Permit Amendments – Summary Guide

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

Are you?	Then you need to provide…	Permit Type	Expectations (Upon Review)
Requesting an extension for reporting ONLY	Written notification to provide rationale AND propose a specific date	S12[1] or S14[2]	**Permit is not amended.** New deliverables date reflected in APTS.
Requesting an extension for field work[3]	Written notification to outline rationale AND propose a specific date	S14	Permit will be amended and First Nations (FNs) notified
		S12	Amendment requires 30-day FN referral period[4]
Changing the permit holder company	Written notification to explain why the permit must be transferred; Both the old and new permittees must acknowledge the transfer of responsibilities (new permittee to include a signed certification)	S12	Branch may recommend new permit is obtained. If a new permit is inappropriate, the Branch checks permit eligibility of new permittee (including overdue obligations). An amendment requires 30-day FN referral period
		S14	**It is recommended a new permit is obtained.** If a new permit is infeasible, an amendment requires 30-day FN referral period
Changing the permit holder *within* the original company	Written notification to explain why the permit must be transferred; Both the old and new permittees must acknowledge the transfer of responsibilities (new permittee to include a signed certification)	S12 or S14	The Branch checks permit eligibility of new permittee (including overdue obligations). Permit will be amended; FNs notified
Expanding the Study area	Maps, shapefiles, and a memo to outline the proposed expansion[5].	S12 or S14	Amendment requires 30-day FN referral period
Revising methods	Memo to summarise the proposed methods; Maps may be beneficial[5]	S12 or S14	Generally, the amendment requires a 30-day FN referral period
Changing the Repository	Memo to explain the rationale behind the change Documentation from the new repository to accept the collection found under permit	S12 or S14	Generally, the amendment requires a 30-day FN referral period **Note:** This amendment may be processed <u>after</u> a permit has expired.

[1] Alteration Permit, issued under S12 of the *Heritage Conservation Act* (*HCA*)

2 Inspection or Investigation permit, issued under S14 of the *HCA*

[3] And presumably reporting

4 **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.

[5] Please note FNs will receive this as part of the referral package