



# Application Management System August 2018 Release Guide

**VERSION 1.0: August 2018**

## About the Commission

The BC Oil and Gas Commission (Commission) is the single-window regulatory agency with responsibilities for regulating oil and gas activities in British Columbia, including exploration, development, pipeline transportation and reclamation.



The Commission's core roles include reviewing and assessing applications for industry activity, consulting with First Nations, ensuring industry complies with provincial legislation and cooperating with partner agencies. The public interest is protected by ensuring public safety, protecting the environment, conserving petroleum resources and ensuring equitable participation in production.

### Mission

The Commission regulates oil and gas activities for the benefit of British Columbians by:

- Protecting public safety.
- Respecting those affected by oil and gas activities.
- Conserving the environment.
- Supporting resource development.

Through the active engagement of stakeholders and partners, the Commission provides fair and timely decisions within its regulatory framework. It supports opportunities for employee growth, recognizes individual and group contributions, demonstrates accountability at all levels, and instills pride and confidence in our organization.



### Vision and Values

To provide oil and gas regulatory excellence for British Columbia's changing energy future.

- Respectful      Accountable
- Effective        Efficient
- Responsive      Transparent

## Additional Guidance

As with all Commission documents, this guide does not take the place of applicable legislation. Readers are encouraged to become familiar with the acts and regulations and seek direction from Commission staff for clarification. Some activities may require additional requirements and approvals from other regulators or create obligations under other statutes. It is the applicant and permit holder's responsibility to know and uphold all legal obligations and responsibilities.

Throughout the guide there are references to guides, forms, tables and definitions to assist in creating and submitting all required information. Additional resources include:

- [Glossary and acronym listing](#) on the Commission website.
- [Documentation and guidelines](#) on the Commission website.
- [Frequently asked questions](#) on the Commission website.
- [Advisories, bulletins, reports and directives](#) on the Commission website.
- [Regulations and Acts](#) listed on the Commission website

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## Manual Revisions

The Commission is committed to the continuous improvement of its documentation. Revisions to the documentation are highlighted in this section and are posted to the [Documentation Section](#) of the Commission's website. Stakeholders are invited to provide input or feedback on Commission documentation to [OGC.Systems@bcogc.ca](mailto:OGC.Systems@bcogc.ca) or submit feedback using the [feedback form](#).

Version Number	Posted Date	Effective Date	Chapter Section	Summary of Revision(s)
1.0			Various	This is a new document. Users are encouraged to review in full.

## Chapter 1: Introduction and Objectives

On August 16, 2018, a new release of the Application Management System (AMS) will be made available. The following changes are included:

- Enhancements to the Forestry tab
- Additional application type - Forest Act
- Changes to the Administration tab
- Short Term Water Use (POD)
- Wording Changes for Facility and Well

The objective of this guide is to provide a brief overview of the changes and instructions on how to navigate the system with these changes.

## Chapter 2: Description of Changes

### 2.1 Enhancements to the Overview, Land and Forestry Tabs in New and Amendment Applications

What was the change?

The content in the Forestry tab for both New and Amendment application types has been updated to improve efficiency. In addition, questions previously under the Overview and Land tabs regarding forestry information have been removed to ensure all forestry information is captured exclusively within the Forestry tab.



System users will see an updated table in the Forestry tab. The table includes new column headers that will provide clarity to the applicant as to when a cutting permit can be modified or when a new cutting permit is required. Benefits of the table include:

- Auto-populating and auto-calculating various data fields.

## 2.1.1 Navigating the Changes for New Applications

**STEP 1.** Click on **Overview** in the navigation panel of a new application.



### What's Changed?

- The 'Total Area of New Cut' and the 'Total Area of New Cut over MoTI' no longer displays under the Area Details section of the Overview page. This information is now found in the Forestry tab exclusively.

### Area Details

Total Application Area (ha): 25.9670  
 Total Area of Crown Land (ha): 25.9670  
 Total Area of Private Land (ha): 0.0000  
 Total Area of New Cut (ha):  
 Total Area Over MOTI (ha):

**Please Note:** This change applies to new, amendment and Forest Act applications.

**STEP 2.** Click on **Application Information** in the navigation panel and then click on the **Land** tab.

The screenshot shows the application management interface. On the left, the navigation panel has 'Application Information' highlighted in red. The main content area has the 'Land' tab selected and highlighted in red. Below the navigation, the 'Land Details' section is visible, including a 'Show Report' button and a table of statistics:

Total Application Area (ha):	1,4470
Land Status:	Crown
Crown Land Type:	Crown Provincial
Total Area of Crown Land for Application (ha):	1,4470

Below this, there is a 'Land Impacts' section with a list of categories and values:

- Area Overlapping Unoccupied Crown Land (ha): 1,45
- Area Overlapping Land Act Agriculture Lease (ha): 0
- Area Overlapping Land Act Lease (excluding Agriculture) (ha): 0
- Area Overlapping Land Act Reserve (ha): 1,45
- Area Overlapping Land Act Statutory Right of Way (ha): 0
- Area Overlapping Land Act License (ha): 0
- Area Overlapping Land Act Permit (ha): 0
- Area Overlapping Indian Reserve (ha): 0
- Area Overlapping Other Federal Land (Non Indian Reserve) (ha): 0
- Area Overlapping Park, Protected Area or Ecological Reserve (ha): 0



### What's Changed?

- The Land tab no longer displays the statement 'Is new cut required within MoTI right of way?'.

### Land Details

**Show Report**

Total Application Area (ha): 25.9670  
 Land Status: Crown  
 Crown Land Type: Not Found  
 Is a cutting permit required within MOTI right of way? No  
 Total Area of Crown Land for Application (ha): 25.9670

**Please Note:** This change applies to new, amendment and Forest Act applications.

**STEP 3.** Click on **Application Information** in the navigation panel and then click on the **Forestry** tab.



**Changes and Helpful Hints**

- The system will auto-populate the Forest District and related MLTC into the table. The Forest District is spatially derived from the shapefiles submitted with the application and is indicated by the presence of a green globe located beside the table heading.

Forest District Name	Master Licence to Cut	Area of Proposed Cut Over Crown Land and MoTI(ha)
Peace District	M02250	

- When the spatial file for MoTI rights of way has been accepted the green globe will appear beside 'Total Area over MoTI(ha)' to indicate that this area was spatially derived. The Forest District does not populate from the MoTI spatial file.

Proposed Area (Crown) (ha):	95.8540
Total Area over MoTI(ha):	66.45
Within a Timber Harvesting Land Base:	No

**STEP 4.** Enter **Area of New Cut Required (ha)**.



**Changes and Helpful Hints**

- The data field previously titled ‘Area of New Cut Required (ha)’ has been replaced by the mandatory column titled ‘Area of Proposed Cut Over Crown Land and Area over MoTI(ha)’.
- The new cut totals entered in this column must coincide with the totals clearly identified on the attached construction plans and maps. One exception to this rule is when multiple Forest Districts have been spatially derived but new cut is not required within one these Forest Districts. In this scenario the user must enter .001 for the Forest District that does not require new cut in order for the page to validate.
- Where new cut within the application does not match new cut on construction plans, please provide an explanation.

2.1.2 Navigating the Changes for Amendment Applications

**STEP 1.** Click on **Application Information** in the navigation panel and then click on the **Forestry** tab.



Forest District Name	License to Cut	Cutting Permit #	Cutting Permit Status	Permitted Area of Cutting	Area of Cut Required to Date	Additional Area of Proposed Cut Over Crown Land and MoTI	Total Area of Cut over Crown Land and MoTI
Redwood District	0000000000	To Be Assigned	None			40,000	40,000
Pine District	0000000000	To Be Assigned	None			30,000	30,000
Cariboo-Chilwack District	0000000000	To Be Assigned	None			10,000	10,000
<b>Totals</b>				0.000	0.000	80,000	80,000

**Changes and Helpful Hints**

- The table of the Forestry tab will auto-populate the Forest District(s) overlapped by the amendment shapefile and any other Forest District(s) previously associated with the application’s AD number. Forest District(s) with area impacted by the amendment will be preceded by a green globe.

Forest District Name	Master License to Cut	Cutting Permit #	Cutting Permit Status	Permitted Area of Cut(ha)	Area of Cut Reported to Date(ha)	Additional Area of Proposed Cut Over Crown Land and MoTI(ha)	Total Area of Cut over Crown Land and MoTI(ha)
Mackenzie District	M02015(Expiring)	To Be Assigned	New				0.000
Fort Nelson District	M02014	To Be Assigned	New			1.000	1.000
Peace District	M02013	To Be Assigned	New			1.000	1.000
Cariboo-Chilowits District	M12015	To Be Assigned	New				0.000

- When the spatial file for the amendment includes area over MoTI rights of way the green globe will appear beside 'Total Area over MoTI(ha)'. The Forest District does not populate from the MoTI area in the spatial file.

Proposed Area (Crown) (ha)	95.8540
Total Area over MoTI(ha)	05.45
Within a Timber Harvesting Land Base	No

- Cutting information related to the application will be auto-populated. This includes the MLTC number and status; cutting permit number and status; permitted area of cut and area of cut reported to the date.

Forest District Name	Master License to Cut	Cutting Permit #	Cutting Permit Status	Permitted Area of Cut(ha)	Area of Cut Reported to Date (ha)	Additional Area of Proposed Cut Over Crown Land and MoTI(ha)	Total Area of Cut over Crown Land and MoTI(ha)
Peace District	M02060	8	Closed	21.000			0.000
				<b>Total:</b>	<b>21.000</b>	<b>0.000</b>	<b>0.000</b>

- The table will auto calculate the sum of each column.

Forest District Name	Master License to Cut	Cutting Permit #	Cutting Permit Status	Permitted Area of Cut(ha)	Area of Cut Reported to Date (ha)	Additional Area of Proposed Cut Over Crown Land and MoTI(ha)	Total Area of Cut over Crown Land and MoTI(ha)
Peace District	M02060	8	Closed	21.000			0.000
				<b>Total:</b>	<b>21.000</b>	<b>0.000</b>	<b>0.000</b>

- The sum of the column 'Additional Area of Proposed Cut over Crown Land and MoTI' cannot exceed the total proposed area over Crown land and total area over MoTI.

Forest District Name	Master License to Cut	Cutting Permit #	Cutting Permit Status	Permitted Area of Cut(ha)	Area of Cut Reported to Date (ha)	Additional Area of Proposed Cut Over Crown Land and MoTI(ha)	Total Area of Cut over Crown Land and MoTI(ha)
Mackenzie District	M02015(Expiring)	To Be Assigned	New				0.000
Fort Nelson District	M02014	To Be Assigned	New			45.000	45.000
Peace District	M02013	To Be Assigned	New			30.000	30.000
Cariboo-Chilowits District	M12015	To Be Assigned	New			10.000	10.000
				<b>Total:</b>	<b>0.000</b>	<b>0.000</b>	<b>85.000</b>

Proposed Area (Crown) (ha)	95.8540
Total Area over MoTI(ha)	05.45
Within a Timber Harvesting Land Base	No

**Step 2. Enter the Additional Area of Proposed Cut over Crown Land and MoTI (ha).**



Application Management System Screenshot: Forestry Details page for application 100106110. The page shows a table with columns: Forest District Name, Master License to Cut, Cutting Permit #, Cutting Permit Status, Permitted Area of Cut(ha), Area of Cut Reported to Date (ha), Additional Area of Proposed Cut Over Crown Land and MoTI(ha), and Total Area of Cut over Crown Land and MoTI(ha). The table lists districts like Mackenzie, Fort Nelson, Peace, and Cariboo-Chilwote. A red box highlights the 'Additional Area of Proposed Cut Over Crown Land and MoTI(ha)' column.

Forest District Name	Master License to Cut	Cutting Permit #	Cutting Permit Status	Permitted Area of Cut(ha)	Area of Cut Reported to Date (ha)	Additional Area of Proposed Cut Over Crown Land and MoTI(ha)	Total Area of Cut over Crown Land and MoTI(ha)
Mackenzie District	M02015(Expiring)	To Be Assigned	New				0.000
Fort Nelson District	M02014	To Be Assigned	New		45.000		45.000
Peace District	M02013	To Be Assigned	New		30.000		30.000
Cariboo-Chilwote District	M12015	To Be Assigned	New		15.000		15.000
<b>Total</b>				0.000	0.000	85.000	85.000

**Changes and Helpful Hints**

- The data field previously titled ‘Area of New Cut Required (ha)’ has been replaced by the mandatory column titled ‘Additional Area of Proposed Cut Over Crown Land and Area over MoTI(ha)’.
- The new cut totals entered in this column must coincide with the totals clearly identified on the attached construction plans and maps. One exception to this rule is when multiple Forest Districts have been spatially derived but new cut is not required within one of these Forest Districts. In this scenario the user must enter .001 for the Forest District that does not require new cut in order for the page to validate.
- Where new cut within the application does not match new cut on construction plans, please provide an explanation.
- The ‘Permitted Area of Cut(ha)’ and ‘Area of New Cut Reported to Date(ha)’ should not be included in the ‘Additional area of Proposed Cut over Crown Land and MoTI’ total.

Forest District Name	Master License to Cut	Cutting Permit #	Cutting Permit Status	Permitted Area of Cut(ha)	Area of Cut Reported to Date (ha)	Additional Area of Proposed Cut Over Crown Land and MoTI(ha)	Total Area of Cut over Crown Land and MoTI(ha)
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- The table will indicate the cutting permit’s status. ‘New’ means a cutting permit has not yet been issued, ‘Open’ means the cutting permit is active, ‘Closed’ means the cutting permit is no longer active. Cutting permits with a status of ‘Closed’ are not editable.

Forest District Name	Master License to Cut	Cutting Permit #	Cutting Permit Status	Permitted Area of Cut(ha)	Area of Cut Reported to Date (ha)
Mackenzie District	M02015(Expiring)	To Be Assigned	New		

- If the application includes an ‘Open’ cutting permit for a spatially derived Forest District where no new cut is required, leave the field blank. Entering a value of “0” will cause an error. Reduction to area of cut may be addressed through the post construction process.

Area of Cut Reported to Date (ha)	Additional Area of Proposed Cut Over Crown Land and MLTC(s)	Total Area of Cut over Crown Land and MLTC(s)
		0.000
1.000		1.000
1.000		1.000

- MLTC that are expiring within 23 months display the word ‘Expiring’ in brackets. Expiring MLTC’s are not editable and no new cutting permits will be issued under them. Applicants are required to ensure they have a valid MLTC.

Forest District Name	Master License to Cut	Cutting Permit #	Cutting Permit Status	Permitted Area of Cut(ha)	Area of Cut Reported to Date (ha)	Additional Area of Proposed Cut Over Crown Land and MLTC(s)	Total Area of Cut over Crown Land and MLTC(s)
● Mackenzie District	MD2015(Expiring)	To Be Assigned	New				0.000

- If the information for a Forest District is not editable or if a Forest District is not listed, click on the plus button and select the applicable Forest District’s name from the drop down list to create a new cutting permit.

Forestry Details

New Cut Request:

Forest District and Master License to Cut:

Forest District Name	Master License to Cut	Cutting Permit #	Cutting Permit Status	Permitted Area of Cut(ha)	Area of Cut Reported to Date (ha)	Additional Area of Proposed Cut Over Crown Land and MLTC(s)	Total Area of Cut over Crown Land and MLTC(s)
● Mackenzie District	MD2015(Expiring)	To Be Assigned	New				0.000
● Fort Nelson District	MD2014	To Be Assigned	New		1.000		1.000
● Peace District	MD2013	To Be Assigned	New		1.000		1.000
				<b>Total:</b>	0.000	0.000	2.000

95.0540  
05.05  
No

Select--  
Cariboo-Chilcotin District  
Chilwick District  
Campbell River District  
Cascadia District  
Fort St. James District  
Thompson Rivers District  
Coast Mountains District  
Stikine Plateau District

## 2.2 Additional Application Type – Forest Act

What was the change?

A new application type called Forest Act has been added to the Create Application page.

**No legislative fees are applicable to Forest Act applications.**

What is the user impact?

This change streamlines the AMS application process by eliminating the manual paper method previously required to obtain a single-use cutting permit. Applications can now be made through AMS Application to acquire, or make modifications to a cutting permit under the *Forest Act*. Some scenarios where this would be appropriate include:

- Changes to an existing cutting permit where no other changes to the permitted activity are required.
- Application for a cutting permit where one was not issued or has since expired.
- Application for a cutting permit where the Master Licence to Cut (MLTC) has expired or will be expiring.
- Application for a cutting permit is required as a result of a transfer of assets or a company amalgamation.
- Application for a cutting permit within a MoTI right of way. Applicants are given the ability to upload spatial data for areas within MoTI rights of way.

### 2.2.1 How to Apply for a Forest Act Application

**STEP 1.**  
Click on the **Create**



<p><b>Application</b> button.</p>			
<p><b>STEP 2.</b> Click on <b>Forest Act</b> application, <b>Cutting Permit Activity</b> and the <b>Next</b> Button.</p> <div data-bbox="342 751 415 846" style="border: 1px solid green; padding: 5px; text-align: center; width: 40px; height: 40px; margin: 10px auto;">i</div>	<div data-bbox="532 359 1187 632" style="border: 1px solid gray; padding: 10px;"> <p style="text-align: center;"> <span style="background-color: #004a87; color: white; padding: 2px 5px; border-radius: 3px;">1</span> Select Application or Submission Type             →              <span style="background-color: #d3d3d3; padding: 2px 5px; border-radius: 3px;">2</span> Select Proponent             →              <span style="background-color: #d3d3d3; padding: 2px 5px; border-radius: 3px;">3</span> Application Description         </p> <p style="font-size: small;">What type of application would you like to create?</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid gray; padding: 5px;"> <p style="font-size: x-small; margin: 0;"><b>Application Type</b></p> <ul style="list-style-type: none"> <li>New OGAA</li> <li>New NEB Related Amendment</li> <li>Historical Submission</li> <li>AIR Assessment</li> <li style="border: 1px solid red; padding: 2px;">Forest Act</li> </ul> </td> <td style="width: 50%; padding: 5px;"> <p style="font-size: x-small; margin: 0;"><b>Activities</b> Select all that apply:</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p style="border: 1px solid red; padding: 2px;">Cutting Permit</p> </div> </td> </tr> </table> <p style="text-align: right; margin-top: 10px;"> <span style="background-color: #004a87; color: white; padding: 5px 15px; border-radius: 3px; border: 1px solid red;">NEXT &gt;</span> </p> </div> <p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>Reduction to area of cut will not require an application and must be addressed through the post construction process.</li> </ul>	<p style="font-size: x-small; margin: 0;"><b>Application Type</b></p> <ul style="list-style-type: none"> <li>New OGAA</li> <li>New NEB Related Amendment</li> <li>Historical Submission</li> <li>AIR Assessment</li> <li style="border: 1px solid red; padding: 2px;">Forest Act</li> </ul>	<p style="font-size: x-small; margin: 0;"><b>Activities</b> Select all that apply:</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p style="border: 1px solid red; padding: 2px;">Cutting Permit</p> </div>
<p style="font-size: x-small; margin: 0;"><b>Application Type</b></p> <ul style="list-style-type: none"> <li>New OGAA</li> <li>New NEB Related Amendment</li> <li>Historical Submission</li> <li>AIR Assessment</li> <li style="border: 1px solid red; padding: 2px;">Forest Act</li> </ul>	<p style="font-size: x-small; margin: 0;"><b>Activities</b> Select all that apply:</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p style="border: 1px solid red; padding: 2px;">Cutting Permit</p> </div>		
<p><b>STEP 3.</b> Enter the <b>Application Determination Number</b> or <b>Legacy OGC File Number</b> and click the <b>Next</b> Button.</p>	<div data-bbox="524 911 1409 1220" style="border: 1px solid gray; padding: 10px;"> <p style="text-align: center;"> <span style="background-color: #d3d3d3; padding: 2px 5px; border-radius: 3px;">✓</span> Select Application or Submission Type             →              <span style="background-color: #004a87; color: white; padding: 2px 5px; border-radius: 3px;">2</span> Enter Cut Details             →              <span style="background-color: #d3d3d3; padding: 2px 5px; border-radius: 3px;">3</span> Application Description         </p> <p style="font-size: x-small; margin: 5px 0;">Please enter one of the following:</p> <div style="margin-bottom: 5px;"> <input checked="" type="radio"/> Application Determination Number <input style="width: 150px;" type="text"/> </div> <div> <input type="radio"/> Legacy OGC File Number <input style="width: 150px;" type="text"/> </div> <p style="text-align: center; margin-top: 10px;"> <span style="background-color: #004a87; color: white; padding: 5px 15px; border-radius: 3px;">&lt; BACK</span> <span style="background-color: #004a87; color: white; padding: 5px 15px; border-radius: 3px; border: 1px solid red;">NEXT &gt;</span> </p> </div>		

**STEP 4.**  
Enter  
**Application Rationale**  
(mandatory)  
**Agree to the Disclaimer,**  
and click on the **Next** button.

**STEP 5.**  
Click on **Application Information** in the navigation panel then click on the **Forestry** tab.



**Changes and Helpful Hints**

- The table of the Forestry tab will auto-populate any cutting information previously associated with the application’s AD number. This includes Forest District, MLTC number and status; cutting permit number and status; permitted area of cut and area of cut reported to the date.

Forest District Name	Master License to Cut	Cutting Permit #	Cutting Permit Status	Permitted Area of Cut(ha)	Area of Cut Reported to Date (ha)	Additional Area of Proposed Cut Over Crown Land and M70(h)	Total Area of Cut over Crown Land and M70(h)
Peace District	M02060	0	Closed	21.000			0.000

- The table will auto calculate the sum of each column.

Forest District Name	Master License to Cut	Cutting Permit #	Cutting Permit Status	Permitted Area of Cut(ha)	Area of Cut Reported to Date (ha)	Additional Area of Proposed Cut Over Crown Land and M70(h)	Total Area of Cut over Crown Land and M70(h)
Peace District	M02060	0	Closed	21.000			0.000
				<b>Total:</b>	<b>21.000</b>	<b>0.000</b>	<b>0.000</b>

**STEP 6.** If new cut area is required over MoTI click the **Upload Spatial Data** tab to upload the spatial file.



The screenshot shows the 'Forestry Details' page with the 'Upload Spatial Data' tab highlighted in red. The page includes a sidebar with application information and a main table for forestry details.

Forest District Name	Master License to Cut	Cutting Permit #	Cutting Permit Status	Permitted Area of Cut(ha)	Area of Cut Reported to Date (ha)	Additional Area of Proposed Cut over Crown Land and MoTI(ha)	Total Area of Cut over Crown Land and MoTI(ha)
Peace District	M02013	66	Open	2,710	2,710	2,500	5,210
				<b>Totals</b>	2,710	2,710	2,500

**Helpful Hints**

- If new cut is not needed within a MoTI right-of-way; then spatial files are not required. Only spatial files containing area over MoTI will be accepted.
- When the spatial file for MoTI rights of way has been accepted the green globe will appear beside 'Total Area over MoTI(ha)' to indicate that this area was spatially derived. The Forest District does not populate from the MoTI spatial file.

Total Area over MoTI(ha): 5,210  
 Is Cutting Permit request due to Amalgamation or Transfer? No

**STEP 7.** Enter **Additional Area of Cut Required over Crown Land and MoTI**



The screenshot shows the 'Forestry Details' page with the 'Additional Area of Cut over Crown Land and MoTI(ha)' column highlighted in red. The table data is identical to the previous screenshot.

**Helpful Hints**

- The column titled 'Additional Area of Cut over Crown Land and MoTI(ha)' is mandatory and the totals entered must coincide with the new cut information clearly identified on the maps and plans submitted with the application.

- Only populate Forest Districts that require new cut.
- Where new cut within the application does not match new cut on construction plans, please provide an explanation.
- The ‘Permitted Area of Cut(ha)’ and ‘Area of New Cut Reported to Date(ha)’ should not be included in the ‘Additional area of Proposed Cut over Crown Land and MoTI’ total.

Forest District Name	Master License to Cut	Cutting Permit #	Cutting Permit Status	Permitted Area of Cut(ha)	Area of Cut Reported to Date (ha)	Additional Area of Proposed Cut Over Crown Land and MoTI(ha)	Total Area of Cut over Crown Land and MoTI(ha)
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- The table will indicate the cutting permit’s status. ‘New’ means a cutting permit has not yet been issued, ‘Open’ means the cutting permit is active, ‘Closed’ means the cutting permit is no longer active. Closed cutting permits are not editable.

Forest District Name	Master License to Cut	Cutting Permit #	Cutting Permit Status	Permitted Area of Cut(ha)	Area of Cut Reported to Date (ha)
Mackenzie District	M02015(Expiring)	To Be Assigned	New		

- If the application includes an ‘Open’ cutting permit for a spatially derived Forest District where no new cut is required, leave the field blank. Entering a value of “0” will cause an error. Reduction to area of cut may be addressed through the post construction process.

Area of Cut Reported to Date (ha)	Additional Area of Proposed Cut Over Crown Land and MoTI(ha)	Total Area of Cut over Crown Land and MoTI(ha)
1,000		1,000
1,000		1,000

- MLTC that are expiring within 23 months display the word ‘Expiring’ in brackets. Expiring MLTC’s are not editable and no new cutting permits will be issued under them. Applicants are required to ensure they have a valid MLTC.

Forest District Name	Master License to Cut	Cutting Permit #	Cutting Permit Status	Permitted Area of Cut(ha)	Area of Cut Reported to Date (ha)	Additional Area of Proposed Cut Over Crown Land and MoTI(ha)	Total Area of Cut over Crown Land and MoTI(ha)
Mackenzie District	M02015(Expiring)	To Be Assigned	New				0.000

- If the information for a Forest District is not editable or if a Forest District is not listed, click on the plus button and select the applicable Forest District’s name from the drop down list to create a new cutting permit.

<p><b>STEP 8.</b> Save and validate the page</p>	
<p><b>STEP 9.</b> Complete the remaining application requirements and select <b>Validate</b> from the drop down menu under <b>Application</b> in the navigation panel.</p>	

**STEP 10.**  
Select **Submit** from the drop down menu under **Application** in the navigation panel and then click **Submit Application**



The **Application Management System**

Application Management System

Application Management System

Submit Application

Validate Application → Submit Application

Validate Status: Valid  
Last Validation Date: 07-11-2018  
View Validation Details  
Validate Application

Application Status: In Progress (Draft)  
Submitted Date:  
Payment Status:  
Submit Application

**Helpful Hints**

- There are no fees associated with Forest Act applications.
- Once a Forest Act application has been successfully submitted the Dashboard screen will display. The green circle containing an 'S' indicates that the application has been accepted.

Application Management System

Dashboard

Applications

Application	Revision Number	Type	Status	Activity Identifier
100106295	0	Forest Act	S	Cutting Permit
100106291	0	Forest Act	S	Cutting Permit
100106290	0	Forest Act	S	Cutting Permit
100106289	0	Forest Act	S	Cutting Permit

**STEP 11.**  
View the AMS **Dashboard** to view the application status.



Application Management System

Dashboard

Applications

Application: 100106283, Revision Number: 0, Type: Forest Act, Status: S, Activity Identifier: Cutting Permit

**Helpful Hints**

- When the application is under review by the Commission a yellow circle containing the letter 'R' will display in the Status column.





## 2.3 Changes to the Administration Tab

What was the change?

It is mandatory to include an Archaeologist and/or Engineering contact for applicable applications.

What is the user impact?

The Administration tab must have the contact information of an appropriate individual (person) for the following scenarios:

- Applications where Well activity is selected, contact information for a Drilling Engineer is required.
- Applications where Facility activity is selected, contact information for a Facility engineer is required.
- Applications where Pipeline activity is selected, contact information for a pipeline engineer is required.
- Applications where the Archaeology tab is required to be populated, contact information for an Archaeologist is required.

## 2.4 Short Term Water Use (POD) - Overview Tab Correction

What was the change?

Workflow related to the verification of water sustainability has been corrected.

What is the user impact?

When answering 'Yes' to the question "Has every point of diversion been verified to sustain water withdrawal?", system users will be required to provide an attachment but will no longer be required to provide a rationale. When answering "No" to this question, users will be required to provide a rationale.

### 2.4.1 Navigating the Short Term Water Use (POD) Changes

**STEP 1.** In the **Short Term Water Use (POD) Overview** tab see the question **Has every point of diversion been verified to sustain water withdrawal?**

The screenshot shows the 'Short Term Water Use (POD) Overview' form. At the top, there are tabs for 'Short Term Water Use (POD) Overview' and 'Point of Diversion Details'. Below the tabs are 'Save' and 'Validate Page' buttons. The form contains the following fields:

- STWJ Number: 0005973
- Proposed Start Date: [Empty text box]
- Proposed Completion Date: [Empty text box]
- Activity Description: (Optional) [Large text area with 400 characters remaining]
- Question: **Has every point of diversion been verified to sustain water withdrawal?** (highlighted with a red box) with a 'No' button next to it.
- Rationale: [Text area with 400 characters remaining]

**Additional Information**

<p><b>i</b></p>	<p>➤ The system default for this question is 'No'.</p>
<p><b>STEP 2.</b> If every POD has not been verified leave the response as '<b>No</b>' and enter a rationale in the text box.</p>	<p>Has every point of diversion been verified to sustain water withdrawal? <input type="button" value="No"/></p> <p>Please provide a rationale:</p> <div style="border: 1px solid red; height: 60px; width: 100%;"></div> <p>400 characters remaining.</p>
<p><b>STEP 3.</b> If every POD has been verified click the response box to change the answer to '<b>Yes</b>' and then click <b>Upload</b>.</p> <p><b>i</b></p>	<div style="border: 1px solid red; padding: 5px;"> <p>Has every point of diversion been verified to sustain water withdrawal? <input type="button" value="Yes"/></p> </div> <div style="border: 1px solid blue; padding: 5px; margin-top: 5px;"> <p><input type="button" value="Upload"/> Upload Water Tool Analysis Report</p> </div> <p><b>Additional Information</b></p> <p>➤ It is mandatory that a water tool analysis report be uploaded when 'Yes' is selected to the question 'Has every point of diversion been verified to sustain water'.</p>

## 2.5 Wording Changes for Facility and Well

What was the change?

What is the user impact?

Descriptive wording has been added to questions within the Facility Details and Well Details tabs.

### Facility Details Tab

- The field label "Compressor Discharge Connected to Flare" has been updated to "Compressor *Start Gas* Discharge Connected to Flare".

### Well Details Tab

- The field label "Maximum Drilling H<sub>2</sub>S Release Rate (m<sup>3</sup>/sec)" has been updated to "Maximum *Cumulative* Drilling H<sub>2</sub>S Release Rate (m<sup>3</sup>/sec)".