



## General Information

### Works Permit Template Packages

There are two Works Permit template packages:

- **NRS103 Simple Projects:** Works Permit package including Schedules A to F.
  - This template package is applicable to a wide range of simple projects, and excludes Schedules G, H and I which provide requirements for pipelines, overhead power and communication lines, and buried power and communication lines.
- **NRS103 Complex Projects:** Works Permit package including Schedules A to F, and additional Schedules G, H and I.
  - This template package is applicable to projects involving pipelines, and/or overhead power and communication lines, and/or buried power and communication lines.

### Works Permit Template Package

The Works Permit template package includes:

- Works Permit form (**NRS103**) (**mandatory**) – requires District Manager signature;
- Schedule A (**mandatory**) – attach Exhibit A map / and or other Works location plans or maps;
- Schedule B (**mandatory**) – this agreement requires both District Manager and Permittee signatures;
- Schedule C (**mandatory**) – this schedule requires the district to complete various fields, and to amend and change boiler plate text as needed to suit the project.
- One or more of Schedules D to I as applicable to the project:
  - Schedule D – this schedule is included if the project requires a security deposit. If included, this agreement requires both District Manager and Permittee signatures;
  - Schedule E – this schedule is included if the Works proposed for installation within the FSR right-of-way require 'engineered works' and field reviews by an APEGBC Professional Engineer during construction of those Works;
  - Schedule F – this schedule is included if the Works are large in scope involving many drawings requiring a tabular list of construction documents;
  - Schedule G – this schedule is included if the authorized Works involve pipelines;
  - Schedule H – this schedule is included if the authorized Works involve overhead power and communications lines;
  - Schedule I – this schedule is included if the Works involve buried power and communications lines.

### Options for Issuing Works Permits

The template language allows for issuing a Works Permit for the two options described below.

#### Option 1 - Works Permit issued based on completed construction documents:

- all issues, potential impacts, concerns, conflicts, and opportunities have been discussed and resolved with the Permittee, and solutions identified and developed early in the project planning, and
- the Permittee has completed all of its construction documents, and
- the District representative has carried out a general review of the Permittee's relevant construction documents and finds them acceptable.

After issuing the Works Permit, the Permittee can begin to construct Works subject to the notification requirements in the permit and the District Manager's written approval to proceed.



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**Option 2 - Works Permit issued based on general arrangement drawings:** The Permittee provides as a minimum, sufficient detailed drawings or plan maps showing the general arrangement and location of proposed Works within the FSR right-of-way so that affected parties (through referral) can identify issues, potential impacts, concerns, conflicts, and opportunities. Assuming all major issues with the proposed Works have been resolved and solutions developed, and if the District Manager is satisfied with this level of information to issue a Works Permit, the Permittee is required to carry out the following after receiving the permit:

- complete the detailed engineering design, and
- submit completed construction documents to the District representative for general review and acceptance prior to construction of the Works.

Following this, the Permittee can begin to construct Works subject to the notification requirements in the permit and the District Manager's written approval to proceed.

### Guidance on use of Schedule D

1. Attach Schedule D if financial and security deposits are required at the discretion of the District Manager.
2. Risk assessment is a useful tool to determine if a security deposit is necessary, and to help determine an appropriate amount of deposit. Various risk assessment methodologies may be used to identify the frequency, likelihood and intensity of a potential impact during implementation or construction of the Works within the Forest Service road (FSR) right of way, as well as the magnitude of the resulting consequences that could be realized.
3. One available risk assessment tool called, Guidelines for Determining Security Deposit Amount for Works Permit (NRS103) ([https://gww.nrs.gov.bc.ca/flnr/files/flnr/media/Engineering%20-%20Roads%20%26%20Access/security\\_deposit\\_guidance\\_for\\_works\\_permit\\_nrs103\\_october\\_28\\_2013.pdf](https://gww.nrs.gov.bc.ca/flnr/files/flnr/media/Engineering%20-%20Roads%20%26%20Access/security_deposit_guidance_for_works_permit_nrs103_october_28_2013.pdf)) may be helpful to determine if a security deposit should be taken and the security deposit amount. No matter what risk assessment tool is used, the district should provide documentation on the Works Permit project file for its rationale to take a security deposit and the amount of security deposit.
4. If the district has questions about the application of a security deposit, it should seek the advice and assistance from Risk Management Branch & Government Security Office: <http://gww.fin.gov.bc.ca/gws/pt/rmb/index.stm>
5. If Schedule D will be used, enter the security deposit amount in the supplied form field of paragraph 1 of the Schedule D, then request the prospective Permittee to sign and return the form for the District Manager's signature.
6. Attach the signed Schedule D to the Works Permit before issuance.

### Guidance on use of Schedules G, H and I

#### Utility owner's application for a Works Permit

1. A utility owner's initial request for a Works Permit should include, as a minimum, sufficient detailed drawings or plan maps showing the general arrangement and location of proposed utility installations within the FSR right-of-way so that affected parties (through referral) can identify potential impacts, concerns, conflicts, and opportunities. Prior to the District issuing a Works Permit, the utility owner is expected to resolve any issues with the application and develop solutions early in its project planning.
2. To avoid possible delays in permitting, and upon receiving the initial request for a Works Permit, the District may ask the utility owner to provide the following additional supporting information to accelerate the permitting review process (depending on the District's assessment of the project and foreseen hazards and risks):
  - a. The District may ask the utility owner to submit a letter report describing the overall utility project and characteristics, utility type and proposed location within the FSR right-of-way, and how the design of the proposed installation will:
    - i. address safety considerations of workers and road users;
    - ii. protect the FSR road prism and overall FSR right-of-way (including road fills, cut slopes, running surface, and road drainage system) and other existing road improvements;



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- iii. avoid interference with road maintenance operations, maintaining slope stability along the road and areas connected to the road; and,
  - iv. preserve the service life expectancy of the FSR as a result of the utility installation activities.
- b. The District may ask the utility owner to submit, if available from the utility owner at time of Works Permit preparation, engineering design drawings with cross-sections, plans, profiles and specifications in enough detail so that the District Manager can make informed decisions, including details that are representative of site conditions and terrain along the proposed utility alignment, including the locations of all relevant existing road improvements as necessary (bridges, culverts, retaining walls, other structures in relation to the proposed utility installation). If this documentation is not available at time of Works Permit issuance, the Permittee is required to provide this information to the District prior to construction. See **Schedule C**.

### Suggestions:

- As early as possible after receiving the initial request for a Works Permit from the utility owner, District staff should consider conducting a site visit to review the proposed utility alignment and Works with representatives from the utility owner to gain an early understanding of the project and likely effects of proposed utility works within the FSR right-of-way. (**Note:** It is possible that a supplementary site visit may need to occur at a later time closer to construction after detailed drawings of the proposed Works become available for the ministry's general review);
- As necessary depending on the complexity of the utility project, consider involving Engineering Branch in the above site visit(s) and/or obtaining its advice during the process of preparing the Works Permit.

### **Utilities may not be permitted to use certain FSR rights-of-way**

3. In the event that the District Manager does not see any prospect to allow utilities to use a certain FSR right-of-way, the affected utility owner will need to find alternate utility routes outside of the FSR right-of-way. For example, the District Manager may prohibit utilities from using FSR rights-of-way if proposed utility installations:
  - a. cannot meet all the requirements of **Schedule C** ("Traffic safety, and future FSR development and maintenance are first priorities") in respect of accommodating utilities within FSR rights-of-way, or
  - b. where it applies, cannot meet all the requirements described in the section called, "Exceptions may be considered by the District Manager" of Schedules G, H, or I as applicable, or
  - c. cannot provide safe working conditions for the ministry's staff, contractors, and maintenance operations, or
  - d. would materially affect the stability of the road or cause environmental damage, where environmental damage is defined as a material adverse effect on any one of the eleven FRPA forest resource values: soils, visual quality, timber, forage and associated plant communities, water, fish, wildlife, biodiversity, recreation resources, resource features, and cultural heritage resources as defined in the *Forest and Range Practices Act* and Forest Planning and Practices Regulation. The term "material adverse effect" is defined in the following Compliance and Enforcement publication (2009): <http://www.for.gov.bc.ca/ftp/hen/external!/publish/web/bulletins/ceps40.pdf>.