

Permit Amendments – Summary Guide

In response to queries regarding amendments, this table summarizes requirements and expectations.

Permit Type	Are you?	Then you need to provide...	Expectations (Upon Review)
S14 ¹	Requesting an extension for field work and reporting	<ul style="list-style-type: none"> Written notification to outline the rationale AND propose a specific date 	The permit will be amended and First Nations (FNs) notified
S14	Requesting an extension for reporting ONLY	<ul style="list-style-type: none"> Written notification to outline the rationale AND propose a specific date 	Permit is not amended. However, the new deliverables due date is updated in APTS.
S14	Changing the permit holder within your company	<ul style="list-style-type: none"> Written notification to explain why the permit will be transferred; Both the old and new permittees have to acknowledge the transfer of responsibilities (new permittee to include a signed certification) 	<p>The Branch checks permit eligibility of new permittee (including overdue obligations).</p> <p>Permit will be amended; FNs notified</p>
S14	Changing the permit holder outside your company	<ul style="list-style-type: none"> Written notification to explain why the permit will be transferred; Both the old and new permittees have to acknowledge the transfer of responsibilities (new permittee to include a signed certification) 	<p>It is recommended a new permit is obtained.</p> <p>If a new permit is infeasible, an amendment requires 30 day FN referral period²</p>
S12 ³ or S14	Expanding the Study area	<ul style="list-style-type: none"> Shapefiles; Maps; Written notification to outline the rationale; please note the document will be distributed as part of the referral package to FNs 	Amendment requires 30 day FN referral period
S12 or S14	Revising methods	<ul style="list-style-type: none"> Written notification summarizing the proposed revised methods Maps may be beneficial 	Generally, the amendment requires a 30 day FN referral period
S12 or S14	Changing the Repository	<ul style="list-style-type: none"> Written notification to explain the rationale behind the change Documentation from the new repository to accept the collection found under permit 	Generally, the amendment requires a 30 day FN referral period
S12	Requesting an extension for FW and reporting	<ul style="list-style-type: none"> Written notification to outline the rationale AND proposing a specific date 	Amendment requires 30 day FN referral period
S12	Changing the archaeologist (new or same company) Changing the non-archaeologist co-applicant	<ul style="list-style-type: none"> Written notification to explain why the permit will be transferred; Both the old and new parties have to acknowledge the transfer of responsibilities (new permittee to include a signed certification) 	<p>The Branch checks permit eligibility of new permittee (including overdue obligations).</p> <p>Amendment requires 30 day FN referral period²</p>

¹ Inspection or Investigation (Research) permit, issued under S14 of the *Heritage Conservation Act (HCA)*

² **NOTE:** a Memorandum of Understanding (MoU) or Special Engagement Agreement (SEA) may be in place, which requires more than 30 days for a FN referral period.

³ Alteration permit, issued under S12 of the *HCA*