
Approved:	<i>original approved by Christine Houghton, Director, Visitor Services Branch, BC Parks, Ministry of Environment</i>
Effective Date:	28-June-2011
Relationship to Previous Policy:	This policy replaces all previous policy regarding permit application

Park Use Permits

Permit Application

Purpose

The purpose of this policy is to ensure that park use permit or resource use permit (PUP) applications are reviewed and administered in a consistent manner.

Scope

This policy applies to park use permits and resource use permits (PUPs) within parks, protected areas, conservancies and recreation areas. Ecological reserve permits and permits for operation of campgrounds and BC Parks' facilities are not addressed by this policy.

Definitions

“**application fee**” means the fee charged to a person applying for a park use permit or resource use permit for a purpose listed in Schedule K, Part 1 or Part 2 of the *Park, Conservancy and Recreation Area Regulation*

“**blanket permit**” means a permit issued to a single organization allowing for members of that organization, acting as sole proprietors, to conduct commercial recreation activities within one or more parks

“**Crown land**” means land owned by the government

“**guide**” means a person who, for compensation or reward received or promised, accompanies, assists or provides a service to another person

“**park**” for the purpose of this policy means Crown land established or continued as a park, protected area, recreation area, or conservancy under the *Park Act*, the *Protected Areas of British Columbia Act*, or the *Environment and Land Use Act*, and does not include ecological reserves

“**park use permit**” means a licence, issued under the *Park Act*, authorizing an activity or a course of behaviour or conduct, or the occupancy, use, development, exploitation or extraction of a natural resource on or in a park

“**resource use permit**” means a licence, issued under the *Park Act*, authorizing an activity or a course of behaviour or conduct, or the occupancy, use, development, exploitation, or extraction of a natural resource on or in recreation area

“**review**” means the ongoing administrative evaluation, examination and appraisal of the permit operations and the permit with a view to improving performance and correcting and improving the permit document

Policy

1.1.1 Application

It is the policy of BC Parks that all applications must be received in writing along with payment of the applicable application fee as set out in Schedule K of the *Park, Conservancy and Recreation Area Regulation*. The application must be submitted on the BC Parks Application form (signed and dated) fully describing the proposed use, and the area(s) required.

All applications must be received and then either approved or denied after review. No permit application shall be refused.

1.1.2 Eligibility

Applicants for new park use permits or replacements must be:

- 19 years of age or older; or
- Corporations which are incorporated or registered in British Columbia* (under the *Business Corporations Act* (BC)); or
- Registered partnerships, cooperatives, and non-profit societies (a society incorporated under the *Society Act* (BC) which are formed under the relevant provincial statutes; or
- Educational Institutions; or
- First Nations peoples applying through band corporations or Indian Bands and Tribal Councils. Band or Tribal Councils require a Band Council Resolution a) authorizing the council to enter into the permit, and b) giving the signatories of the permit document the ability to sign on behalf of the Band; or
- Municipalities, regional districts, other government entities, and associations.

*Where applicants are not registered to do business within BC they will be informed at the time of permit validation that it is their responsibility to register with the Province.

1.1.3 Applications by BC Parks Employees

BC Parks employees and spouses are eligible to apply for a permit. As members of the BC Public Service, BC Parks employees are subject to the Standards of Conduct, and although no applications for a PUP will be refused, employees considering applying for a PUP should speak with their manager and the ministry Standards of Conduct contact to discuss any real or perceived conflict with their duties or responsibilities.

1.1.4 Application Forms (Types)

a) Commercial Recreation

The commercial recreation application form is used for activities involving guided adventure tourism opportunities in parks and conservancies including, but not limited to guide outfitting, angle guiding, lodges, ski facilities, equipment rentals, food services, hiking, kayaking, boat tours, river rafting, caving, heli-skiing and access into services into a park or conservancy by a commercial operator. This application is used for special events occurring within parks.

b) Land Use/Occupancy

The Land Use/Occupancy application form is used for the use and occupancy of land, other than commercial recreation activities, that take place within a park or conservancy, including but not limited to: structures and improvements, access roads or trails, utility rights-of-way,

communication sites, aquaculture, water storage, trapping, diversions, dams and other miscellaneous land use.

c) Film

The film application form is used for commercial filming undertaken within parks and conservancies including still or motion photography on film or videotape regardless of the amount of time spent in the park (can be anywhere from less than an hour to multiple days).

d) Research

The research application form is used for research activities undertaken in a park or conservancy such as specimen collections, surveys, inventories and monitoring plots.

1.1.5 Applications for Areas Crossing Provincial Parks and other Crown Lands

If an application is received for an activity that crosses park boundaries to include other Crown lands, the appropriate authorizing agency will be informed about the receipt of the application. BC Parks will work cooperatively with the other agency to adjudicate the application, and where possible, tenure documents will be synchronized. If a PUP is granted, a separate Tenure will be required to authorize use under the *Land Act*. See also Section 8.1.2 of Adventure Tourism Policy, Ministry of Tourism Culture and the Arts.

1.1.6 Blanket Permits

If an application is received for a blanket permit, it will not be considered for approval. Blanket permits will only be allowed where a valid and subsisting blanket permit is already held by a Permittee and may be considered ‘grandparented’. Continuation of any existing blanket permit is at the discretion of BC Parks and renewal of a blanket permit is subject to review.

Related Guidance/Considerations

Link to permit application forms:

<http://www.env.gov.bc.ca/pasb/applications/#pup>

iMap

<http://webmaps.gov.bc.ca/imfx/imf.jsp?site=imapbc>

Adventure Tourism Policy (Ministry of Forests, Lands and Natural Resource Operations):

http://www.al.gov.bc.ca/clad/Documents/LPSB/Policies/adventure_tourism.pdf

APPROVED AMENDMENTS:

Effective Date:	Summary of Changes: