

## Before You Start

You will need the following to complete your application:

### Login Requirement

- BCeID Account ID

### General Application Documents (Required)

- Certificate of Title or Title Search Print
- Corporate Registry (if applicable)
- Agent Authorization (if applicable)\*
- Plan/Sketch Map\*
- Permits and Approvals (if applicable)
- Application fee (if applicable)

### General Application Documents (Optional)

- BC Assessment Roll Report or Property Assessment Notice
- Site Photos\*
- Maps of property
- Professional Report

### Additional Exclusion Documents

- Notice of Exclusion Application\*
- Exclusion Proof of Serving Notice\*
- Photographic Proof of Signage

### Additional Non-Farm Use to Place Fill and/or Remove Soil Documents and Additional Notice Of Intent Documents

- Site Plan
- Cross-section(s)

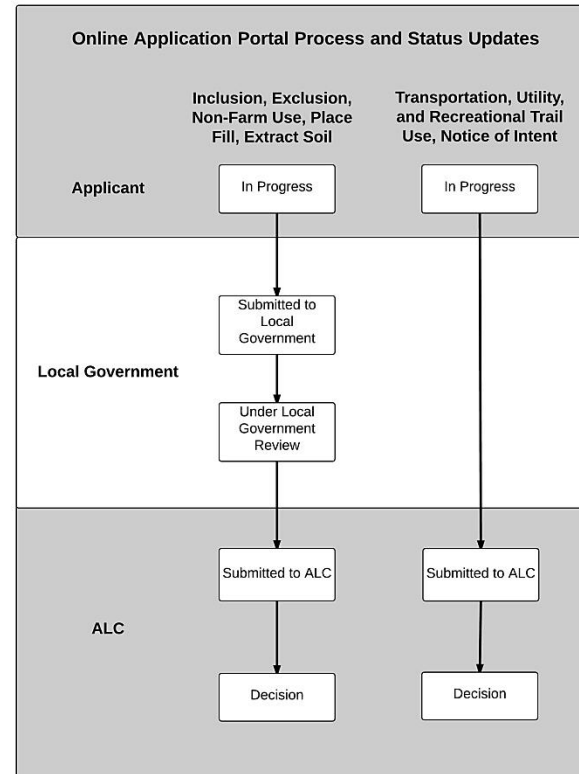
### Additional Transportation, Utility and Recreational Trail Uses Documents

- Brochure "Advisory for Landowners in the ALR"\*
- Proof of Serving Notice\*

\*Templates or examples for these documents are available on the ALC website

## Application Portal Process

The diagram below shows the status of the application as it progresses through the Application Portal



### Provincial Agricultural Land Commission

133-4940 Canada Way  
Burnaby, BC, Canada  
V5G 4K6

Tel: 604-660-7000

Fax: 604-660-7033

[ALCBurnaby@Victoria1.gov.bc.ca](mailto:ALCBurnaby@Victoria1.gov.bc.ca)

[www.alc.gov.bc.ca](http://www.alc.gov.bc.ca)



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## Application Portal Quick Guide for Applicants

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# Application Portal Applicant FAQs

## What is the Application Portal?

The Application Portal is an online system that enables applicants, local governments and ALC staff to complete the application process in a single platform.

## Why the move from paper applications to online?

The Application Portal will provide more transparency of the applications received, considered, and decided upon by the ALC.

## Does the ALC still accept paper based applications now that the Application Portal has launched?

Local governments and the ALC will no longer accept paper forms.

## How is the application payment made?

After you have submitted your online application, you will receive an email with instructions to determine the acceptable form of payment. There are no online payment options within the Application Portal at this time.

## Do I need to complete the application in one session?

You can save your application and logout of the Application Portal. You can return to complete your application at a later date.

## If I do not have access to the internet, how do I make an application?

An application can be made from anywhere there is access to the internet. If you are not able to access the internet from home or at a friend's or family's home, BC public libraries usually have computer terminals available to the public. Alternatively, you can use an agent (e.g. friend, family, professional, etc) to make the application on your behalf.

## How is the Application Portal accessed?

The Application Portal will be accessed from the ALC website [www.alc.gov.bc.ca](http://www.alc.gov.bc.ca).

In order to login to the Application Portal, you will be required to use a BCeID account which will be your user identification. The minimum requirement is a BCeID basic account which does not require verification of personal information, but will ensure that the same person is logging in to the Application Portal each time.

## How do I get a BCeID Account?

- Go to the [www.bceid.ca](http://www.bceid.ca)
- Begin BCeID registration
- Select a type of BCeID account
- Select "Register without specifying an Online Service"
- Complete the registration and keep your BCeID username and password to login to the Application Portal

## Are there additional instructions and examples to help with my application?

Links to sample applications, templates and supporting documents are available through the Application Portal and on the ALC website. You will be able to view the questions required for each application type or notice of intent in the Application Portal, as well as find guidance documents on the website.

## Who can see the application?

All information (except contact details) submitted to the ALC in the Application Portal is viewable by the public. Please avoid sensitive or confidential information in your application.

## How will I know the status of my application?

You will be able to view the status of your application by logging into the Application Portal.

## Who should I contact if I am having technical problems?

If you are having technical problems with the Application Portal, please contact the ALC directly.

Telephone: 604-660-7000  
Toll Free: 1-800-663-7867  
[ALCBurnaby@Victoria1.gov.bc.ca](mailto:ALCBurnaby@Victoria1.gov.bc.ca)