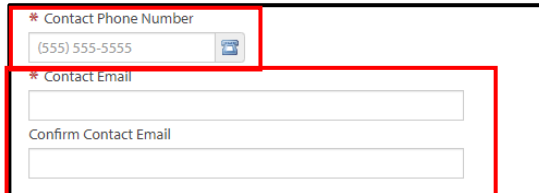
8. Enter the **Estimated number of loads per day**.

9. Use the calendar icons to select the **Proposed Date of Commencement of Use** and the **Approximate End Date of Use**.



10. Enter the Contact Phone Number.

11. Enter and confirm **Contact Email address**.

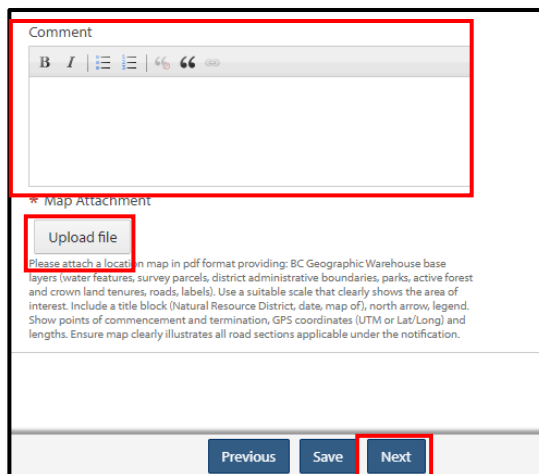


12. Enter any **Comments** if desired.

13. Upload a **Map Attachment**.

14. Click **Next**.

15. Click **Submit** on the Review Application screen, resolving any errors if required.



- RUP Information

* Client Location

00001234 – DUCK FOREST PRODUCTS LTD. - 01

* RUP Number

Please select:

Choose RUP

Please click on the "Choose RUP" button to confirm selection.

- | | |
|--|---------------------------|
| <input checked="" type="checkbox"/> End Maintenance on Entire RUP? | * Date to End Maintenance |
| | <input type="text"/> |

- Forest Service Road Information

Insert Below

* FSR

Please select:

Choose FSR

Please click on the "Choose FSR" button to confirm your selection.

- | | |
|--|---|
| <p>Comment</p> <p>B I [List Icon] [Quote Icon] [Quote Icon]</p>
 | <p>* Map Attachment</p> <p>Upload file</p> <p>Please provide location map in pdf format providing:-
 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 start station and end Station, GPS coordinates (UTM or Lat/Long) and lengths. Ensure map clearly illustrates all road sections applicable under the notification.</p> |
|--|---|

- FSR Branches

Insert Below

FSR Branch

Please select:

☐ End Maintenance on Entire Branch?

- g) For partial branch, enter the **Section To End Maintenance From** and **To** in kilometers.
- h) Use the calendar icon to choose the **Date to End Maintenance**.
- i) Check off the level of maintenance as **Individual Maintenance** and/or **Wilderness Level**

FSR Branches

[Insert Below](#)

FSR Branch

☐ End Maintenance on Entire Branch?

* Section to End Maintenance On: From(km) To(km)

* Date to End Maintenance

Current Level of Maintenance on Date of Application

☐ Individual Maintenance FPPR Sec.79

☐ Wilderness Level FPPR Sec.81

- 6. Click **Next**.
- 7. Click **Submit** on the Review Application screen, resolving any errors if required.

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Previous Save **Next**

7.4. Road Construction Commencement

- 1. Select the **Client Location** code from the dropdown.
- 2. Select the **Permit Number** from the dropdown.
- 3. Select the **Section** from the dropdown.
- 4. Use the calendar icon to choose the **Projected Commencement** or **Re-Commencement Date**.

Commencement of Road Construction

* Client Location Code

00001234 – DUCK FOREST PRODUCTS LTD. - 01

* Permit Number

Please select:

* Section

* Projected Commencement or Re-Commencement Date

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

Comment

B I [bulleted list icon] [numbered list icon] [link icon] [quote icon]

Map Attachment

Upload file

Upload a 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.

Previous Save Next

7.5. Road Section(s) Intent to Deactivate

1. Select the **Client Location** code from the dropdown.
2. Enter and confirm a **Contact Email address**.

i Road Section(s) Intent to Deactivate

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

* Email address for receiving documentation * Confirm Email address

3. Select the **Road Permit** from the dropdown.
4. Use the calendar icon to choose the **Proposed Date to deactivate**.

* Road Permit * Proposed Date

R23163

5. Select the **Section** from the dropdown.
6. **To deactivate a Partial Section**
 - a) Click the **Partial?** checkbox.
 - b) Enter the **From** (either the Point of Commencement or Station).
 - c) Enter the **To** (either Point of Termination or Station).

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

Section	Partial?	From:	To:	Station
7	<input checked="" type="checkbox"/>	* PofC <input type="checkbox"/>	or * PofT <input type="checkbox"/>	* Station <input type="text"/>

7. Enter any **Comments** if desired.
8. Upload a **Map Attachment**.
9. Click **Next**.
10. Click **Submit** on the Review Application screen, resolving any errors if required.

Comments

* 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.

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8. 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.

9. Appendix 1 - Quick Links

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