



## Guide to Completing an Application to Assign a Water Licence

To obtain an assignment of a water licence, the assignee must:

1. Complete the “Application for Assignment of Licence” which includes a declaration by the assignor and the signature of the assignor;
2. pay the security required by the licence; and
3. Enclose a cheque for the assignment fee of \$30.00 made payable to the GNWT.

### Declaration of Assignor

The assignor (current licensee) must complete the top portion of the application including the licence number and date of issuance. If the licensee is an individual, they would print their own name on both the first line (print name) and on the second line (name of licensee). If the licensee is not an individual (company, corporation, government agency, etc.) the individual representing the licensee would print their name on the first line, and the licensee’s name on the second line.

The assignor fills in the date on which the application was completed and signs the signature line.

### Undertaking of Assignee

The prospective assignee completes the undertaking section of the application. If the prospective assignee is an individual, they print their name on line (a) of this section. If the assignee is a corporation, the corporation’s name is entered on line (b) and the name of the province in which the business is incorporated is entered on line (c).

### **Note:**

It is very important for the assignee to understand that they:

- are accepting responsibility for the performance of all of the terms and conditions of the licence and any and all requirements found in the *Waters Regulations* and *Waters Act* that were imposed on the assignor; **AND**
- agree to accept and be responsible for all liabilities incurred as a result of the assignor’s actions to date under the licence; **AND**
- will undertake to pay any security required of the assignor when the licence was granted, before initiating any activity under the licence.

To show that the assignee understands the implications of the assignment, the assignee must sign and date the application in the presence of a witness who must also sign the application. The witness must be a person who knows the assignee and actually witnesses the assignee signing the undertaking.

### **Security Deposit and Assignment Fee**

The Inuvialuit Water Board will not process an application for assignment without the required security for the licence and the appropriate assignment fee. Security must be in a form acceptable to the Minister and can be a cheque made payable to the GNWT, a letter of credit or promissory note. The assignment fee must be separate from the security and must be included with the application as a cheque made payable to the GNWT. The current assignment fee is \$30.00.

For further information don't hesitate to contact the Inuvialuit Water Board by phone at 867-678-2942 or via e-mail at [info@inuvwb.ca](mailto:info@inuvwb.ca).