Road Use Permit and Road Notification Application Submissions

BRITISH COLUMBIA

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

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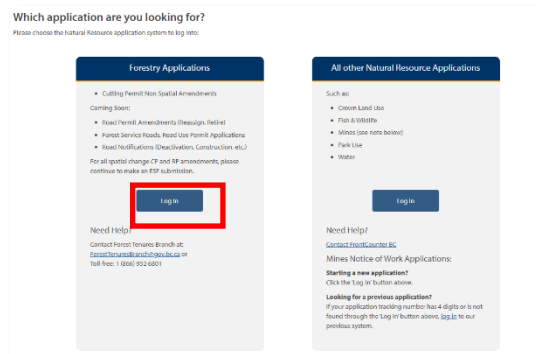
The portal contains Smartforms, which are dynamic forms that add the appropriate field of information required to complete the submission.
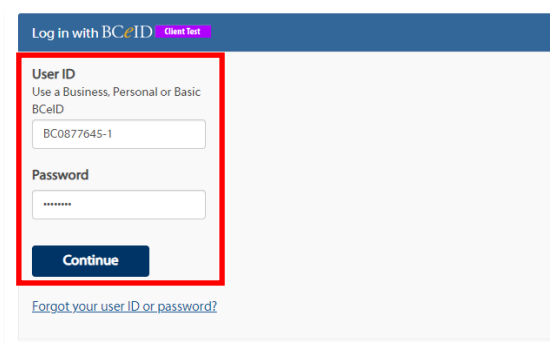
2. Logging into NROS

1. On the Natural Resource (NR) Online Services website, click the **Log In** button.
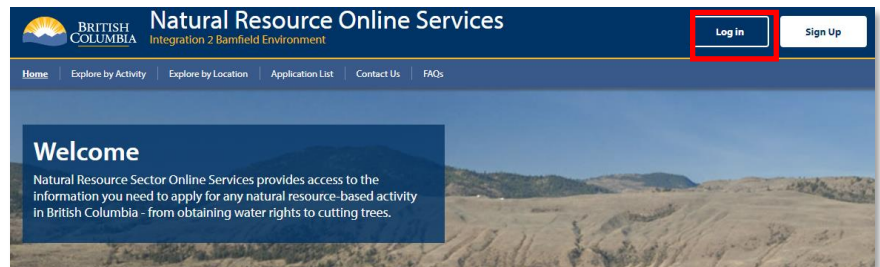
2. Under the Forestry Applications section, click **Log In**.

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 **account name** is the name of the NORS account associated with the BCeID sign in credentials.

Click the **Log out** button to log out of your NROS account.

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 Settings is where you can view permissions, manage agents, contact information and financial profile.

Tools and Resources is a list of helpful links to Natural Resource information and activities.

Need Help? Contact information for Forest Tenures Branch.

Welcome NRS Load Test-10,
Acting on behalf of RASSEN GIFTS

Log out

FAQs | Manage Applications | Dashboard | Account Settings

New Applications View All Add New

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 Add Agent(s)

View your Permiss...
Manag...
Manag...
Manag...
Receive...

Tools and Resources

See all Natural Resource Activities
Mining
Recreational Hunting
Wildlife Import, Export

Burning Requirements in BC (Fact Sheet)
Water Drawing Tutorial
Explore

Need Help? Contact FrontCounter BC

Toll-free: 1 (877) 855 3222
International: +1 (778) 3...
Email: FrontC...
Visit a service...

4. Application Overview

4.1. SmartForm Elements

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

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

Navigate back to your Dashboard by clicking the **Dashboard Icon.**

The application will be automatically assigned an **Application Number**.

Application progress bar shows the status of the application.

Application 30749: New Road Use Permit

Application   Submitted

Project

New Road Use Permit

Review Application

Submit

Status

Submission History

Smartform navigation bar contains the sections required for your application.

Fields with an asterisk (*) are mandatory.
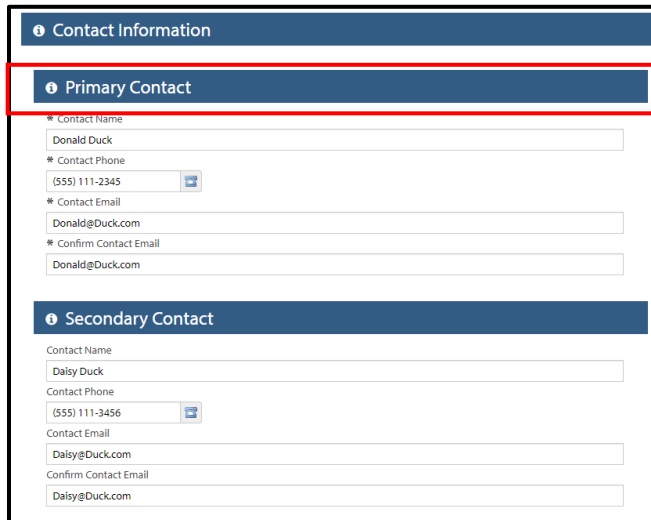
ℹ Ac...

* Activity Type
◉ Rights to Harvest Crown Timber
○ Carry Out Oil and Gas Activities
○ Other Industrial Purpose

* Client Location Code
00001234 – DUCK INDUSTRIES LTD. - 01

* Associated Tenure ID
Please select:

*
☑ I consent to the following:

"I hereby consent to the disclosure of my name an
authorized road use permit holders, agencies, gov
parties for the area of application." If consent is no
for providing at least five clear days' notice of the
road under section 22.1 (7) of the Forest and Rang
applicable road use permit to the person designate

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.

ℹ Contact Information

ℹ Primary Contact

* Contact Name

Previous | Save | Next

Contact Us | FAQs | Manage Applications | Dashboard | Account Settings

4.2. Entering Contact Information

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

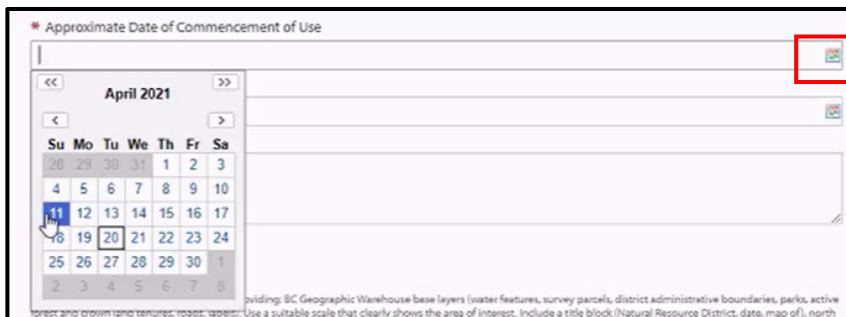**Note: Primary** contact information is mandatory.

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.
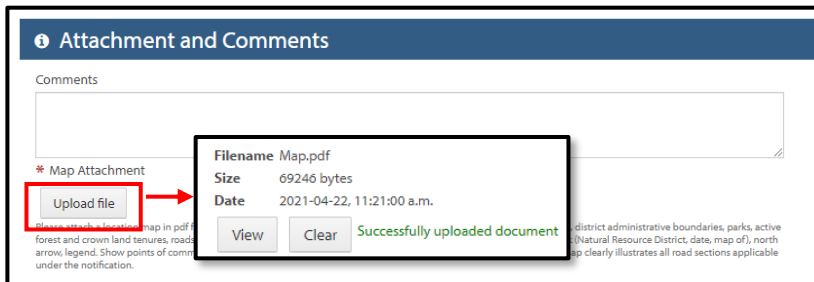
4.3. Entering Dates

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.

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.

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

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**.
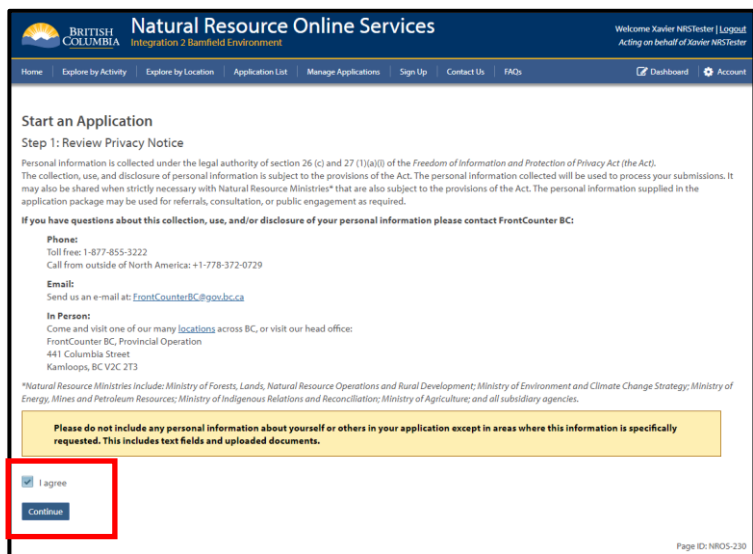
5. Starting a New Application

1. From your dashboard, click on **Add New.**
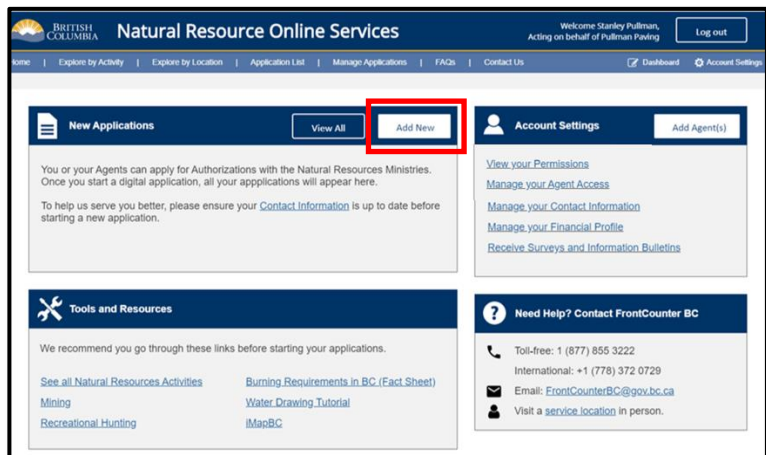
2. Review the Privacy Notice and then click **I agree.**
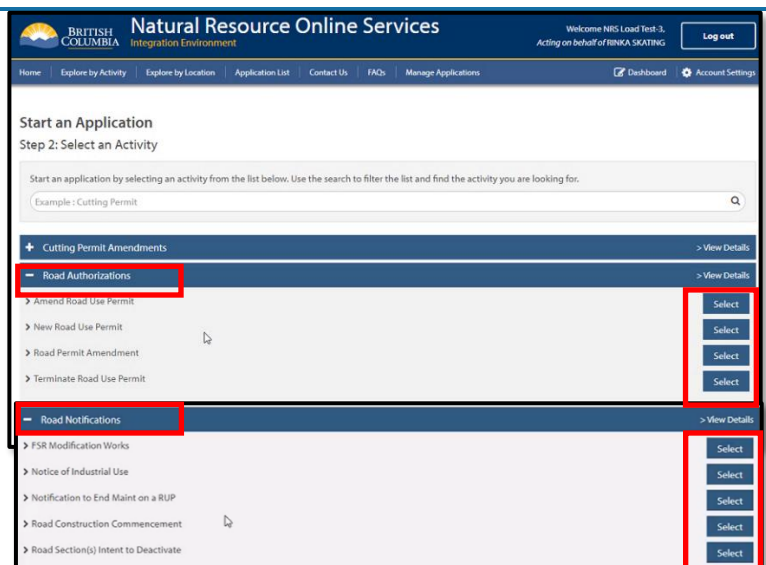
3. Click **Continue**.

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

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

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

6. 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.

> ❶ Contact Information
>
> ❶ Primary Contact
> * Contact Name
> * Contact Phone
> (555) 555-5555
> * Contact Email
> * Confirm Contact Email
>
> ❶ 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.**

> ❶ Add RUP Branch Information
>
> ❶ 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: Current Branch Length
> ○ Entire Branch   0.5555
> ◉ Part of FSR Branch
> * 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.**

7. **Amending a Branch.**

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

b) Click **Choose FSR.**

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

d) Click **Populate Branch Data**.

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.

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**.

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.

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.

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

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

---

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

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

---

5. **For Other Industrial Purpose.**

   a) Enter the **Other Industrial Non-Forest Use.**

   b) Enter the **Associated Authorization or Project.**

---

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

---

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

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**.

12. Enter the **FSR ID** Information.

13. Click **Find FSR**.

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

15. Click **Populate FSR Branch Info**.

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.

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**.

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

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

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.

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

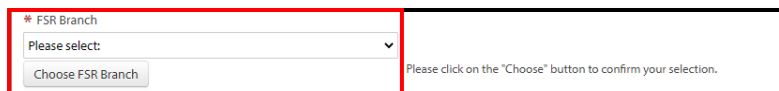## 7.1. FSR Modification Works

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.
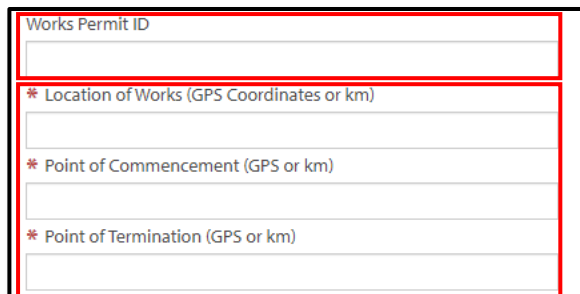
4. Click **Choose RUP**.

5. Select the **FSR number** from the dropdown.

6. Click **Choose FSR.**
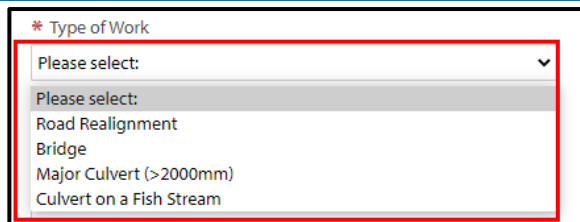
7. Select the **FSR Branch** from the dropdown.

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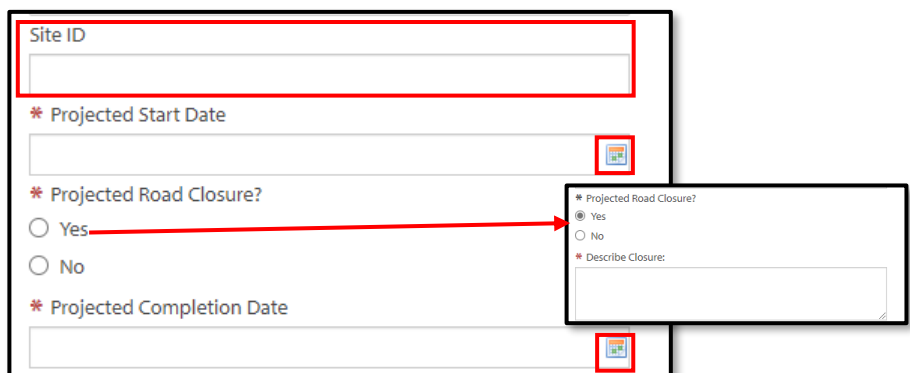
11. Select the **Type of Work** from the dropdown.

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

13. **For Proposed Notifications**:

    a) Use the calendar icon to select the **Start Date.**

    b) Notify if there will be a **Projected Road Closure.**

    c) Enter the description of the closure.

    d) 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.**

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.**

15. Click **Next**.

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

7.2. Notice of Industrial Use

1. Select the **Client Location** code from the dropdown.

2. Enter the **Road Identifier.** (Road Permit Number)
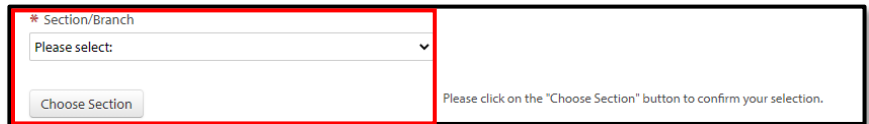
3. Click **Validate Road Identifier**.

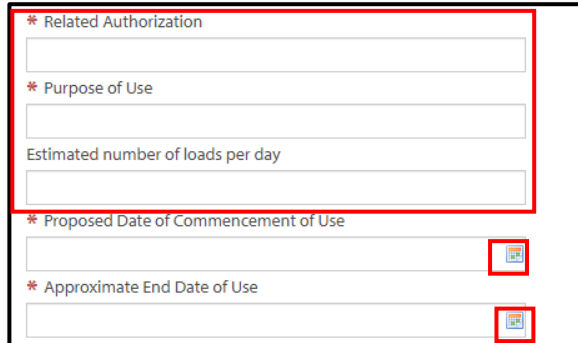4. Select the **Section/Branch** from the dropdown.

5. Click **Choose Section.**

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

7. Enter the **Purpose of Use** for the permit.
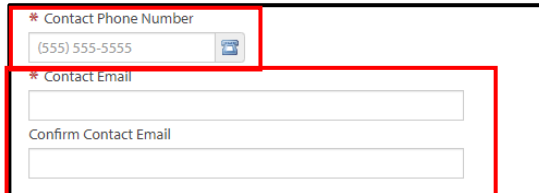
8. Enter the **Estimated number of loads per day**.

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.

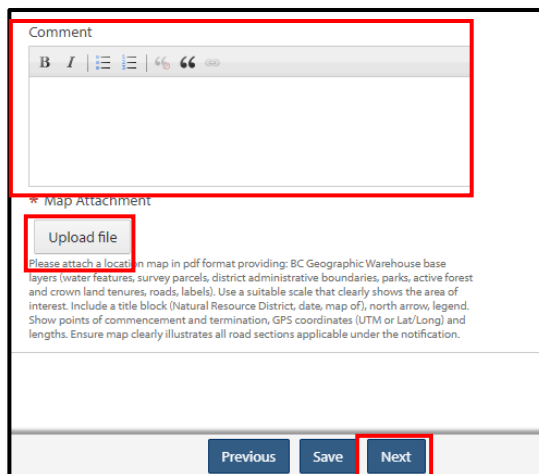11. Enter and confirm **Contact Email address.**

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.

7.3. Notification of End Main on RUP

1. Select the **Client Location** code from the dropdown.

2. Select the **Rup Number** from the dropdown.

3. Click **Choose RUP**.

4. **To End Maintenance Entire RUP**

   a) **Check the End Maintenance on Entire RUP?** checkbox.

   b) Use the calendar icon to select a **Date to End Maintenance.**

5. **To End Maintenance on FSR Branches**

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

   b) Click **Choose FSR.**

   c) Enter any **Comments** if desired.

   d) Upload a **Map Attachment**.

   e) Select the **FSR Branch** from the dropdown.

   f) If you want to end the maintenance on the entire branch, click the **End Maintenance on Entire Branch** checkbox.

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**

6. Click **Next**.

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

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**.

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.

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**.

3. Select the **Road Permit** from the dropdown**.**

4. Use the calendar icon to choose the **Proposed Date to deactivate**.

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).

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

Please upload a detailed 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.

Page ID: NROS-2

Previous   Save   Next

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