

LICENCE OF OCCUPATION APPLICATION

A **Licence of Occupation** is a legal agreement authorizing the non-exclusive occupation of Crown lands for a specific period of time under specific terms and conditions as the Minister of Natural Resources and Energy Development determines to be appropriate. A licence and any renewal cannot exceed twenty years.

TYPES OF USES

SIGNS

Guide and Warning Signs

Individuals or organizations with authorization to construct, maintain or manage roads or trails on Crown lands are permitted to erect guide and warning signs rent-free without specific authorization.

A guide sign posted along a forest road and/or a trail provides information to locate a facility, a geographic feature or a point of interest, such as a nature trail or recreation facility. A warning sign provides advance indication of the conditions of a road or trail.

Advertising Signs

Signs that promote a product or service related to a business may be permitted within Department of Transportation and Infrastructure (DTI) regulated areas provided that authorization is obtained from DTI, where required.

Advertising signs may be permitted on Crown lands within municipalities and rural communities under the *Community Planning Act* (<http://laws.gnb.ca/en/ShowTdm/cs/C-12>).

Advertising signs are only permitted along provincial highways or municipal streets, not along any trails or environmentally sensitive areas.

The licenced area shall not exceed beyond 2 metres (m) of the footprint of the sign.

Business Directional Signs

Signs along a forest road and/or trail on Crown lands that provide the distance and direction to a business may be permitted provided that the business is accessible by forest roads or has direct access to a trail.

The sign must be within 100 m of an intersection on forest roads and/or trails and be within 1.5 m to 6 m from the travelled portion of the road or trail.

Educational/Information Signs

Educational and informational signs for non-profit organizations may be permitted on Crown lands provided the sign is related to the organization's purpose.

Note: The Department reserves the right to remove any signs that are deemed unnecessary, inappropriately placed, or not maintained in good repair.

For a copy of the *Highway Advertisements Regulation – Highway Act*, Regulation 97-143, visit <http://laws.gnb.ca/en/showtdm/cr/97-143>.

MAPLE SUGARY CORRIDORS

Sap pipelines are permitted outside lease boundaries for the purpose of transferring sap from one lease area to another, or to a substation. Unless otherwise indicated, the pipeline must not be permanently affixed to the ground to allow temporary removal, such as for a road crossing. The corridor width must be specified on the application and shall not exceed 10 metres.

UTILITY POLE AND ANCHOR

A Licence of Occupation may be issued to install electrical and telephone poles, and their anchors, on Crown lands.

ACCESS ROADS

A Licence of Occupation may be issued to construct a new access road or upgrade an existing access road. The location of the road will be verified by Departmental staff prior to work commencing. The road will be constructed and/or upgraded at the applicant's expense and in accordance with specifications to be determined by the Department.

COMMUNITY EVENT

A Licence of Occupation may be issued to a non-profit group for a community event of less than two weeks duration, which is open to the general public.

COASTAL WORK

A Licence of Occupation may be issued for structures, works or activities located below the Ordinary High Water Mark (OHWM) including improvements to existing structures or works.

The OHWM is the average or mean height or elevation of high tides or high water marks in lakes, rivers and streams which is used as the boundary defining the extent of Crown and freehold ownership in tidal areas and along non-tidal watercourses.

OTHER

A Licence of Occupation to occupy Crown lands may be issued for various reasons other than those noted above.

APPLICATION FEES

Construct a road	\$230.00 non-refundable (\$200.00 plus \$30.00 HST)
Community Event	\$86.25 non-refundable (\$75.00 plus \$11.25 HST)
Utility Pole and Anchor	\$862.50 + \$92.00 per pole non-refundable (\$750.00 plus \$112.50 HST + \$80.00 plus \$12.00 HST per pole)
All others	\$862.50 non-refundable (\$750.00 plus \$112.50 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 and may take longer depending on the type of application.

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, and petroleum storage licence.

Information: Contact the NRED Land Use Application Service Centre at the toll-free number 1-888-312-5600 or at www.gnb.ca/naturalresources.

IF YOUR APPLICATION IS APPROVED

Once the application is evaluated and approved, a letter from the Department will inform the applicant of other requirements which will include the following:

Requirements that WILL be requested upon approval of the application

Rent: Licences issued for a duration exceeding 6 months will be subject to an 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.

Liability Insurance: Liability insurance in the amount of \$5,000,000 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.

Requirements that MAY be requested upon approval of the application

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.

Other terms and conditions may apply.

Application Form - Licence of Occupation

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



APPLICANT		<i>Please Print</i>	
Name or Company Name		Date of Birth (YYYY-MM-DD)	
Mailing address (Street-apartment, City/Town, Province, Postal Code)			
Language Preference:	<input type="checkbox"/> English <input type="checkbox"/> French	Contact Person:	
Correspondence Preference:	<input type="checkbox"/> Canada Post <input type="checkbox"/> E-mail	Email Address:	
Telephone (home)	Telephone (work)	Fax	Cellular phone
Applicant Status:	<input type="checkbox"/> Individual <input type="checkbox"/> Municipality <input type="checkbox"/> Company (attach Certificate of Incorporation) <input type="checkbox"/> Other, specify:		
Funding:	If the proposed project will be referenced in an application for provincial or federal financial assistance or funding, indicate the organization(s):		
Charitable Registration # (if not-for-profit):			
INTENDED USE OF THE LAND			
<input type="checkbox"/> Utility Pole and Anchor <input type="checkbox"/> Coastal Work <input type="checkbox"/> Business Directional Sign <input type="checkbox"/> Road Construction and/or Maintenance <input type="checkbox"/> Community Event <input type="checkbox"/> Advertising Sign <input type="checkbox"/> Sap Pipeline Corridor <input type="checkbox"/> Bull Pens <input type="checkbox"/> Educational/Informational Sign <input type="checkbox"/> Other Specify:			
Indicate approximately how long the licence will be required, i.e. years ____; months ____; days ____			
Provide a detailed description of planned activities and/or anticipated construction. Indicate any activities involving new or existing watercourse crossings. If work is proposed along the shore of inland or coastal waters, indicate how far it will extend below the Ordinary High Water Mark (OHWM). Show location of these planned improvements on the Site Plan attached (Appendix A).			
Provide specific details about equipment and materials that will be used.			
Describe all potential effects on adjacent landowners, the environment or local area.			

LOCATION**Property Identification # (PID)**<http://geonb.snb.ca/geonb/>**Area (ha)****Adjacent PID(s)****Length and Width (m)****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 AND 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 19 years of age or over

Signature of applicant

Date

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x

REQUIRED ATTACHMENTS**Application fees :**

Construct a road \$230.00 non-refundable (\$200.00 + \$30.00 HST)

Community Event \$86.25 non-refundable (\$75.00 plus \$11.25 HST)

Utility Pole and Anchor \$862.50 + \$92.00 per pole non-refundable
(\$750.00 plus \$112.50 HST + \$80.00 plus \$12.00 HST per pole)

All others \$862.50 non-refundable (\$750.00 plus \$112.50 HST)

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

For Maple Sugaries, GPS coordinates or data must be submitted with the application for sap pipeline corridors, road construction and electrical corridors.

Site Plan (see Appendix A)

SITE PLAN

The Site Plan is a sketch describing the activities and improvements to the property. This sketch does not need to be to scale as it is meant to give a general overview of the developments.

Indicate by means of a sketch on the following page, the location of all of the existing and planned activities and improvements.

Show the following:

- North Arrow
- Property boundaries and PID #
- Anticipated construction layout (design/dimensions)
- All watercourses, please include their name(s)
- Roads (improvements or new construction)
- Removal of timber
- Trails
- Position of buildings (structures, storage facilities)
- Parking
- Water supply, if applicable (well, reservoir, underground pipes, etc.)
- Any fuel or hazardous product storage facilities
- Where possible, provide GPS coordinates using NAD 83 (CSRS) in the form of Eastings and Northings, or Latitude and Longitude

Site Plan

