

Water-licence purchase record

Use this with actual documents and the responsible professionals. It is not a licence, permit, tariff, approval or water-supply guarantee. Keep private property and account records securely. An empty field is unresolved, not a confirmed absence of obligations.

Identify the land and use

Property being purchased, legal description and parcel identifier: _____

Water source described by seller and source shown in licence: _____

Existing use and buyer's proposed use: _____

Reason a licence or an exemption is said to apply, with the actual source checked: _____

Domestic groundwater registration is not a non-domestic use licence. A groundwater exemption is not a general surface-water exemption. Ask FrontCounter BC about the source, actual purpose and any applicable restrictions; do not infer approval from residential zoning or a well record.

Reconcile the licence documents

Particular	What the current document says	Mismatch or missing information
Licence number and current status		
Land or undertaking to which it is attached		
Source and authorized diversion/works		
Authorized purpose		
Quantity and units; applicable period or conditions		
Amendments and any pending requests		
Owner record and steps for ownership notification		

If the document uses a pre-subdivision land description, resolve which present parcel carries the right. A change of owner name is not a change of purpose or transfer of appurtenancy. A pending amendment is not approved.

Reconcile the account

Statement date and account reference held privately: _____

Unpaid annual rentals: _____

Unpaid amendment fees: _____

Late charges and other balances: _____

Payments confirmed applied since that statement: _____

New charges since that statement, if any: _____

Reconciled balance = statement charges + newly confirmed charges - payments confirmed applied.

Hypothetical arithmetic only: \$120 unpaid rentals + \$75 amendment fee + \$30 late charge = \$225. A confirmed \$120 payment leaves \$105 if there are no other changes. The figures are not actual BC fees. A claimed payment without confirmation remains a reconciliation question.

Closing agreement on who pays and what proof is needed: _____

Person coordinating confirmation and completion deadline: _____

Do not mark the provincial account cleared solely because buyer and seller agreed on an adjustment. The new owner can take on existing charges; confirm the account treatment.

Handover and unresolved dependencies

Ownership-change notification to FrontCounter BC: responsible person, submission evidence and follow-up

Any change of purpose, works or appurtenancy required for the buyer's plan: _____

Decision if that change is not approved before the buyer must commit: _____

Physical water supply/quality assessment is separate. A current licence and paid account do not guarantee available or safe water.

Sources checked September 8, 2026: [BC ownership-change guidance](#), [BC amendment process](#), [BC water billing questions](#).