



7<sup>th</sup> Floor, 4010 50<sup>th</sup> Ave  
P.O. Box 2130  
Yellowknife, NT X1A 2P6  
Phone: (867) 669-0506  
Fax: (867) 873-6610

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

To obtain an assignment of a Water License, the Assignee must:

1. Complete the Application to Assign a Water License which includes a Declaration by the Assignor and the Signature of the Assignor;
2. Pay the security required by the License; and
3. Enclose a cheque for the Assignment fee of \$30.00 made payable to the Receiver General.

### Declaration of Assignor

The Assignor (current Licensee) must complete the top portion of the application including the license 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 License and any and all requirements found in the Regulations and the *Northwest Territories 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 License **AND** undertake to pay any security required of the Assignor when the License was granted, before initiating any activity under the License.

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 that actually witnesses the Assignee signing the Undertaking.

### Security Deposit and Assignment Fee

The Mackenzie Valley Land and Water Board will not process an Application for Assignment without the required security for the License and the appropriate Assignment fee. Security must be in a form acceptable to the Minister and can be a cheque made payable to the Receiver General, 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 Receiver General. The current Assignment fee is \$30.00.

For further information contact:

[www.mvlwb.com](http://www.mvlwb.com)

Mackenzie Valley Land and Water Board  
Phone: (867) 669-0506 Fax: (867) 873-6610  
[permits@mvlwb.com](mailto:permits@mvlwb.com)