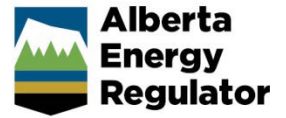# Initiating a New Water Act Application

**Intended User:** *Water Act* approval applicants

Overview

This quick reference guide (QRG) describes how to complete the General screens in OneStop when submitting a *[Water Act](#)* application for the following approvals:

- Dam Safety

- Reservoir

- Wetlands

- Other (all other activities that affect a water body, for example: rerouting a flowing water body, installing a water pumping system with a lake or river, or conducting ongoing groundwater dewatering)

- Borrow Pit

This guide assumes that you have a valid account in OneStop and have already logged in.

## Initiate New Application

1. Click **Initiate** from the top navigation bar. Select **New Application** from the drop-down list.
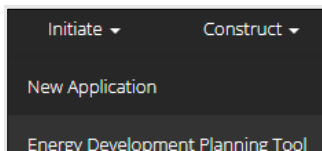

    The General – Contact Information page opens.

General – Contact Information

2. Complete the mandatory fields (marked with an **asterisk***) in the Applicant section (**Name**, **Company Name**, **Phone**, **Email**). Some fields may already be populated based on your login credentials.

    a) Complete the Consultant section as needed.

3. Click **Validate** to check for errors in your entry on this screen.

4. Errors will appear in red. Fix the errors and click **Validate** again.
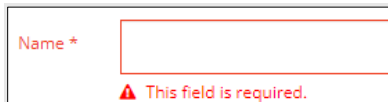
5. Click **Save** (lower right of screen).

> **Tip**
>
> Save often otherwise your entry will be lost when you leave the screen. You may validate and fix errors as you complete each screen or wait until the Confirmation screen to validate and fix any errors in your application.

6. Click **Next >** to go to the General – Application Information screen.

General - Application Information

1. Select **Yes** or **No**: Do you want to add this application to an existing Project?

    a) If **No**: The Project Name field appears. Enter the **Project Name**.

    b) If **Yes**: Click **Search** to search for the project and add it to your application.

2. Select **Yes** or **No**: There are existing authorizations to link to this application.

    a) If **No**: Proceed to **Step 3**.

    b) If **Yes**: An asset table appears. Click **Add** to add existing authorizations to the application.

    c) The Existing Assets Search screen displays. Enter the **Authorization Number** (licence number), **Asset Reference**, **Asset Name**, or **Location** in the appropriate fields. Click **Search**.

    > **Important:**
    >
    > Only existing licences and dispositions held under the applicant's BA ID can be linked to the application. The Existing Assets Search only displays assets that meet these criteria.

d)   Results appear in a table below. Check the **box** beside the asset you wish to add to the application. Click **Add**.

The asset is added to the application.

e)   Optional: To remove an asset from the table, check the box beside the asset you wish to remove and click **Remove**.

3.   Click [Next >] to go to the General – Proposed Activity screen.

General - Proposed Activity

1.   Select the location for the proposed activity: **Public Land**, **Freehold**, or both.

   –   **Public Land** is Crown land administered by the Government of Alberta under the *Public Lands Act*.

   –   **Freehold** may be owned by private persons, corporations, municipalities, and Métis settlements. Sometimes this land is called Private to distinguish it from public land.

2.   Select the type of activity associated with the application.

3.   Select the type of development associated with the application.

   –   **Oil and Gas** is intended for small gathering systems.

   –   **Transmission Pipeline** is intended for larger pipelines.

4.   Click [Next >] to go to the General – Additional Information screen.

General – Additional Information

1. Select **Yes** or **No** to indicate meeting the following requirements. A "Yes" response may require you to provide more details.

This activity requires an EPEA approval *	Yes	No
Application/Approval Number		

    a) Outstanding concerns related to the application

    b) *Environmental Protection and Enhancement Act* (*EPEA*) approval

    c) *EPEA Code of Practice* registrations

    d) *Water Act Code of Practice* notifications

    e) *Water Act* approval

    f) *Water Act* licence

2. Click **Next >** to go to the General – Activity Details screen.

General – Activity Details

1. Under the Water Authorizations section, click **Add** to create an activity ID for each water activity.

2. Select **Water Approval** under Application Type for each row you created.

    Water Authorizations

    Filter by...

Add	Remove

	Application Type
☐	Filter...
	Water Approval

3. Select the **Application Purpose** from the drop-down list for each row you created.

    Application Purpose

    Filter...

    Borrow Pit
    Dam Safety
    Other
    Reservoir
    Wetlands

4. Click **Save** or **Validate**. OneStop will generate an activity ID for each application's purpose.

	Application Type ⇕	Application Purpose ⇕	Activity ID ⇕
☐	Water Approval	Dam Safety	32207761
☐	Water Approval	Reservoir	32207762

5. Click **Next >** to go to the Water – General Application screen.

Water – General Application

Water - General Application

💧 Reservoir (32543502)	💧 Other (32543503)	💧 Dam Safety (32543504)

1. Click **Attach** in the first tab to attach a shapefile in .zip format. Locate the file from your computer and attach the file to the application. See *Importing Digital Spatial Data Water Activities QRG*.

Upload Water Act Activity Area Shapefile

Attach shapefile of Water Act activity area in .zip format *   📄 Water_Activity.zip   (4 KB)   ✖

Submit Shapefile

   a) Optional: Click **Shapefile Templates** to download and use available templates.

2. Click **Submit Shapefile**. It may take some time to process the shapefile.

Upload Shapefile

The shapefile was processed and system has started the analysis of the data. Please wait or fill out another section.

3. In the Activity Details section, the legal land description (LLD) will be populated based on the shapefile you submitted.

Activity Details

Legal Land Description   Filter by...   Sh

Quarter ⇕	SEC ⇕	Township ⇕	Range ⇕	Meridian ⇕
SW	2	74	7	6

4. Enter the **disposition number** obtained to undertake this activity.

Disposition number obtained to undertake this activity *

5. Enter the **First Nations Consultation Number (FNC#).**

First Nations Consultation Number (FNC #) *

6. Select an **Aboriginal Consultation Office (ACO) Adequacy Status** from the drop-down list.

a) Click **Attach** to include an **adequacy decision document**.

7. Click each calendar field, select a **start date, and end date** for the proposed activity.

> **Important:**
>
> The proposed activity period should only indicate the construction/disturbance period and in some instances include operational or reclamation periods. The proposed activity period under the *Water Act* is not intended to match the *Public Lands Act* disposition term. Typical disturbance periods for *Water Act* approvals extend from one to two years, with the exception of dam safety approvals and wetland reclamation approvals that may span up to 10 and 30 years respectively.

8. Describe the activity in the space provided.

9. Click **Attach** to include any relevant files.

10. Click **Save** to save your entry.

11. If there is more than one water activity associated with the application, scroll to the top of the screen, and click the next activity tab. Repeat **steps 1 to 11** for each water activity.

Water - General Application

| 💧 Reservoir (32543502) | 💧 Other (32543503) | 💧 Dam Safety (32543504) |

12. Click **Next >** to go to the Water – Water Source screen.

13. Refer to the following QRGs for instructions on completing the Water – Water Source and Water – Additional Information screens for each water activity:

– *Completing a Water Act Application – Borrow Pits*

– *Completing a Water Act Application – Dam Safety*

– *Completing a Water Act Application – Other*

– *Completing a Water Act Application – Reservoir*

– *Completing a Water Act Application – Wetlands*