



Authorization to Use a Recreation Site, Recreation Trail, or Interpretive Forest Site

RST16.4: GATHERING OF 15+ PEOPLE AT A RECREATION SITE

A **gathering of 15 people or more people at a recreation site** is described as a one time or limited recreational use of a recreation site for a non-commercial purpose, for a group of 15 or more persons.

Examples may include: weddings, family reunions, school field trips, fundraising or charity events (i.e. events by donation, poker rides, fishing derbies, etc.).

HOW TO USE THIS FORM:

This Application Form is used for the authorization of a **gathering of 15 people or more** that proposes to take place wholly or partly, on a recreation site in British Columbia (BC), pursuant to the *Forest and Range Practices Act* and Section 16 of the Forest Recreation Regulation. It is intended to be used together with the [Applicant Information Guide](#), available on the FrontCounter BC and Recreation Sites and Trails BC websites.

This is a **fillable form**. The application form is best viewed and edited in [Adobe Acrobat Reader DC](#) or Pro.

- 1) **Download and Save** the form to your computer.
- 2) **Fill out** the form by **typing** your information.
- 3) **Select** the Recreation District that your event is taking place in. This will ensure your application is forwarded to the designated District Recreation Officer, for review.
- 4) **Save** the form and press '**Submit**'. This will prompt an email submission to RSTBC.Authorizations@gov.bc.ca. More details on submitting the form can be found below in *Part IV: Submitting the Form*.

All questions below must be completed. If you require additional information to answer any of the questions you may be required to contact a Recreation Officer. Recreation Officers are responsible for Recreation Districts and the recreation sites, recreation trails, and interpretive forest sites therein. Contact information can be found on the [BC Government Directory](#).

Please ensure the following documentation is included in your submission email prior to sending:

- Application Form.
- Proof of Insurance (if available at time of application).
- Schedule of Operations (if applicable).

PART I: GENERAL INFORMATION

A. Contact Information

Date of Application:

Applicant Full Name:

Name of Organization / Agency applying on behalf of (if applicable):

On-site Contact (if different from primary Applicant):

Address:

Telephone Number:

Email:

B. Summary of Activity or Use

Name of Recreation Site(s), Trail(s), Interpretive Forest Site:

Select the Recreation District (find your Recreation District [here](#)):

If your event spans across two or more Recreation Districts, press "Ctrl" and then select your subsequent district option.

Duration (Start Date; End Date):

Is this a recurring event? Will it occur on multiple, non-consecutive days throughout the year?

Yes No

If yes, please include a **schedule of operations** with your application that includes a complete list of all dates and times where authorization is required.

Party size, and/or number of participants/attendees (if applicable):

C. Description of event requiring authorization:

D. Description of activity area / area of interest.

Include names of recreation sites, recreation trails, interpretive forest sites, and other recreation infrastructure proposed to be used during the event (parking lots, campgrounds, staging areas, backcountry campsites, day use/picnic shelters, boat launches, etc.):

PART II: DETAILED INFORMATION

A description of any facilities or structures that will be brought in or constructed (e.g. food trucks, gazebos, outhouses, etc.).

Note: Food trucks and other business ventures that are proposed to be brought in as a secondary use of the recreation site or trail during a gathering of 15+ people at a recreation site are considered a business use. Refer to the application form for 'Business Use' for additional information requirements.

A detailed description of any planned activities, accommodation requirements, and other considerations.

A waste management plan (livestock, human and regular).

PART III: ADDITIONAL INFORMATION

Insurance

As a condition of authorization, Applicants must provide proof of **Commercial General Liability Insurance** in an amount no less than \$2,000,000.00, prior to the start date of the activity. If available at the time of application, proof of insurance should be included in the application package.

Proof of insurance can be provided using the Province of British Columbia Certificate of Insurance. RSTBC staff will complete Part 1 of the Certificate of insurance prior to forwarding to the Applicant for their insurance broker to complete.

PART IV: SUBMITTING YOUR APPLICATION FORM

Submitting from a Computer:

Review the following prior to submitting your application:

1. Your form has been downloaded, filled out, and saved on your computer.
2. All fields are completed.
3. All additional supportive documents are completed and are ready to upload as attachments.
4. Click the 'Submit' button below, and an email will populate to the RSTBC.Authorizations@gov.bc.ca mailbox.
5. Upload this document and all relevant attachments to designated email. Please ensure the following documentation is included in your submission email prior to sending:
 - Application Form.
 - Proof of Insurance (if available at time of application).
 - Map(s).
 - Letter of Support (if applicable).
 - Schedule of Operations (if applicable).
6. You will receive an email confirmation once your RST16.4 Authorization Application package has been received.

Submitting from a Mobile Device:

Review the following prior to submitting your application:

1. Your form has been filled out and saved on your device.
2. All fields are completed.
3. All additional supportive documents are completed and are ready to upload as attachments.
4. Click the "SUBMIT (Mobile Device)" button below, and an email will populate to the RSTBC.Authorizations@gov.bc.ca mailbox.
5. In the subject line of the email indicate which Recreation District your application is for. Subject line example "RST16.1 Application Form for South Island Sunshine Coast"
6. Upload this document and all relevant attachments to designated email. Please ensure the following documentation is included in your submission email prior to sending:
 - Application Form.
 - Proof of Insurance.
 - Map(s).
 - Letter of Support (if applicable).
 - Schedule of Operations (if applicable).
7. You will receive an email confirmation once your RST16.4 Authorization Application package has been received.

NOTE: The information you provide will be subject to the *Freedom of Information and Protection of Privacy Act*. If you have any questions regarding the treatment of your personal information, please contact the Office of the Information & Privacy Commissioner for British Columbia. Visit www.oipc.bc.ca/ for more information.

The submission of this form does not in any manner convey any rights to use or occupy Crown land.