

# SHOOTING RANGE LEASE APPLICATION

A **Shooting Range Lease** is a legal agreement which authorizes the use of Crown land for an outdoor shooting facility (handgun, shotgun, and rifle) issued for a period of 10 years.

Archery ranges are not authorized on Crown land.

Shooting ranges **cannot** be established within:

- 40 kilometres of another shooting range;
- Floodplains;
- Park lands under the administration and control of the Minister of Natural Resources and Energy Development;
- Protected Natural Areas (PNA) or candidate PNAs;
- Any Crown lands required for resource development;
- Any quarry sites or mine sites;
- Sites containing any rare, threatened or endangered plant species;
- Any archaeologically and culturally significant areas; and
- Any areas designated or proposed for designation under the *Clean Water Act*.

In addition to any range standards prescribed by the Department of Public Safety, Chief Firearms Office (CFO), the Department of Natural Resources and Energy Development (DNRED) will assess proposed shooting range locations and may impose site-specific restrictions and setbacks from:

- Any of the areas listed above;
- Any lakes, rivers, wetlands or other watercourses;
- Any coastal features (e.g., coastal wetlands, estuaries, beaches and dunes);
- Existing recreational, residential and institutional areas, and commercial and industrial developments;
- Existing Crown lands leases and any Crown lands designated by DNRED for camp lots and public use areas;
- Telecommunication towers, airports, public highways, roads and streets, and areas designated for the above-noted purposes in a plan adopted under the *Community Planning Act*; and
- Significant wildlife habitat areas.

The design and layout of the shooting range, distance between backstops, targets, firing lines and other components are subject to approval by the CFO in accordance with standards and any relevant legislation or updated versions of these.

## APPLICATION FEE

\$1,610.00 non-refundable (\$1,400.00 + \$210.00 HST)

\*Fees are established in accordance with the *Lands Administration Regulation - Crown Lands and Forests Act* and are subject to change.

## PROCESS

Your application will be reviewed by the Department of Natural Resources and Energy Development (DNRED) in consultation with other agencies. The review process is expected to take between 6 and 12 weeks.

**Permits and Authorizations:** Compliance is required with all laws whether rural community, municipal, provincial or federal, and may include obtaining all required permits and authorizations such as: building permit, harvesting permit, quarry permit, watercourse and wetlands alteration permit (WAWA), and petroleum storage licence.

**Information:** Contact the DNRED Land Use Application Service Centre at the toll-free number 1-888-312-5600 or at [www.gnb.ca/naturalresources](http://www.gnb.ca/naturalresources).

## IF YOUR APPLICATION IS APPROVED

Once your application is evaluated and approved, a letter from the Department will advise you of other requirements which may include the following:

### **Requirements that WILL be requested upon approval of the application**

**Survey Plan:** The survey plan must be completed by a Licensed New Brunswick Land Surveyor and be submitted, approved and recorded by DNRED.

**Liability Insurance:** Liability insurance in the amount of \$5,000,000.00 minimum, listing “Her Majesty the Queen in Right of the Province of New Brunswick as represented by the Minister of Natural Resources and Energy Development” as additional-insured. Proof of insurance must be provided every year.

### **Requirements that MAY be requested upon approval of the application**

**Public Notification:** The applicant may be required to advertise the proposal in the local newspapers or satisfy other public consultation requirements.

**Environmental Insurance:** Environmental Remediation Insurance must be purchased and maintained by the Lessee. It is intended to cover the cost of rehabilitating the Crown land should an environmental accident occur.

### **Requirements that WILL be requested upon issuance of the lease:**

**Annual Rent:** Rents are invoiced annually on April 1, established in accordance with the Lands Administration Regulation, *Crown Lands and Forests Act* and are subject to change.

**Annual Property Taxes:** The Lessee is responsible for paying the annual property taxes on the leased property.

**Other terms and conditions may apply.**

**Application Form - Shooting Range**

Department of Natural Resources and Energy Development  
 Land Use Application Service Centre  
 P.O. Box 6000  
 Fredericton NB E3B 5H1  
 Courier Address: 1350 Regent St., Fredericton, NB, E3C 2G6  
 Tel: 1-888-312-5600 Fax: (506) 457-4802

<b>APPLICANT</b>	<i>Please Print</i>
<b>Club/Company Name</b>	
<b>Mailing address (Street-apartment, City/Town, Province, Postal Code)</b>	
<b>Language Preference:</b> <input type="checkbox"/> English <input type="checkbox"/> French	<b>Contact Person:</b>
<b>Correspondence Preference:</b> <input type="checkbox"/> Canada Post <input type="checkbox"/> E-mail	<b>Email Address:</b>
<b>Telephone (home)</b>	<b>Telephone (work)</b>
	<b>Fax</b>
	<b>Cellular phone</b>
<b>Applicant Status:</b> <input type="checkbox"/> Group <input type="checkbox"/> Municipality <input type="checkbox"/> Company (attach Certificate of Incorporation)	
<input type="checkbox"/> Other, specify:	
<b>Funding:</b> If the proposed project will be referenced in an application for provincial or federal financial assistance or funding, indicate the organization(s):	
<b>Charitable Registration # (if not-for-profit):</b>	
<b>SITE DEVELOPMENT</b>	
<b>Provide a brief description of planned activities and/or anticipated construction.</b>	
<b>List all clubs/organizations that may operate the range:</b>	

## LOCATION

Estimated size of the area (ha)

PID number

<http://geonb.snb.ca/geonb/>

Adjacent PID

## SITE DESCRIPTION

Describe the current use and condition of the subject Crown land. Describe other known land uses, services, utilities and/or seasonal activities located on or adjacent to the subject area.

Is there access to the site?

No  Yes, specify:  Public  Private (If private, please provide written consent to use access)

## PAYMENT & SIGNATURE

Money Order (made payable to the Minister of Finance)

Cheque (made payable to the Minister of Finance)

Visa  Mastercard

Credit Card Number:

Expiry date:

Name on Credit Card:

Signature of Cardholder:

Yes I am over 19 years of age or over

Signature of applicant

Date

\_\_\_\_\_ 20 \_\_\_\_\_

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## REQUIRED ATTACHMENTS

Application fee: \$1,610.00 non-refundable (\$1,400.00 plus \$210.00 HST)

Map and/or aerial photo: available online at <http://geonb.snb.ca/geonb/>

Copy of Certificate of Incorporation (if applicable)

Copy of Letters Patent (for institutional lease only)

Site Development Plan (Appendix A)

Business Plan (Appendix B)

Crown Lands Lease N°: \_\_\_\_\_

**SITE DEVELOPMENT PLAN**

**for**

**Shooting Range**

Applicant/Lessee: \_\_\_\_\_  
(print)

This Site Development Plan is submitted in partial fulfillment of the lease requirements.

## **Department of Natural Resources and Energy Development Site Development Plan**

The Site Development Plan is required so that applicants can describe all proposed alterations, activities and improvements that may occur or may be developed upon Crown land during the entire term of the Crown land lease. This should also describe any required rehabilitation prior to the termination of the lease and/or any other remediation or restoration that may be needed to satisfy various approvals issued by government during the term of the lease. Once approved, the Site Development Plan will be considered part of the lease issued by the Department of Natural Resources and Energy Development under the *Crown Lands and Forests Act*. Any deviation from the approved plan without prior written consent of the Minister of Natural Resources and Energy Development or the Minister's designate may warrant immediate cancellation of the lease. Development guidelines:

- a) No construction shall occur unless it is contained in this plan or an approved amendment thereof;
- b) The lessee shall insure that all construction, repairs or renovations meets health, environmental, safety, zoning, fire, building or other standards and codes.

### **SECTION A: DEVELOPMENT**

1. Describe in detail any planned or anticipated improvements that will be constructed or used (including backstop, structures, storage facilities, new or upgraded roads, equipment, parking areas, etc.). Please indicate the materials used and the location of these improvements on the sketch (Section D).
  
2. Describe in detail the construction and dimensions of the backstop (include materials and equipment used).

3. Describe the source for water supply (if any) and any associated improvements (e.g. well, reservoir, underground pipes, etc.) and indicate its location on the site plan (Section D).
  
4. Describe the method of sewage disposal and indicate its location on the site plan (Section D).
  
5. Describe the types of garbage, or other waste (including ammunition casings), and indicate the location of temporary storage on the site plan (Section D).
  
6. Describe any fuel storage facilities maintained on site including the type of fuel, the amount stored, the type of storage container or structure and indicate its location(s) on the site plan (Section D).
  
7. Describe in detail the specifications to be used in posting the range on its boundaries.

8. List all safety measures to be taken or maintained for the protection of the members and the general public and to prevent unauthorized use.

9. Describe in detail any improvements that will be constructed throughout the term of the lease.

		<b>CONSTRUCTION</b>		
Improvement	Use	Anticipated Cost	Anticipated Commencement Date	Anticipated Completion Date



**SECTION B: MAINTENANCE**

10. Describe in detail any repairs or maintenance which will be required on an annual or periodic basis in order to satisfy any required government approvals: This would include any improvements to access, landscaping, servicing, pump-outs, etc.

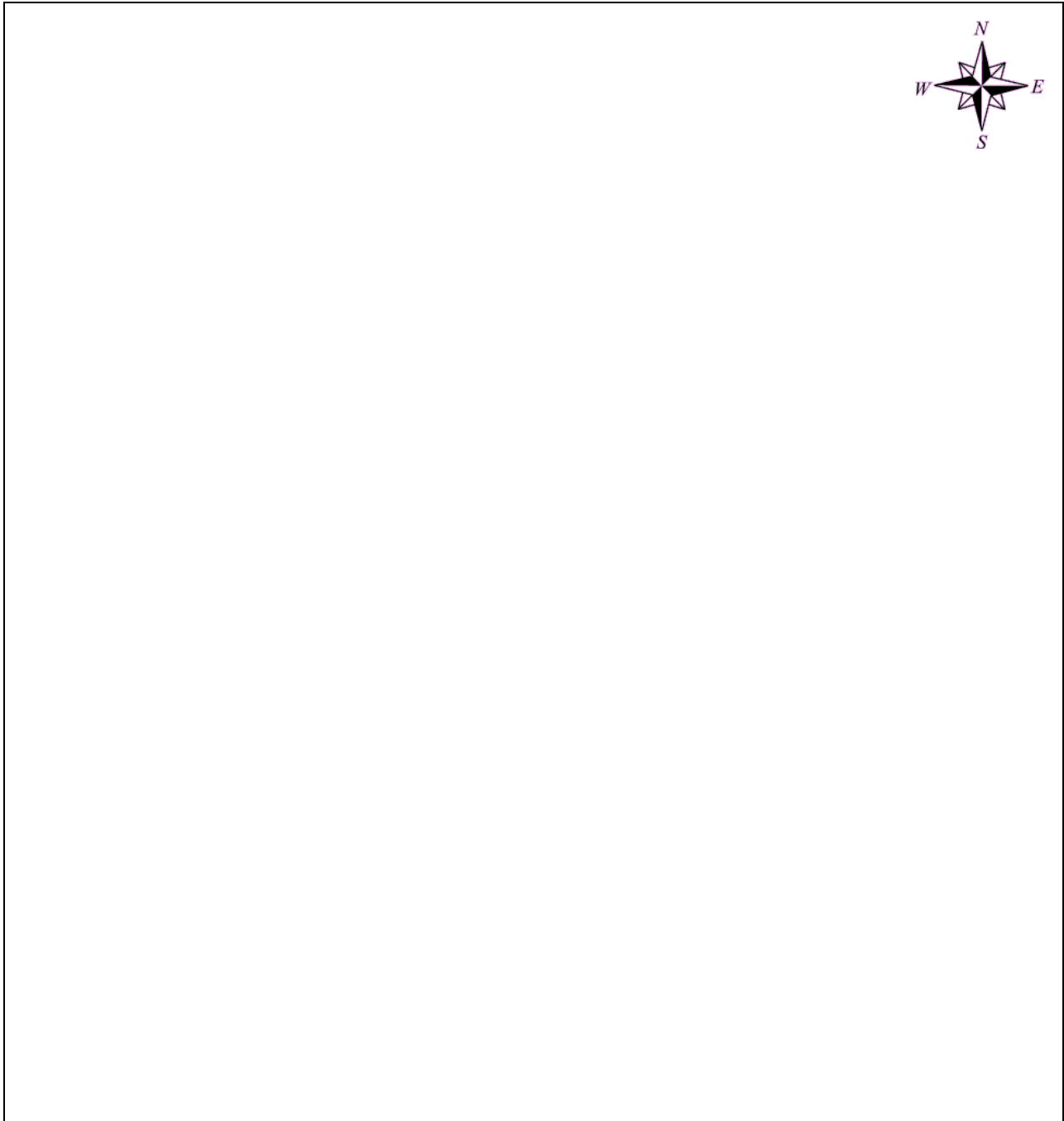
Repair/Maintenance Activity	Timing (monthly, annually, seasonally, etc.)	Equipment/Materials

**SECTION C: REHABILITATION**

Describe in detail the steps which will be taken to remove all improvements from the site and return the site to a condition acceptable to the Minister in the eventuality that the lease expires or is cancelled. This would include, but is not limited to, the removal from the site of all structures and foundations, fuel, garbage, storage tanks, and stockpiled materials. Also include a statement indicating how long it is expected to take to rehabilitate the site.

**SECTION D: SITE PLAN**

Use the space below or provide a detailed plan showing the location and dimensions of all existing, planned and/or anticipated improvements that may be developed on the subject Crown land (and, if applicable, on any adjoining lands) throughout the entire term of the lease. Include the site boundaries, distances, all watercourses, roads, trails, backstop and any other significant features. This information may be incorporated on the Plan of Survey or Subdivision Plan, whichever is required.



A large empty rectangular box intended for a site plan drawing. In the top right corner of the box, there is a compass rose with four points labeled 'N' (North), 'E' (East), 'S' (South), and 'W' (West).

No construction or development shall occur unless it is contained in the Site Development Plan or is approved as an amendment to the Crown land lease. Any amendments to the Site Development Plan must be addressed to the Director of Crown Lands Branch at the following address:

Land Use Application Service Centre  
Director of Crown Lands Branch  
Department of Natural Resources and Energy Development  
P. O. Box 6000  
Fredericton, N. B.  
E3B 5H1

This Site Development Plan and all approved amendments will form part of the Crown land lease issued by the Department of Natural Resources and Energy Development and will be subject to the terms and conditions contained in the Schedule "C".

_____	}	_____
Date Submitted		Signature of Lessee
	}	_____
		Signature of Lessee
_____		_____
Date of Approval		Director of Crown Lands as Minister's Designate

**Crown Lands Business Plan- Short form**  
**(DNRED may require further information to make a decision)**

Submitted by:

Name(s) \_\_\_\_\_

Full Address \_\_\_\_\_

Company name (if incorporated) \_\_\_\_\_

**1 .EXECUTIVE SUMMARY- short description of the proposed business or project including the request:**

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**2. SUMMARY OF THE OPPORTUNITY:**

a. The opportunity - What is it? How does it work? How will it benefit NB?

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b. Company history - How did the opportunity occur to you? Do you currently lease from DNRED? What have you done on this project to date? If you are to be a sole proprietor, describe what business you are in now and attach a copy of the latest balance sheet and income statement or income tax return. If this is for a Non-Profit Organization, attach latest financial statement if available.

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**3. OVERVIEW OF PROPOSED CROWN LAND SITE**

a. Describe the land, location, and how it will be used. What makes this location unique with respect to your business?

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**4. MARKET OPPORTUNITY**

a. Market analysis - Describe the overall market, the primary users associated with it, and how your Opportunity fits in.

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b. Target market - Describe the portion of that market you will target. Describe or list the customers.

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c. Competitive landscape - How is your target market meeting its needs now? Who or what is your competition? How is your product, service, technology or business model different from theirs? Do you see opportunities they don't?

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**5. COMPANY MANAGEMENT**

a. Description of the key personnel in terms of their talent, education, skills and years of experience. This is very important for the success of your project. (May attach resumes)

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b. Human resources plan - Description of positions that need to be created, how and when they will be filled:

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## 6. DEVELOPMENT PLAN

a. Description of project development milestones and proposed timeline.

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b. Description of sales and marketing strategy, including revenue model for the next 3 years or until it is profitable. Attach revenue model on a separate sheet.

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Example of revenue model:

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Revenue from:														
Membership Fees														
User Fees														
Product Sales														
Etc.														

## 7. FINANCIAL PLAN

a. Projected cash flow statement- attach a separate sheet showing a monthly cash flow for the first two years : (Hint: Ending Cash should always be a positive number; you may have to borrow money to make it positive)

Example:	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb.....
Beginning Cash														
Plus Cash in:														
Sales														
Bank Loan														
Minus Cash out:														
Payroll														
Power														
Rent														
Ending Cash														

b. Investment needs, short-term and long-term financing requirements include cash sources and cash uses. (The totals should match)

<b>Cash Sources: Provide documents for all amounts (i.e. bank statement or letter from bank)</b>	
Owners cash investment:	\$ _____
Bank Loan(s)	_____
Shareholders	_____
Other _____	_____
Total	\$ _____
<b>Cash Uses: Provide documents for all amounts (i.e. equipment quotes)</b>	
Buy land	\$ _____
Buy equipment	_____
Startup costs	_____
Other _____	_____
Total	\$ _____

## 8. CURRENT FINANCIALS

If this business is currently operating, please include a copy of your most recent financial income statement or income tax return.