



LOCAL GOVERNMENT FILING FORM HELP GUIDE

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** The information in this Help Guide is also included in the Land Title Electronic Forms Guidebook published by the Continuing Legal Education Society of British Columbia.*

Change Record

Version	Date	Page	Description
1.2	November 15, 2019	1-2	New form images
		2	Replaced Part 10.1 Land Title Act section references
		2	Removed reference to DR 01-13 Authorized Subscriber Register and replaced with E-filing Directions
		3	Removed instruction related to provincial government fee-exempt applications
		4, 7	Removed STC delivery option "mail out to the address shown in item 1" and replaced with electronic delivery to the submitter's Inbox.
		17	Added nature of interest: Notice of Park Land Agreement
	February 20, 2020	1	Updated link to Local Government Filing Form

LOCAL GOVERNMENT FILING FORM

https://ltsa.ca/sites/default/files/Local-Government-Filing-Form_V9.pdf

LOCAL GOVERNMENT FILING FORM		HELP GUIDE	PAGE 1 OF 1 PAGES
<p>Your electronic signature is a representation that you are a subscriber under section 168.6 of the <i>Land Title Act</i>, RSCB 1996 c.250, and that you are authorized to electronically sign this document by an e-filing direction made under section 168.22(2) of the act.</p>		<div>Signature</div>	
<hr/>			
1. APPLICATION: (Name, address and phone number of the applicant, applicant's solicitor or agent)		Import Profile	
<div></div> <div></div> <div></div> <div></div>			
<hr/>			
2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND: [PID] [LEGAL DESCRIPTION]			
<div>No PID NMBR</div> <div>STC? YES <input type="checkbox"/></div> <div>Pick up STC?</div>		<div></div> <div>Use 30 Parcel Schedule</div> <div>Use 3 Parcel Schedule</div>	
<hr/>			
3. NATURE OF INTEREST:		<div></div>	
Affected Legal Notation or Charge Number:			
<hr/>			
4. NAME OF LOCAL GOVERNMENT:		<div></div>	
Additional Information:		<div></div>	
<hr/>			
5. NOTICE DETAILS:			
<div></div>			
<hr/>			
Authorized Signatory: (If Applicable)		<div></div> <div>Use Schedule</div>	

Local Government Filing Form

The electronic Local Government Filing Form replaces the hardcopy templates for notices filed in the land title office under the *Local Government Act* or the Community Charter.

The form can also be used to cancel any local government notices from registered titles. Only authorized subscribers, as defined in the E-filing Directions, Part 5, Authorized Subscriber Register, have the authority to sign this form electronically.

- 1) Every Item in the Local Government Filing Form (the “filing form”) must be completed in accordance with these directions.
- 2) Documents in support of an electronic filing form are not generally required.
- 3) If a supporting document is required, it is prepared, signed, scanned, and attached as an image to an electronic Declaration. Supporting documents are prepared in the same manner as documents filed in hardcopy format. Please check any relevant legislation to see if specific evidence is required for a particular type of application.

For instructions on attaching and scanning supporting documents, see the *LTSA Electronic Filing System (EFS) Users Guide* at www.ltsa.ca/cms/user-guides-and-publications

- 4) Electronic forms are designed with specific fields intended for specific information. Enter the data in the field specified for that purpose by pressing the TAB key to move from one field to the next. Hover the mouse over any field to see the tool tips for completing the field.
- 5) Electronic land title forms, including their schedules, are numbered automatically and the user is not required to number the pages within the form. If the submission includes additional material, other than the electronic land title forms and their schedules (e.g., an image of a supporting document), page numbers on the additional material are not updated and the land title office does not require that these pages be numbered.
- 6) Directions for completing the form can be accessed by clicking on the **Help Guide** button at the top of the Form.

Electronic Signature

Once the electronic filing form is completed, an authorized subscriber must affix their electronic signature before submitting the form. The electronic signature is a representation that the subscriber is authorized to sign under s. 168.6 of the *Land Title Act*.

EXAMPLE—CERTIFICATION STATEMENT:

LOCAL GOVERNMENT FILING FORM	HELP GUIDE	PAGE 1 OF 1 PAGES
Your electronic signature is a representation that you are a subscriber under section 168.6 of the <i>Land Title Act</i> , RSBC 1996 c.250, and that you are authorized to electronically sign this document by an e-filing direction made under section 168.22(2) of the act.		

To affix the electronic signature to the filing form, click on the box at the right of the certification statement. Once an electronic signature is affixed, the filing form cannot be modified in any way. An unsigned copy of the filing form should be saved before the electronic signature is affixed.

For detailed procedures, see the EFS User's Guide on the E-filing User Guides and Publications page at ltsa.ca

Item 1—Complete Application Section

Applicant name field: enter the name of applicant or applicant's solicitor or agent and, where applicable, the name of the corporation on whose behalf the individual, solicitor or agent is acting.

Applicant address line 1 field: enter the street address. This field may also be used to continue the description of the applicant from the applicant name field, if necessary.

Applicant address line 2 field: enter the street address on line 2, if necessary.

City field: enter the name of the city.

Province field: enter the abbreviated name of the province.

Postal code field: enter the postal code, or zip code for out-of-Canada addresses.

Additional information field: use this field to enter the phone number for the applicant, solicitor, or agent and for any additional instructions and information

Item 1 Application Section Details

- 1) Where the city, province, and postal code fields are not completed with appropriate text, the user will receive a warning upon applying their electronic signature.
- 2) No written signature is required on the electronic form.

EXAMPLE—ITEM 1 APPLICANT COMPLETION

1. APPLICATION: (Name, address and phone number of the applicant, applicant's solicitor or agent) Import Profile

CITY OF TESTVILLE		
88, 4TH STREET	FILE: GREEN 112.1	
	PHONE: 778-854-7412	
TESTVILLE	BC	V3E W3E

- 3) Entering more than four lines of text in the additional information field may shrink the text beyond legibility and may result in a refusal notice from the examiner. Where the description begins to decrease the font size to the point of illegibility, select a schedule to accommodate the situation.

Import Profile

Users who often enter the same information into the application section of electronic forms may find it useful to create a profile of commonly used data.

If a profile already exists, clicking on Import Profile will enter the default information stored in the profile. This information can be edited. To find out how to create profiles, go to EFS User's Guide on the E-filing User Guides and Publications page at [ltsa.ca](https://www.ltsa.ca).

Item 2—Complete PID and Legal Description Section

Parcel identifier field: enter the PID number in the format "999-999-999.. Where no PID number exists for the parcel affected, select NO PID NMBR and complete the related plan number field. The related plan must be in the same package or have a pending status.

Legal description of land field: enter the legal description consisting of everything shown below the PID number in the Description of Land segment of a printed computer title.

STC field: a state of title certificate (STC) can be requested by selecting the STC checkbox. If you wish to have the STC picked up, click on Pick up STC and, in the pop-up dialog box, enter the name of the person or corporation who will pick up the STC. Otherwise, the STC will be delivered to the submitter's myLTSA Inbox.

Item 2 Parcel Identifier and Legal Description Details

Multiple parcels may be included on one electronic Local Government Filing Form. The electronic filing system notes the application on the registered title of a parcel by PID number only.

The legal description must be recorded entirely within Item 2, and must not continue onto a schedule. The legal description must be entered opposite the PID number field of the parcel it describes.

Common Property

Enter the strata plan number in the related plan number field. The application numbers will be noted against all of the titles in the strata plan.

No PID Number

Note that, in limited circumstances, where the form is accompanied by an application to raise title to unregistered land, a PID number or a related plan number is not required (e.g., an Application for Title to Closed Road followed by a Local Government Filing Form).

Neither a PID number nor a related plan number is required if the application is a transfer of an unregistered parcel and it is submitted in the same package as a Form 17 Fee Simple with one of the following Natures of Interest:

Form Type	Nature of Interest
Form 17 Fee Simple	application by owner of absolute fee for indefeasible title
	application for title to road
	first nations lands title
	title to closed road
	crown grant
	crown grant submitted by surveyor general
	title to crown land in srw, s. 24, b.c. reg. 334/79
	Cancellation of Interior Lot lines

When NO PID NMBR is selected and the related plan number field is completed, the application is noted against all registered titles of the related plan number.

EXAMPLE—NO PID NUMBER WITH RELATED PLAN NUMBER

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:	
[PID]	[LEGAL DESCRIPTION]
NO PID NMBR	LOT 1 SECTION 2 TOWNSHIP 2 NEW WESTMINSTER DISTRICT PLAN
PID NMBR	EPP123
STC? YES	
Pick up STC?	Related Plan Number: EPP123
	Use 30 Parcel Schedule Use 3 Parcel Schedule

When NO PID NMBR is selected and the related plan number field is not completed, the application cannot be noted against any registered titles. This option may only be used when the title and parcel have not yet been registered (e.g., Crown Grants). You will receive the following warning message when a filing form is submitted without a PID number or related plan number and title to unregistered land is being raised by an application in the same package:

"The document does not reference a PID number. If a PID number with a registered title exists for the land described in {#}—{Filename} or for land in a related application which forms part of this package, your application may be subject to a refusal notice requiring a material change."

EXAMPLE—APPLICATION FOR TITLE TO UNREGISTERED LAND WITH NO PID NUMBER OR RELATED PLAN NUMBER

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:	
[PID]	[LEGAL DESCRIPTION]
NO PID NMBR	THAT PART OF SECTION 3 TOWNSHIP 1 NEW WESTMINSTER DISTRICT
PID NMBR	SHOWN ON PLAN EPP123
STC? YES	
Pick up STC?	Related Plan Number:
	Use 30 Parcel Schedule Use 3 Parcel Schedule

If a registered title exists, but no PID number or related plan number was entered, then a refusal notice will be issued requiring the form to be withdrawn.

Preamble

Preambles such as "All and singular that certain parcel ..." in the legal description must not be included. Similarly, reference to a strata lot owner's share in the common property must not be included. Statements such as "That part of Lot 4 ... shown on ..." may be used, if required.

Abbreviations

Lot and Plan numbers should be entered in figures only. In addition, the following abbreviations are acceptable:

Rge=Range	Tp=Township	N=North	W=West
Bl=Block	Dist=District	S=South	E=East
Gp=Group	Sec=Section	DL=District Lot	
LD	=	Legal Subdivision	
W6M	=	West of the Sixth Meridian	
Frac	=	Fractional	
THSL	=	Town of Hastings Suburban Lands	
KDYD	=	Kamloops Division, Yale District	
NWD	=	New Westminster District	
ODYD	=	Osoyoos Division, Yale District	
QCD	=	Queen Charlotte District	
SDYD	=	Similkameen Division, Yale District	
TID	=	Texada Island District	
YDYD	=	Yale Division, Yale District.	

It is not acceptable to include reference to a water, assessment, or improvement district or legal notations such as "hereunto annexed is Easement No. ...".

Use 3 or 30 Parcel Schedules

If there is more than one legal description or if space is not sufficient in Item 2 for the complete legal description, set out the complete description in a schedule.

Use 3 Parcel Schedule for lengthier legal descriptions. The words SEE SCHEDULE will appear and a schedule will be appended to the filing form. Once the schedule is selected, the legal description field cannot be changed and the schedule must be completed.

Use 30 Parcel Schedule for legal descriptions requiring only one line of text.

For further information on completing the schedule, see the Form E Schedule Completion Instructions in this guide.

For information on importing and exporting data, see the go to EFS User's Guide on the E-filing User Guides and Publications page at ltsa.ca..

EXAMPLE—SEE SCHEDULE ENTERED IN ITEM 2:

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND: [PID] [LEGAL DESCRIPTION]	
SEE SCHEDULE	
STC? YES	
<input style="background-color: yellow;" type="button" value="Pick up STC?"/>	<input style="background-color: yellow;" type="button" value="Use 30 Parcel Schedule"/> <input style="background-color: yellow;" type="button" value="Use 3 Parcel Schedule"/>

State of Title Certificate (STC)

A state of title certificate (STC) is requested by selecting the STC check box. For pick up from the land title office, click on Pick up STC and, in the pop-up dialog box, enter the name of the person or corporation who will pick up the STC. If this option is not selected, the STC will be delivered to the submitter's myLTSA Inbox.

Pick up STC is disabled when NO PID NMBR is selected or there is more than one title registered against the PID number.

Item 3—Complete Nature of Interest Section

Nature of interest field: select the type of notice (e.g., new, modification or cancellation) from the drop down menu.

Affected legal notation or charge number field: enter the number of the notation or charge to be modified or cancelled, if applicable.

EXAMPLE—CANCELLATION OF LEGAL NOTATION IN ITEM 3:

3. NATURE OF INTEREST:	<input type="text" value="Cancellation of Legal Notation"/>
Affected Legal Notation or Charge Number: CA121212	

Nature of Interest Details

Each individual type of notice or release requires a separate filing form.

The selection of a particular nature of interest automatically populates Item 5, Notice Details, with the notation details.

Item 4—Complete Name of Local Government Section

Name of local government field: enter the name of the local government creating, modifying or cancelling the notice.

Additional information field: enter any additional information which may be applicable, if required.

EXAMPLE—NAME OF LOCAL GOVERNMENT

4. NAME OF LOCAL GOVERNMENT:	THE CITY OF SURREY
Additional Information:	

Item 5— Complete Notice Details Section

Notice details field: Enter text in the fields provided when a date or section of an Act is required. Some fields cannot be edited.

Authorized signatory field: enter the name of the authorized signatory if different from the subscriber who applies their electronic signature to the filing form or as otherwise required.

Completing Each Notice

Cancellation of Legal Notation

Type of notice: when Cancellation of Legal Notation is selected from the drop down menu, editable text populates Item 5, Notice Details.

From the drop down menu in Item 5, select the correct type of notice that is being cancelled.

Affected legal notation number field: enter the filing number of the notice being cancelled in Item 3.

Name of Local Government field: enter the local government name.

EXAMPLE—CANCELLATION OF LEGAL NOTATION:

3. NATURE OF INTEREST:	Cancellation of Legal Notation
Affected Legal Notation or Charge Number:	CA121212
4. NAME OF LOCAL GOVERNMENT:	CITY OF SURREY
Additional Information:	
5. NOTICE DETAILS:	TAKE NOTICE that the <u>Bylaw Contravention Notice</u> against the above described lands and filed under the registration number indicated above is cancelled.

Bylaw Contravention Notice

Type of notice: when Bylaw Contravention Notice is selected from the drop down menu non-editable text populates Item 5, Notice Details.

Name of Local Government field: enter the local government name.

EXAMPLE—BYLAW CONTRAVENTION NOTICE:

3. NATURE OF INTEREST:	Bylaw Contravention Notice
Affected Legal Notation Number:	
4. NAME OF LOCAL GOVERNMENT:	CITY OF SURREY
Additional Information:	
5. NOTICE DETAILS:	
TAKE NOTICE that the land described above is subject to a Bylaw Contravention Notice or Resolution.	
Statutory authority: Community Charter, Section 57	
Further particulars of the notice may be set out in the attached schedule or obtained from the issuing authority.]	

Notice of Permit

Type of notice: when a permit is selected from the drop down menu non-editable and editable text populates Item 5, Notice Details.

From the drop down menu in Item 5, select the type of permit notice that applies.

Name of Local Government field: enter local government name.

Section field: enter the section of the *Local Government Act* that authorizes the type of notice selected.

Date field: enter permit issue date in the form yyyy-mm-dd.

Expiry date field: when Temporary Permit is selected from the drop down menu in Item 5, enter the expiry date in the form yyyy-mm-dd.

EXAMPLE—TEMPORARY USE PERMIT

5. NOTICE DETAILS:	
TAKE NOTICE that the land described above is subject to a Permit.	
(a) Type of Notice:	Temporary Use Permit
(b) Statutory authority:	Local Government Act, Section 927
Issue Date:	2013-01-12
Expiry Date:	2013-07-12
Further particulars of the permit may be obtained from the issuing authority.	
AND FURTHER TAKE NOTICE that in the case of a Temporary Commercial or Industrial Permit, the Registrar is hereby authorized to cancel the notation of the filing of this notice against the title to the land affected by it on or after the expiry date specified above without further application from us and we consent to a cancellation of the notation on the basis of effluxion of time.	

Notice of Permit (Modification)

Type of notice field: when Notice of Permit (Modification) is selected from the drop down menu non-editable text populates Item 5, Notice Details.

Affected legal notation number: enter the filing number of the permit being modified in Item 3.

Name of Local Government field: enter the local government name.

EXAMPLE—NOTICE OF PERMIT (MODIFICATION)

3.	NATURE OF INTEREST:	Notice of Permit (Modification)
	Affected Legal Notation or Charge Number:	CA123456
4.	NAME OF LOCAL GOVERNMENT:	CITY OF SURREY
	Additional Information:	
5.	NOTICE DETAILS:	
	TAKE NOTICE that the Permit against the above described lands and filed under the registration number indicated above is modified.	
	Statutory authority: Local Government Act, s. 503(3)	
	Further particulars of the permit and modification may be obtained from the Local Government.	

Notice of Release Land Use Contract

Type of notice field: when Notice of Release Land Use Contract is selected from the drop down menu, non-editable and editable text populates Item 5, Notice Details.

From the drop down menu in item 5, complete the termination date.

Affected legal notation number: enter the Land Use Contract charge number in Item 3.

Name of Local Government field: enter the local government name.

Attach a copy of the certified bylaw

EXAMPLE—NOTICE OF RELEASE LAND USE CONTRACT:

3.	NATURE OF INTEREST:	Notice of Release Land Use Contract
	Affected Legal Notation or Charge Number:	CA123456
4.	NAME OF LOCAL GOVERNMENT:	CITY OF SURREY
	Additional Information:	
5.	NOTICE DETAILS:	
	TAKE NOTICE that the land use contract against the lands described above will be terminated by the Local Government on 1 January 2014 in compliance with s. 548(6)(7), Local Government Act.	

Heritage Status Notice—Local Government Act/Community Charter

Heritage provision field: when Heritage Status Notice—Local Gov't/Community Charter is selected from the drop down menu, non-editable text populates Item 5, Notice Details.

From the drop down menu in Item 5, Notice Details, specify the type of heritage notice.

Name of Local Government field: enter the local government name.

Statutory authority field: non-editable text populates this field.

Authorized bylaw field: enter the bylaw number.

Adopted on date field: enter the bylaw adoption date in the form yyyy-mm-dd.

EXAMPLE—HERITAGE STATUS NOTICE—*LOCAL GOVERNMENT ACT*/COMMUNITY CHARTER

3. NATURE OF INTEREST:	Heritage Status Notice - Local Gov't Act/Community Charter
Affected Legal Notation or Charge Number:	
4. NAME OF LOCAL GOVERNMENT:	CITY OF SURREY
Additional Information:	
5. NOTICE DETAILS:	
TAKE NOTICE that the land described above is subject to the Heritage Provisions described below and contained in a Bylaw of the Local Government.	
Heritage Provision:	Heritage Exemption - Local Government Act, s. 392(2)
Statutory authority: Local Government Act s. 594	
Authorized Bylaw	adopted on:

Heritage Status Notice—Vancouver Charter

Heritage provision field: when Heritage Status Notice—Vancouver Charter is selected from the drop down menu, non-editable and editable text populates Item 5, Notice Details.

From the drop down menu in Item 5, specify the type of heritage notice.

Name of Local Government field: enter the local government name.

Statutory authority field: non-editable text populates this field.

Authorized bylaw field: enter the bylaw number.

Adopted on date field: enter the bylaw adoption date in the form yyyy-mm-dd.

EXAMPLE—HERITAGE STATUS NOTICE—VANCOUVER CHARTER

3. NATURE OF INTEREST:	Heritage Status Notice - Vancouver Charter
Affected Legal Notation or Charge Number:	
4. NAME OF LOCAL GOVERNMENT:	CITY OF VANCOUVER
Additional Information:	
5. NOTICE DETAILS:	
TAKE NOTICE that the land described above is subject to Heritage Provisions contained in a bylaw, agreement, or development plan by the City of Vancouver.	
Heritage Provision: Heritage Exemption - Vancouver Charter, Section 396B	
Statutory authority: Vancouver Charter, Section 601	
Authorized Bylaw adopted on:	
Further information regarding the bylaw, agreement, or development plan may be obtained from the offices of the City of Vancouver.	

Heritage Status Notice—Vancouver Charter (Modification)

Type of notice field: when Heritage Status Notice-Vancouver Charter (Modification) is selected from the drop down menu, non-editable text populates Item 5, Notice Details.

Affected legal notation or charge number: enter the filing number in Item 3.

Name of Local Government Field: enter the local government name.

EXAMPLE—HERITAGE STATUS NOTICE—VANCOUVER CHARTER (MODIFICATION)

3. NATURE OF INTEREST:	Heritage Status Notice - Vancouver Charter (Modification)
Affected Legal Notation or Charge Number: CA121212	
4. NAME OF LOCAL GOVERNMENT:	CITY OF VANCOUVER
Additional Information:	
5. NOTICE DETAILS:	
TAKE NOTICE that the Heritage Status Notice issued by the City of Vancouver against the above described lands and filed under the registration number indicated above is modified.	
Further particulars of the agreement may be obtained from the Local Government.	
Statutory authority: Vancouver Charter, Section 601	

Housing Agreement Notice—Local Government Act

Housing agreement field: when Housing Agreement Notice—*Local Government Act* is selected from the drop down menu, non-editable and editable text populate Item 5, Notice Details.

Name of Local Government Field: enter the local government name.

Agreement date field: enter the agreement date in the form yyyy-mm-dd.

Issue date field: enter the issue date in the form yyyy-mm-dd. EXAMPLE—

HOUSING AGREEMENT NOTICE—*LOCAL GOVERNMENT ACT*

3. NATURE OF INTEREST:	Housing Agreement Notice - Local Gov't Act
Affected Legal Notation or Charge Number:	
4. NAME OF LOCAL GOVERNMENT:	CITY OF SURREY
Additional Information:	
5. NOTICE DETAILS: TAKE NOTICE that the land described above is subject to a Housing Agreement. Further particulars of the agreement may be obtained from the Local Government. Statutory authority: Local Government Act s. 483(5) Agreement Date: <input type="text"/> Issue Date: <input type="text"/>	

Housing Agreement Notice—Local Government Act (Modification)

Housing agreement field: when Housing Agreement Notice—*Local Government Act* (Modification) is selected from the drop down menu, non-editable text populates Item 5, Notice Details.

Affected legal notation number field: enter the filing number of in Item 3.

Name of Local Government field: enter the local government name.

EXAMPLE—HOUSING AGREEMENT NOTICE—*LOCAL GOVERNMENT ACT*(MODIFICATION)

3. NATURE OF INTEREST:	Housing Agreement Notice - Local Gov't Act (Modification)
Affected Legal Notation or Charge Number: <input type="text"/>	
4. NAME OF LOCAL GOVERNMENT:	CITY OF SURREY
Additional Information: <input type="text"/>	
5. NOTICE DETAILS: TAKE NOTICE that the Housing Agreement Notice against the above described lands and filed under the registration number indicated above is modified. Further particulars of the modification agreement may be obtained from the Local Government. Statutory authority: Local Government Act s. 483(5)	

Housing Agreement Notice—Vancouver Charter

Housing agreement field: when Housing Agreement Notice—Vancouver Charter is selected from the drop down menu, non-editable and editable text populate Item 5, Notice Details.

Name of Local Government Field: enter the name of the city.

Issue date field: enter the issue date in the form yyyy-mm-dd.

EXAMPLE—HOUSING AGREEMENT NOTICE—VANCOUVER CHARTER:

3. NATURE OF INTEREST:	Housing Agreement Notice - Vancouver Charter
Affected Legal Notation or Charge Number: <input type="text"/>	
4. NAME OF LOCAL GOVERNMENT:	CITY OF VANCOUVER
Additional Information: <input type="text"/>	
5. NOTICE DETAILS: TAKE NOTICE that a Housing Agreement has been entered into with the City of Vancouver for the land described above. Further particulars of the agreement may be obtained from the Local Government. Statutory authority: Vancouver Charter, Section 565.2(5) Issue Date: <input type="text"/>	

Housing Agreement Notice—Vancouver Charter (Modification)

Housing agreement field: when Housing Agreement Notice—Vancouver Charter (Modification) is selected from the drop down menu, non-editable text populates Item 5, Notice Details.

Affected legal notation or charge number field: enter the filing number of the notice being modified in Item 3.

Name of Local Government Field: enter the local government name.

EXAMPLE—HOUSING AGREEMENT NOTICE—VANCOUVER CHARTER (MODIFICATION)

3. NATURE OF INTEREST:	Housing Agreement Notice - Vancouver Charter (Modification)
Affected Legal Notation or Charge Number:	CA123456
4. NAME OF LOCAL GOVERNMENT:	CITY OF SURREY
Additional Information:	
5. NOTICE DETAILS:	<p>TAKE NOTICE that the Housing Agreement Notice issued by the City of Vancouver against the above described lands and filed under the registration number indicated above is modified.</p> <p>Further particulars of the agreement may be obtained from the Local Government.</p> <p>Statutory authority: Vancouver Charter, s. 565.2(5)</p>

Mountain Resort Notice

Mountain resort notice field: when Mountain Resort Notice is selected from the drop down menu, non-editable and editable text populates Item 5, Notice Details.

Name of Local Government Field: enter the resort name.

Improvement district field: enter the improvement district name.

EXAMPLE—MOUNTAIN RESORT NOTICE:

3. NATURE OF INTEREST:	Mountain Resort Notice
Affected Legal Notation or Charge Number:	
4. NAME OF LOCAL GOVERNMENT:	SUNPEAKS MOUNTAIN RESORT
Additional Information:	
5. NOTICE DETAILS:	
TAKE NOTICE that pursuant to Section 677(2), Local Government Act, the above described land is located in a Mountain Resort Improvement District and is subject to the letters patents for that improvement district.	
Improvement district:	

Notice of Appropriation

Notice of appropriation field: when Notice of Appropriation is selected from the drop down menu, non-editable text populates Item 5, Notice Details.

Name of Local Government Field: enter the local government name.

Attach a copy of a certified copy of the bylaw and plan showing the channel or bed of the stream defined in the bylaw. See the General Instructions at §13.2(3) in this chapter of the guide.

EXAMPLE—NOTICE OF APPROPRIATION

3. NATURE OF INTEREST:	Notice of Appropriation
Affected Legal Notation or Charge Number:	
4. NAME OF LOCAL GOVERNMENT:	CITY OF SURREY
Additional Information:	
5. NOTICE DETAILS:	
TAKE NOTICE that the land described above is subject to a notice of appropriation of land that constitutes the channel or bed of a stream that passes through the local government pursuant to section 34 of the Community Charter.	
Documents in support of this notice:	
<ul style="list-style-type: none"> • Certified copy of the bylaw (Community Charter section 34(3)); and • Plan showing the channel or bed of the stream defined in the bylaw. 	

Notice of Park Land Agreement

Type of notice field: when Notice of Park Land Agreement is selected from the drop down menu, text populates the Item 5, Notice Details.

Name of Local Government field: enter the local government name.

Issue Date: enter a date

EXAMPLE – NOTICE OF PARK LAND AGREEMENT

3. NATURE OF INTEREST:	Notice of Park Land Agreement
Affected Legal Notation or Charge Number:	
4. NAME OF LOCAL GOVERNMENT:	CITY OF NEW WESTMINSTER
Additional Information:	
5. NOTICE DETAILS:	
Take Notice that the land described above is subject to an agreement. Statutory authority: Local Government Act, Section 510	
Issue Date: 2019-08-16	
Further particulars of the agreement may be obtained from the issuing authority.	

Release of Land Use Contract (By Effluxion of Time)

Type of notice field: when Release of Land Use Contract (By Effluxion of Time) is selected from the drop down menu, non-editable text populates Item 5, Notice Details.

Affected legal notation or charge number: enter the charge number in Item 3.

Name of Local Government Field: enter the local government name.

EXAMPLE—RELEASE OF LAND USE CONTRACT (BY EFFLUXION OF TIME):

3. NATURE OF INTEREST:	Release of Land Use Contract (By Effluxion of Time)
Affected Legal Notation or Charge Number: CA123456	
4. NAME OF LOCAL GOVERNMENT:	CITY OF SURREY
Additional Information:	
5. NOTICE DETAILS:	
TAKE NOTICE that the Land Use Contract against the above described lands and filed under the registration number indicated above is terminated. See Local Government Act s. 550(2).	

Resort Associations Act

Type of notice field: when *Resort Associations Act* is selected from the dropdown menu, non-editable text populates Item 5, Notice Details.

Name of Local Government Field: enter the resort association name.

EXAMPLE—RESORT ASSOCIATIONS ACT NOTICE:

3. NATURE OF INTEREST:	Resort Associations Act
Affected Legal Notation or Charge Number:	
4. NAME OF LOCAL GOVERNMENT:	SUN PEAKS (MOUNTAIN RESORT MUNICIPALITY)
Additional Information:	
5. NOTICE DETAILS:	
Resort Associations Act, Notice, s. 9 - Under s. 9 of the Act, the registrar may, or on application by the resort association must, make notations on the titles of resort land, stating that the land is subject to the Resort Associations Act and the bylaws of the association filed with the registrar of companies	

Resort Municipality of Whistler Act—Notice

Type of notice field: when *Resort Municipality of Whistler Act—Notice* is selected from the dropdown menu, non-editable text populates Item 5, Notice Details.

Name of Local Government Field: enter the name of the resort municipality.

EXAMPLE—RESORT MUNICIPALITY OF WHISTLER ACT—NOTICE

3. NATURE OF INTEREST:	Resort Municipality of Whistler Act - Notice
Affected Legal Notation or Charge Number:	
4. NAME OF LOCAL GOVERNMENT:	RESORT MUNICIPALITY OF WHISTLER
Additional Information:	
5. NOTICE DETAILS:	
TAKE NOTICE that pursuant to section 19 of the Resort Municipality of Whistler Act, R.S.B.C. 1996, c.407, the above described land is resort land as defined in the Resort Municipality of Whistler Act.	