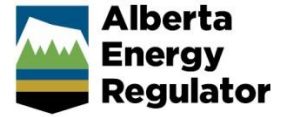


Initiate New Application – General Application

» Intended User: Water approval applicants



Overview

This guide outlines how applicants enter data in the **Authorization > General Application** window.

This guide assumes the following:

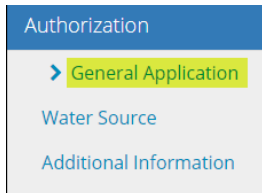
1. You have a valid account in OneStop.
2. Your account permissions allow complete view access.
3. You have logged in.
4. You have started an application and completed the **General** section.
5. An application type has been entered in the **Water Authorization** table in the **Activity Detail** screen.
6. An **Activity ID** has been created.

Authorization – General Application

General application questions are common for all activities.

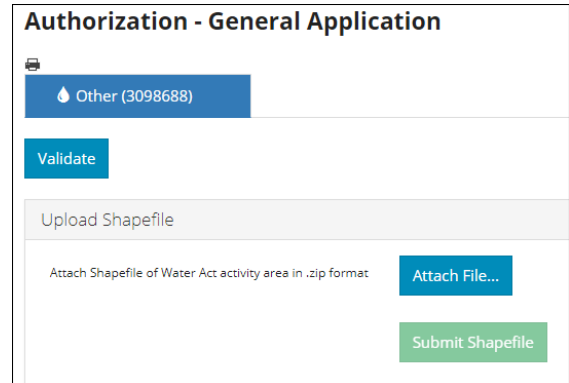
When an applicant selects an **Application Type** and **Application Purpose** in the **General > Activity Details** window, authorization windows are generated for each activity in the table. These are labelled **Application Purpose** and **Activity ID**.

Information for **each** activity needs to be entered separately.



Authorization –General Application

1. Navigate to the **Authorization – General Application** window.



Important: Shapefiles must be loaded **first**, prior to loading any other files.

2. Click **Attach File**.



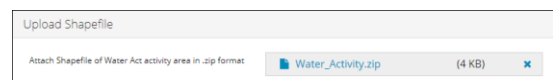
Digital spatial data are uploaded as a shapefile. This shapefile contains the activity area location and consists of services files loaded as a ZIP file. For detailed information on creating and using shapefiles, please refer to the quick reference guide called *Digital Spatial Data – Water*.

Locate and upload the *Water Act* activity area shape file.

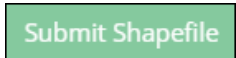


The shapefile may be used for many *Water Act* approval applications or could be specific to a single application.

The uploaded shapefile appears.



3. Click **Submit Shapefile**.



OneStop processes the file. This takes 10–30 seconds depending on the file size.



Once complete, the information displays the legal land description data in the **Activity Details**.

LLD	Quarter	SEC	Township	Range	Meridian
	SW			7	5

The **View on Map** button also appears.



4. Click **View on Map** to see the shapefile displayed on the map viewer.



Activity Details

1. Select **Yes** or **No** to the owner of the land question.

Are you the owner of the land or undertaking? Yes No

Select **Yes** when you are the owner of the land or undertaking.

Select **No** when you are not the owner of the land or undertaking.

When you select no, the **Attach File** button appears.

Attach written consent of the owner of the land or undertaking

2. Locate and attach the written consent of the owner of the land or undertaking.

Attach written consent of the owner of the land or undertaking

3. Enter the First Nations file number of consultation.

First Nations Consultation Number (FNC #)

4. Select the Aboriginal Consultation Office (ACO) adequacy status from the drop-down list.

--Select--
 --Select--
 Exempt
 Not Required
 Required and Adequate
 Required and Outstanding

5. Select **Attach File** to locate and attach the adequacy decision document.

Attach adequacy decision document

6. Use the calendar pop-up window to select the proposed activity start and end dates.

Proposed Activity Start Date

Proposed Activity End Date

7. Enter a brief description of what you are doing in the **Activity Description** text box.

8. Select **Attach File** to locate and attach any relevant files to support your application.

Attach Relevant File(s)

9. Click **Next** to save your data and navigate to the Impacted Water Body screen to continue the application.