# Initiate New Water Act Application – General Conditions

» **Intended User:** *Water Act* Approval Applicants

## Overview

Applicants use OneStop to submit an application for an approval under section 37(1) of the *Water Act*. Within OneStop, structured data are required for the following categories of *Water Act* approvals:

1. Dam safety approval
2. Reservoir approval
3. Wetland approval
4. Other (all other activities that affect a water body; for example, rerouting a flowing water body, installing a pumping system to withdraw water from a lake or river, or removing groundwater)

This guide assumes the following:

1. You have a valid account in OneStop.
2. You have logged in.
3. The applicant is displayed in the login information as a corporate applicant OR delegate "acting as."

## OneStop Buttons

| |
|---|
| Close cancels the search and closes the Existing Assets Search form. |
| Search executes your search.<br>Only existing licences and dispositions held under the applicant's BA ID can be linked to the application.<br>The **Existing Assets Search** only displays assets that meet these criteria. |
| Reset clears the data from the form. |
| ☑ links the asset to the application. |


## Initiate New Application

1. From the landing page, click Initiate ▾ .

2. Select New Application.

### General

The general information section asks questions common to all applications.

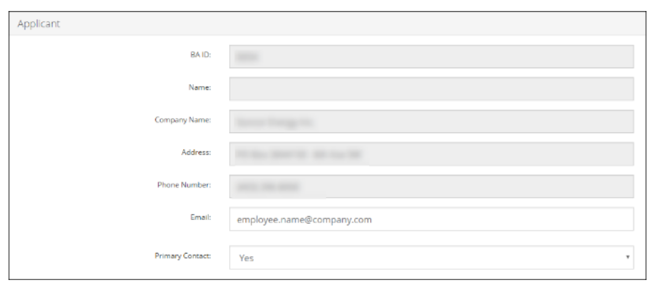
### General – Contact Information

Note: The applicant and consultant information **cannot** be changed on this screen.

If the data are incorrect, you must Delete Draft and check your account details with your administrator.

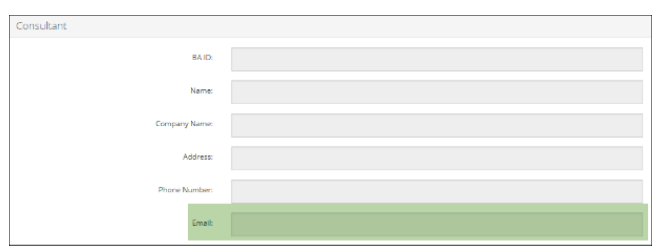
### Applicant

3. Enter the email address for the applicant.
4. Use the drop-down list to select whether or not the contact is the primary contact.



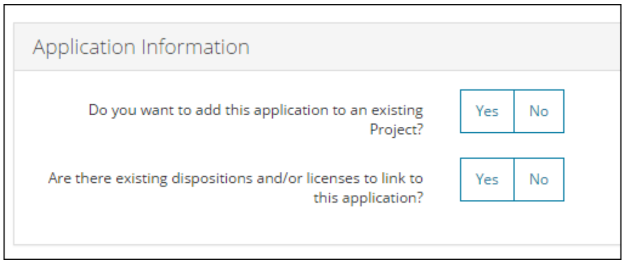

### Consultant

5. Enter the consultant's email address.



6. Click **Next >**.

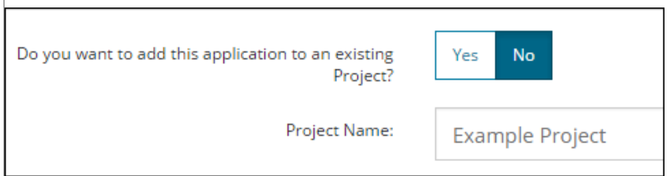
7. The **Application Information** window displays.



## Application Information

1. Click the **No** button to create a new project.

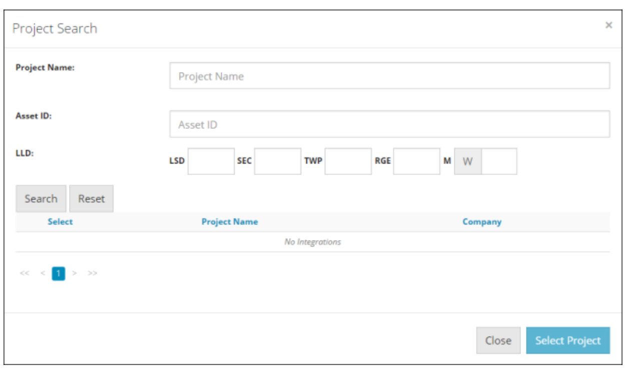
2. Enter your new project name.




3. OR Select **Yes** to add the application to an existing project.


4. The **Search** box displays. Click Search.

5. The **Project Search** window displays.



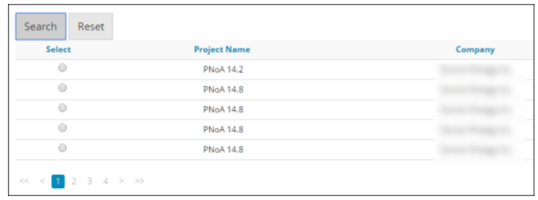

6. Use the search criteria to select the application required.

   Project Name: Enter part or all of the project name.

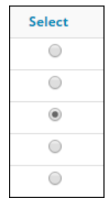
   Asset ID: Enter an asset ID associated with the existing project.

   LLD: Enter the legal land description for the project.

7. Click Search. Associated results display.



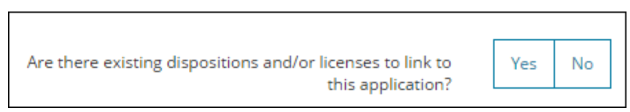

8. Click the Select radio button next to the required application.




9. Click Select Project.

10. The project name displays in the field box.

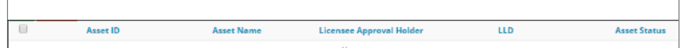

11. Answer the question about existing dispositions or licences.



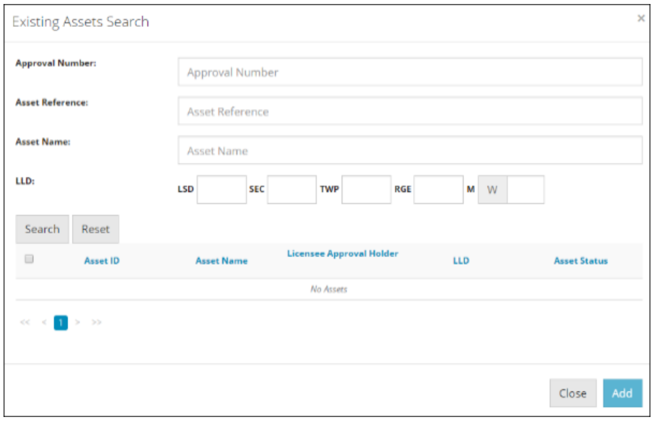

12. Select No when there are no links for the application. OR

    Select Yes to display the asset table for linking to the application.

13. The Asset ID row displays.



14. Click Add. The **Existing Assets Search** window displays.



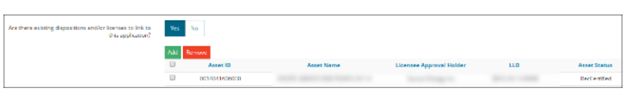

Important: Only existing licences and dispositions held under the applicant's BA ID can be linked to the application. The **Existing Assets Search** only displays assets that meet this criterion.

15. You can only search by location. Enter the legal land description (LLD) required OR click Search.

16. Search results display. Use the radio button on the left of the results to select the location required.


17. Click Add.

18. The existing assets information displays.



19. Use the Remove button to remove a row that is not required or that is incorrect.

20. Click Next ❯.

21. Refer to the QRG *Initiate New Application – General Conditions 2* for the next step in the process.