How to Complete and Submit a HCA Permit Application using APTS

This guide contains instructions on how to submit a Heritage Conservation Act permit application to the Archaeology Branch using the Archaeological Permit Tracking System (APTS). The guide includes instructions on how to fill in the different fields, as well as specifications for files that are uploaded.

Clicking the *New Application* button in the *Main Menu* will take you to the *Archaeological Permit* screen. This document outlines the procedures to follow for each text field, button, dropdown list and checkbox on that screen, listed in the order in which they appear on the screen (top to bottom and left to right).

If you have previously started an application for the same work and have saved it, **do not start a new one –** instead open the old one and continue with data entry. If you have not hit the submit button the Branch will not be notified of the application; however there is a record in the system once you have saved. If you need to abandon a saved but unsubmitted application please send an email via ArchPermitApp@gov.bc.ca quoting the application number with an explanation.

ADD PERMIT HOLDER (button) (mandatory)

Clicking the *ADD PERMIT HOLDER* button opens an *External Applicant* screen. The content of this screen defaults to the contact information in the *Profile* of the User who is logged on. If the permit Applicant is someone other than the logged-in User, the applicant's contact information should be entered here. Mandatory entries in the top part of the form include *First Name*, *Last Name*, *Phone Number* and *Email*. For alteration permits that are to be jointly held by the proponent and an archaeologist, then enter the archaeologist in this section with a role of Permit Holder. Enter the proponent as another participant with a role of Co-Permittee.

The Affiliation section of the *External Applicant* screen should, minimally, include the name of the Organization with which the applicant is affiliated. If the Organization has multiple offices, include the location of the office with which the applicant is affiliated in the Organization name (e.g., "Shovel Bums Ltd., Ocean Falls"). If you are not certain that the affiliated Organization's contact information has been previously recorded in the APTS, please complete all applicable fields in the *Affiliation* section of the *External Applicant* screen. This will usually be the case if you are submitting an application for Site Alteration Permit, on behalf of a client. If the Applicant is unaffiliated, please complete all applicable fields in the top half of the screen.

When the entry is complete, click on the *Save* button at the bottom right corner of the screen. This will close the *External Applicant* screen, and return you to the *Archaeological Permit* screen.

No Affiliation? (checkbox)

This box should be checked if the applicant is not affiliated with an Organization. Typically, this will occur when a consultant is submitting an application for site alteration permit on behalf of an owner of single family residential property. Some consulting archaeologists may also be unaffiliated.

***Permit Type*:** (dropdown list) (mandatory)

Select ‘Alteration’, ‘Inspection’, or ‘Investigation’ from the dropdown list.

***Issuing Agency*:** (dropdown list) (mandatory)

Select from the dropdown list. Except for oil and gas sector site alteration permits that are issued by the Oil and Gas Commission, almost all permits will be issued by the Archaeology Branch.

***Project Type*:** (dropdown list) (mandatory)

Select “Research” or “Resource Management” from the dropdown list.

***Report Due Date*:** (field) (mandatory)

Enter a date in *mmm dd, yyyy* format (e.g., Jan 15, 2009). In most cases, the *Report Due Date* and *Permit Expiry Date* will be the same.

***Permit Expiry Date*:** (field) (mandatory)

Enter a date in *mmm dd, yyyy* format (e.g., Jan 15, 2009). In most cases, the *Report Due Date* and *Permit Expiry Date* will be the same.

Sector (dropdown list) (mandatory)

For Resource Management projects, *Sector* refers to the type of development that will be inspected, mitigated under an investigation permit, or authorized under an investigation permit. For Research permits, the *Sector* will be ‘Research’.

Many *Sectors* in the dropdown list will be self-explanatory. Some of the less obvious categories are defined below:

BCBC: British Columbia Building Corporation. This category is specific to projects on Accommodation and Real Estate Services (formerly BCBC) properties.

Commercial: This includes most multi-residential and commercial/residential developments, and immediately related service installations, as well other types of commercial developments (warehouses, retail and service establishments, etc.). This category includes subdivision of a property into more than two lots. Larger projects that are associated with another *Sector* category should be assigned to that *Sector*; a sawmill, for example, would be assigned to the Forestry *Sector*.

Federal: Projects undertaken on behalf of Government of Canada agencies and/or on land owned/leased by Government of Canada agencies. Does not include work conducted on behalf of First Nations.

First Nations: This category applies primarily to permits issued for management, by or on behalf of First Nations, of burials and other heritage resources that are at risk due to erosion, vandalism, etc. Projects related to commercial ventures undertaken by First Nations agencies should be classified according to the type of enterprise (e.g., commercial, forestry, power, etc.).

ILMB: Integrated Land Management Bureau. This sector will primarily apply to permits related to sale and lease of Provincial Crown Land (agency formerly called ILMB). Strategic land management projects undertaken by the Province, including strategic land use plans may also be included in this category.

Municipal: Projects related to development, operation and management of municipal infrastructure **except** those captured by *Parks* and *Transportation.*

Oil & Gas BC: Projects related to oil and gas developments outside northeast BC (i.e., outside the Peace, Fort Nelson and Mackenzie Forest Districts) and development regulated by the National Energy Board or subject to BC Environmental Assessment Act reviews in all parts of BC.

Oil & Gas NE: Projects related to oil and gas developments within northeast BC (as defined above) which are to be managed by the Oil and Gas Commission. These do not include projects regulated by the National Energy Board or subject to BC Environmental Assessment Act reviews in all parts of BC.

Park: Projects related to development, maintenance and management of parks, excluding National Parks. Note that commercial and municipal (etc.) developments that impact park lands, but are not directly related to development, maintenance and management of parks, should be classified as commercial or municipal (etc.). For example, installation of a municipal sewer main to service areas adjacent to a park would be classified as Municipal, even if it required excavation of a trench through the park.

Power: Projects related to generation and transmission of electric power, including hydroelectric dams, reservoirs, transmission lines, windfarms, etc.

Province: Projects related to management of protected heritage resources on provincially–owned land that are not captured by other Sectors such as BCBC, BC Ferries, Forestry, ILMB, Mining, Parks, Transportation, etc. Examples include archaeological inspections within the Fort Steele Town and Hat Creek Ranch Historic Sites and projects related to the development of provincially-funded healthcare centres.

Rail: Projects related to railways (excluding light rapid transit systems, which are classified as Transportation).

Residential: Projects related to development of single-family residential lots, and immediately related service installations. Subdivision of a single-family residential property to create one lot and a remainder would fall into this category. Subdivisions that create two or more lots plus a remainder lot are classified as *Commercial*.

Transportation: Projects related to transportation EXCEPT those related to Rail, BC Ferries, Forestry (e.g., Forest Service Roads), or access roads associated with Mining, Oil & Gas, and Power developments. It includes projects related to roads, bridges, ferries, airports, wharfs, boat launches, bike paths, light urban rail systems, etc. owned and/or managed by MoTI, municipalities, Regional Districts, private enterprises, etc.

***Description*:** (text field) (mandatory)

The *Description* will be used on the permit and must identify: the type of study proposed (e.g., archaeological impact assessment, archaeological inventory, systematic data recovery, alteration, etc.); the type of development(s) proposed (if any); the development proponent(s) (if any); and the study area. (e.g., Archaeological impact assessment of a parking lot development proposed by the City of Kelowna within Lot 1, DL 2, ODYD). This section should be as succinct as possible and not include reference to the archaeological consulting firm. If in doubt, refer to previously issued permit wording for guidance.

ADD PERMIT PARTICIPANT (button)

This button is used to identify all Permit Participants other than the Permit Holder. Include all Field Directors and Proponents, any relevant Property Owners, who are not also the Permit Holder or a Proponent, and, in the case of alteration permits, the Co-permittee (see Permit Holder section at top of document) and any consultants who will be involved in concurrent archaeological studies (e.g., archaeologists, dendrochronologists, etc.).

Clicking the *ADD PERMIT PARTICIPANT* button opens an *External Participant* screen. Mandatory entries in the top part of the form include *First Name*, *Last Name*, *Phone Number* and *Email*. If you are not certain that the Participant's current contact information has been previously recorded in the Archaeological Permit Tracking System, please complete all applicable fields.

The Affiliation section of the form should, minimally, include the name of the Organization with which the applicant is affiliated. If the Organization has multiple offices, include the location of the office with which the applicant is affiliated in the Organization name (e.g., "Shovel Bums Ltd., Ocean Falls"). If you are not certain that the affiliated Organization's contact information has been previously recorded in the Archaeological Permit Tracking System, please complete all applicable fields in the *Affiliation* section of the *External Participant* screen. If the Participant is not affiliated, please complete all applicable fields in the top half of the *External Participant* screen. Completion of the Affiliation section of this form is not mandatory for Field Directors.

When the entry is complete, click on the *Save* button at the bottom right corner of the screen. This will close the *External Participant* screen, and return you to the *Archaeological Permit* screen. A line showing the new Participant's Name and Affiliation will appear below the *ADD PERMIT PARTICIPANT* button. At the left end of this line is a dropdown list from which you should select the Participant's Role in the requested permit. 'Property Owner' identifies a person who is not the Permit Holder (alteration permits) or a Proponent, but whose permission to enter land may be required in order to implement the permit. I The Consultant role may be used to identify experts (e.g., osteologists, faunal analysts, foresters, etc.), who may be consulted by the permit holder.

ADD GEOGRAPHICAL AREA (button)

Geographical Areas have been defined primarily to facilitate the identification of First Nations and other parties who have an interest in a proposed study area, and secondarily to assist researchers in identifying studies relevant to their research. A list of interested parties is associated with each Geographical Area. The Archaeology Branch may define these areas geographically (e.g., reservoirs, islands, drainages, etc.), or with reference to administrative boundaries (e.g., Forest Districts, municipalities, Ministry of Transportation Maintenance Contract Areas, etc.).

Some geographical areas are to capture lands included in agreements with First Nations (such as Treaty 8 First Nations (T8FN) MoU). Note that, in these cases, only those First Nations who are signatories to the agreement are listed. Other First Nations whose consultative areas may overlap with the area identified by the umbrella organization or affected by the decision are not included.

Generally, a Geographical Area should be added if all, or a large part, of the Area will be included in your proposed study area. For example, many 'blanket' permits apply to one or more Forest Districts. A blanket permit for the Peace Forest District should have the Peace FD and the T8FN MoU geographical areas.

Clicking the *ADD GEOGRAPHICAL AREA* button opens a *Geographical Area Lookup* screen. One or more Areas can be selected by filling the checkboxes and clicking the *Select* button. If you are uncertain what to enter, leave it blank. Many permits do not require this entry.

ADD CULTURE AREA (button) (optional)

Clicking this button opens the *Culture Area Lookup* screen. Fill in the checkboxes for the Culture Area(s) in which the proposed study area is located (Boreal Forest/Subarctic, Interior Plateau, Northwest Coast) and click the *Select* button.

ADD REPOSITORIES (button) (mandatory)

Clicking this button opens the *Repository Lookup* screen. Fill in the checkboxes for Repositories proposed and click the *Select* button. If more than one repository is proposed, completion of the *Repository Comments:* field is mandatory. In most other situations no Comments need be entered. If the repository you wish to use is not listed in APTS, it is not currently recognized by the Province. If you are proposing that the Branch review a new proposed repository then choose N/A in this field, and put a comment in the *Repository Comments* field. Please note that such reviews involve considerable effort and will delay permit processing.

Repository Comments: (field)

If more than one repository is proposed, completion of the *Repository Comments:* field is mandatory. Explain the circumstances (such as the geographical locations) in which each repository will be employed. Also, explain the proposed disposition of any collected materials (e.g., dendrochronological samples) that will not be submitted to the designated repository. It may be necessary to include a map with the application that shows the geographical areas where different repositories will apply.

Borden Numbers: (field)

Leave this field blank.

Add Map Sheet: (field) (optional)

The following format is used: nnnA/nn where n is a number and A is a letter. For example, 094P/03. Enter the first four characters only and Search to get a list of valid Map Sheets. Check the ones that apply. Select and repeat if other map blocks are needed.

ATTACH DOCUMENT (button) (mandatory)

Clicking this button opens a *Document Upload* window. Acceptable permit application documents:

- are single files that include the latest form from the Branch website, necessary text, maps, photos and signatures combined in one document.
- do not include the cover letter or other peripheral documents.
- are smaller than 5 megabytes as we anticipate attaching them to emails, which is also why we need them as a single file.
- have a simple and meaningful name. If you know the application number then start with that number followed by permitappn.pdf. For instance 13A0001permitappn.pdf. If it is a revised application, then follow that format with a version number (13A0001permitappnv2.pdf).

Revised applications must be submitted as a single document (as outlined above), to ensure that the Branch has one complete file for the revised version.

Also required are shapefiles for the project area, the more specific the better. Shapefiles should be uploaded in a single zip file and conform to the Branch standards found in the *Site Inventory Form Guide, Appendix C* .

Use the *Browse…* button to locate the relevant file standardised as per above. Give the file a brief *Description:* (e.g., “Permit application” or “Permit application v2” for the first revision, shape files), and click the *Upload* button. This will close the *Document Upload* window, and return you to the *Archaeological Permit* screen, where the file name and description of your document will be shown in a row below the *ATTACH DOCUMENT* button.

Multiple additional documents (cover letters, copies of permits from other agencies, First Nation letters of support, etc.) may be attached.

The following file types are currently supported: .bmp, .dbf, .doc, .docx, .gif, .jpeg, .jpg, .log, .pdf, .png, .pps, .ppsx, .ppt, .pptx, .prj, .rtf, .sbn, .sbx, .shp, .shx, .tif, .tiff, .txt, .xls, .xlsx, .xml or .zip. Other file types may not be able to upload.
Please note that you should include all the shapefiles in a single zip file – this is both easier for you and for us when extracting the files to a folder on our computers.

"I understand" (checkbox) (mandatory)

When you have completed and saved your application (see ***Save*** button, below) , fill in the checkbox nest to the statement, "I understand that by selecting 'SUBMIT', the application will be sent to the Archaeology Branch for processing and will no longer be editable."

Submit (button) (mandatory)

Do not click this button until you have confirmed that all data entries, are correct, saved your application (see ***Save*** button, below), and filled the *"I understand"* checkbox. Clicking the button will submit your application, after which it will no longer be editable.

When you have completed and submitted your application, a screen will open, confirming the submission and an email will be sent to the User's email address. Note that this screen and the email will identify the User as the permit applicant, even if a different name was provided on the *External Applicant* screen. However, the name provided on the *External Applicant* screen will be listed as Permit Holder in the record. We suggest you print the confirmation screen for your records. We expect the permit application number to be used on all future communication with the Branch until the permit is issued, after which the permit number should always be included. You may need to adjust your browser printing margins to print the full width.

Caution: Be careful not to submit a duplicate of your application. This can occur if you submit an application, return to the *Archaeological Permit* screen, using your browser's Back button, and then click the *Submit* button again. **Avoid this**.

Cancel (button)

Clicking this button will return you to the *Main Menu*. Any unsaved data will be lost.

Save (button)

When you have added a Permit Holder and completed all of the fields on the *Archaeological Permit* screen that are marked with a red asterisk (*), you can click the *Save* button. (If the required fields have not been completed, an error message will result.) When an application is saved, it is assigned an application number, after which you can close the APTS, or return to the *Main Menu*, to perform other tasks, without losing any of the data you have entered. You can re-open the application on the *My Applications/Permits* screen, where it will be listed with a *Status* of New.

Once an application has been saved it becomes a permanent entry in the permitting database, and cannot be deleted. It will, however, remain editable until it is submitted using the *Submit* button. If you have inadvertently created a duplicate application (see the **Caution:** in the entry for the *Submit* button, above), we recommend that you return to it the next time you wish to submit an application, and edit it accordingly. If this is not feasible, then please advise Branch Reception staff of the application number and that you will not be using it, including an explanation why, so that we may close the record properly.