



# Pre-Application Guidance: Archaeological Permit Amendment

## Contents

Included in this report are the following sections: Activity Overview, Mandatory Authorizations and Timeline, Costs, Eligibility Requirements, Information Requirements, Potential Additional Requirements and Links.

## Activity Overview

Archaeological Permit Amendment: A request to amend an existing permit issued under the Heritage Conservation Act. Only the permit holder or authorized delegate can request to amend permit.

## Mandatory Authorizations & Timeline

Please note, processing time may vary depending on how complete, accurate or complex your application is.

## Costs

Cost Type	General Description / Purpose	Cost or Cost Range incl. GST where applicable	Link to Details
Application fee	No application fee, however there is a cost associated with hiring a qualified archaeologist to conduct an assessment.	Not applicable.	

## **What You Need To Apply**

### Eligibility Requirements

Ensure that you meet the eligibility requirements prior to applying.

Requirement Type	Requirement Detail
Valid Permit	Must have open valid permit for applicable client and natural resource sector.

Questions: Contact [FrontCounterBC@gov.bc.ca](mailto:FrontCounterBC@gov.bc.ca) or call 1 877 855 3222.



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## Information Requirements

The following information is required as part of the application process. The requirements for the mandatory authorization(s) are included.

Requirement	Information Detail	Link to Details
Amendment Letter	<ol style="list-style-type: none"><li>1. Date</li><li>2. Amendment rationale</li><li>3. Changes required to existing permit</li></ol>	

## Potential Additional Requirements

Requirement Type	Information Requirement	When Required
Map	Map showing original study area and proposed changes to study area.	When amendment includes revised study area.
Shapefile	Shapefile with original and revised study areas.	

## Links

Applicable links related to your application.

Additional Link	Link Description
<a href="#">Archaeology Branch Contacts</a>	A web page providing contact information for inquiries about the submission of your submission.
<a href="#">Map and Shapefile Standards</a>	A web page providing a guide with standards for submission of maps and shapefiles.

## Things You Need To Know

Questions: Contact [FrontCounterBC@gov.bc.ca](mailto:FrontCounterBC@gov.bc.ca) or call 1 877 855 3222.



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## About This Document

This document is provided for guidance purposes only to help you submit a complete application. It is an interpretation of requirements and recommendations and does not replace legislated requirements. Based on the information you have provided, this guidance document relates to your application inquiry. If your information changes, please generate a new document. This document is produced with the most current and accurate information; however, we make no warranty regarding the completeness, currency or accuracy of this information. It contains general guidelines only. Each application is unique and circumstances may result in additional requirements beyond those in this document.

## First Nations Consultation and Information Sharing

The Province is legally obligated to consult and accommodate (where required) First Nations on land and resource decisions that could impact Aboriginal interests. In some cases, proponents may be involved in some aspects of consultation. Consultation and information sharing vary depending on activity. Prior to initiating contact with First Nations, we recommend that you contact FrontCounter BC to guide you to region specific direction on First Nations consultation. For information about guidelines and procedures to assist the Province and proponents with consultation, and to review the proponent resources visit: [Consulting with First Nations web page](#)

## Area of Interest Information

Area of Interest information provided contains the most current and accurate information available; however, we make no warranty regarding the completeness, currency or accuracy of this information. Be aware that there are features, sites, species and tenures, which may have not been identified and/or are not yet available. We recommend following up with FrontCounter BC if you have concerns regarding this information.

## BCeID - What Is It and Why Get It?

BCeID is an online service that allows you to create a user ID and password to sign in securely to many Government services in British Columbia. The benefits of having a BCeID account include:

- Stop and start. Save and return later to complete your application without losing any information previously entered.
- Real time status information. Check the status of your application in real time.
- Access to your applications for multiple people (Business BCeID only). More than one person from your business may edit, submit or check on the status of your application.

[FrontCounter BC - BCeID](#)

To enroll in this service, visit the BCeID web page:

Questions: Contact [FrontCounterBC@gov.bc.ca](mailto:FrontCounterBC@gov.bc.ca) or call 1 877 855 3222.