



Dugout Planning Checklist



Ministry of
Agriculture
and Food

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This checklist is designed to help applicants meet basic technical design requirements of non-regulated water storage infrastructure¹ where a Qualified Professional is not mandatory for designing the structure. Please complete each step, attach the required documents, and submit this checklist with your application for Dugouts under the Beneficial Management Practices (BMP) program (0904).

STEP 1: DETERMINE WATER SOURCE

1. Please identify the water source for your dugout (select and describe) below. Please refer to the [Authorization requirements for storage and use of water in dugouts](#) (Water Policy Bulletin, August 2017) for definitions and explanations on determining water source.

- Groundwater: _____
- Stream water: _____
- Surface runoff: _____
- Other (specify): _____

2. Will the dugout be lined (e.g., polyethylene, clay)?

- Yes
- No

¹Non-regulated water storage infrastructure refers to infrastructure that is not legally considered a dam according to the Dam Safety Regulation (i.e., under 10,000 m3 capacity or less than 7.5 m tall).

STEP 2: DETERMINE LICENCE REQUIREMENTS

1. **Is a water licence or water licence amendment² required for your dugout?** Again, please refer to the [Authorization requirements for storage and use of water in dugouts](#).

Yes

No

Unsure

If Yes, do one of the following (as applicable):

- Attach a copy of the water licence (or amended licence, if applicable)** to this checklist;
- Attach proof of your Existing Use Groundwater Licence application, with your application number**, to this checklist, if still awaiting a decision by the Ministry of Water, Land and Resource Stewardship (WLRS); OR
- Apply for a water licence (or licence amendment, if required)** and await the next intake for the BMP Water Infrastructure Category.

If No or Unsure:

- Contact FrontCounter BC (FCBC) or a Water Officer with WLRS in your region** to consult on licensing requirements and to confirm whether a licence is needed. FrontCounter BC can be reached at 1-877-855-3222 or FrontCounterBC@gov.bc.ca or through your nearest FCBC office, found [here](#).

Once contacted, proceed to one of the following:

- Attach written and dated communication record** confirming licence requirements from FCBC or WLRS; OR

Alternatively, **if contacted by phone**,

Date of Consultation: _____

Name of Officer Consulted: _____

Contact Information: _____

Summary of Guidance Received:

Note: If confirmation of licence requirements is not possible before the BMP Water Infrastructure application deadline, you may proceed with your application, however, you must attach a copy of your communications to date with the Ministry of Water, Land and Resource Stewardship. Your funding application will not be approved without confirmation that a licence is or is not required.

²For individuals who already hold a water licence for their water use and are wanting to either expand their storage capacity or add a water storage component without increasing the licensed volume, a licence amendment would be required.

2. During your water licence application process, was a technical design for your dugout requested by a water officer reviewing your file and subsequently completed?

Yes - Attach the technical design to this checklist

No

STEP 3: CALCULATE ANNUAL WATER NEEDS AND DUGOUT SIZING

Use the [B.C. Agriculture Water Calculator](#) and associated Dugout tab to:

Determine annual water requirements for your agricultural operation.

Determine appropriate dugout and berm³ dimensions, as applicable, using the [Dugout Calculator](#) feature.

If your proposed dugout capacity differs from your calculated total annual water requirements, please explain (e.g., dugout to be used only for certain months). Calculating your water storage requirements is covered in section 6.0 of the [Guidance on Farm Water Storage Factsheet](#):

Create a diagram with the dugout site identified.

Save and attach a report (through the BC Agriculture Water Calculator), including annual water demand for your operation and dugout sizing.

³Please note that berms may be subject to the Dam Safety Regulation if the maximum berm height exceeds 7.5 m, in which case this checklist would no longer be valid for funding application purposes under BMP 0904 and a Qualified Professional would be required.

STEP 4: REVIEW OF GUIDANCE OF FARM WATER STORAGE

Before beginning construction on your dugout, and to be eligible for funding under BMP 0904 without assistance from a Qualified Professional, you are required to review the [Guidance on Farm Water Storage Factsheet](#), in addition to ensuring water licensing requirements have been met. This document provides essential information about dugout construction, safety requirements, and best practices.

I have reviewed the **Guidance on Farm Water Storage Factsheet**.

I understand the requirements and best practices outlined in the factsheet.

Applicant Initials: _____

STEP 5: ACKNOWLEDGEMENT AND DECLARATION

By signing below, I, _____ (name), confirm that:

- All information provided in this checklist and attached documents is accurate and complete.
- I have consulted the required authorities (FCBC and/or WLRS) regarding water licensing requirements.
- I will construct and maintain the dugout according to best practices.
- I have complied with all the necessary steps and will adhere to all regulations and guidelines.
- I understand that failure to comply with regulations may result in enforcement actions for which I accept full responsibility.

Applicant Signature: _____

Date: _____

ATTACHMENTS CHECKLIST

Please ensure all applicable documents are attached:

- Water licence (if required)
- Confirmation of licence requirements from FCBC or WLRS
- Annual water requirement and dugout sizing report from the B.C. Agriculture Water Calculator – should include diagram of site with dugout location identified
- Technical design by a Qualified Professional (if previously required as part of the water licensing process)
- Any additional supporting documents

ADDITIONAL RESOURCES

- **FrontCounter BC Contact Information:**
 - **Phone:** 1-877-855-3222
 - **Email:** FrontCounterBC@gov.bc.ca
 - **Find your nearest FCBC and/or WLRS office, with contact information:**
<https://portalextnrs.gov.bc.ca/web/client/locations.html>
- [B.C. Agriculture Water Calculator](#)
- [Guidance on Farm Water Storage Factsheet](#)