

## Apply Online – New Applicants

This application is for those who are applying to the Land and Property Rights Tribunal for the first time, to recover compensation.


### Getting Ready

Before you start your application, we recommend that you take a moment to prepare yourself by reviewing a few items:

1. Review the '[Before you apply](#)' section of the Tribunal's website
2. Gather all the information you need to complete the application process.
  - Supporting documents or evidence
    - A signed copy of the original Surface Lease or Consent of Occupant Agreement or reference to the Right of Entry Order if the amount you are requesting on your application has not changed since the original Agreement was signed.
    - A signed copy of the most recent amendment to your Agreement, which references the date of the original Agreement, the land description and the compensation that is currently payable under the Agreement.
    - A copy of the annual letter you received from the operator the last time you were paid. This letter should reference the date of the original Agreement, land description of the area covered under the said Agreement and the amount of the compensation that is currently payable.
    - A combination of documents that reference only part of the information required but relate to each other to form the whole picture, i.e., they all have the same file or reference number.
    - Any other documents you wish to include with your application to support your claim.
      - A copy of the declaration page executed by all applicants if they are unable to login

## Creating an account and entering the Portal

To enter the Portal, Sign in with Alberta.ca Account (individuals) or Alberta.ca Account for Organizations.

 Sign In

Sign in with...

[Alberta.ca Account](#)

Select your role from Manage Contact Information

Ensure to list your current contact information.

## Contact Information

Your role

☒ Applicant

☐ Representative

☐ Operator

Your Contact Information

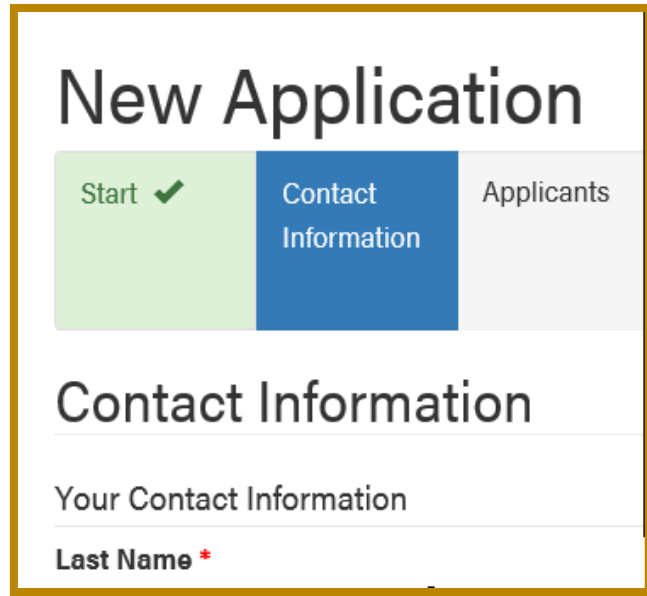
Last Name \*

## Completing the application

Remember to select “Next” to save your progress and move to the next page!

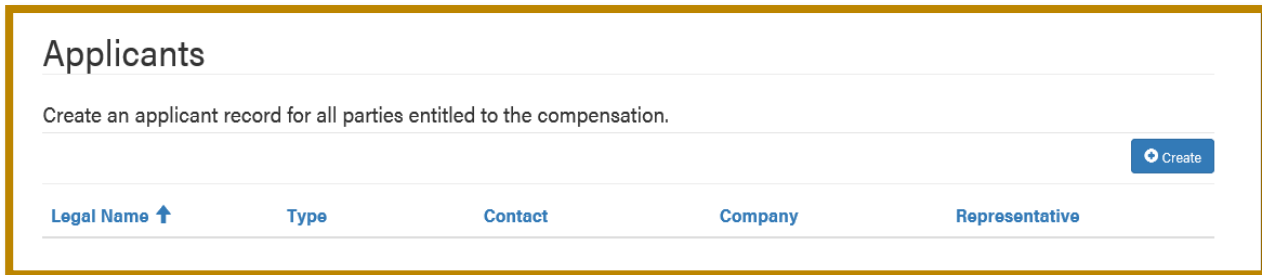
### Contact information

Fill in YOUR contact information, not the information of the applicant. If you are the applicant, please fill out this information completely and accurately.



The screenshot shows a web interface for a 'New Application'. At the top, there are three tabs: 'Start' (green, with a checkmark), 'Contact Information' (blue, selected), and 'Applicants' (grey). Below the tabs, the heading 'Contact Information' is displayed. Underneath, there is a section titled 'Your Contact Information' with a form field for 'Last Name' marked with a red asterisk, indicating it is a required field.

### Applicants



The screenshot shows a web interface for the 'Applicants' section. At the top, the heading 'Applicants' is displayed. Below it, there is a text box with the instruction: 'Create an applicant record for all parties entitled to the compensation.' To the right of this text box is a blue button with a plus icon and the word 'Create'. Below the text box is a table with the following columns: 'Legal Name' (with an upward arrow icon), 'Type', 'Contact', 'Company', and 'Representative'.

This is a required field. You must enter the details of the person(s) entitled to the compensation.

If more than one person is entitled to the unpaid money, click on the plus button in blue to add another field.

If the compensation is payable to a corporation, enter the details of the corporation.

- Please enter the names and information of all parties entitled to compensation as it appears on the certificate of title or the grazing lease. Everyone entitled to the compensation must complete the declaration section. You will be able to print and complete the declaration section on the review page.
- If you are a representative enter your information in each applicant's section under “Agent.”

- Each applicant can be a contact, a company, or both.
- Every contact that is being represented needs to have the agent representing them attached
- To enter a contact, select “Search” beside contact, and enter their information

**Create**

**New Applicant**

Enter the legal name as it appears on the Certificate of Title or the Grazing Lease.  
Press Search to create or connect a contact or company to the legal name.  
If you are a representative or are being represented, add the agent's information by pressing search.

**Legal Name \***

**Contact \***  **Search**

**Applicant Type \***

**Company \***  **Search**

**Agent**  **Search**

**Submit**

- Click “Search,” and if your information matches an application already entered in the system, “Select” will be highlighted.
- Otherwise, “Create New” will be highlighted

**Search for Contact**

**First Name \***  JANE

**Last Name \***  DOE

**Town/City \***  EDMONTON

**Phone Number \***  780-427-2444 **X**

**Complete required fields to search for contact.**

**Search** **Create New** **Select**

- To create a new contact, click “Create New.”
- Enter the contact information for this applicant. Please be sure to include all information such as mailing address and their email.
- Press Submit once finished.

Search for Contact
 ×

**First Name \***

**Last Name \***

**Town/City \***

**Phone Number \***

**Contact not found! Please create a new record.**

Search

Create New

Select

- The contact will have been entered into the system.
- You can now select the record

Search for Contact
 ×

**First Name \***

**Last Name \***

**Town/City \***

**Phone Number \***

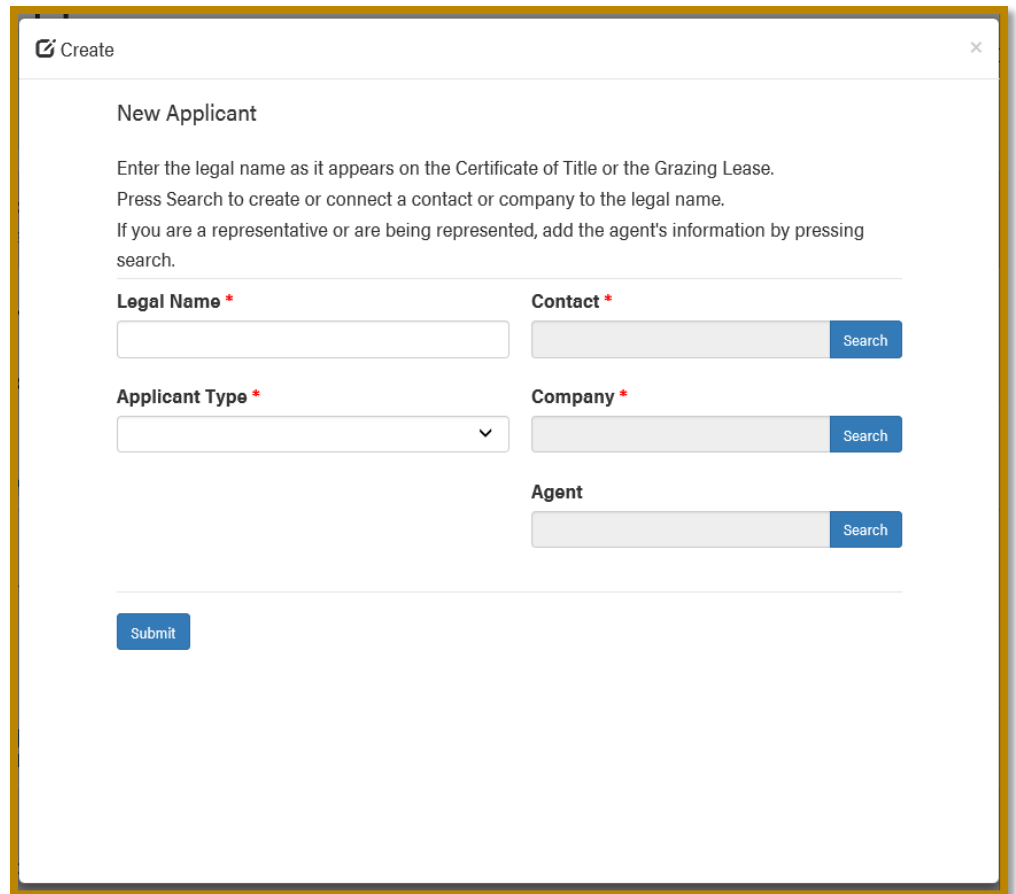
**Contact found! Please select record.**

Search

Create New

Select

To add a representative, click “Search” beside “Agent.”



**Create**

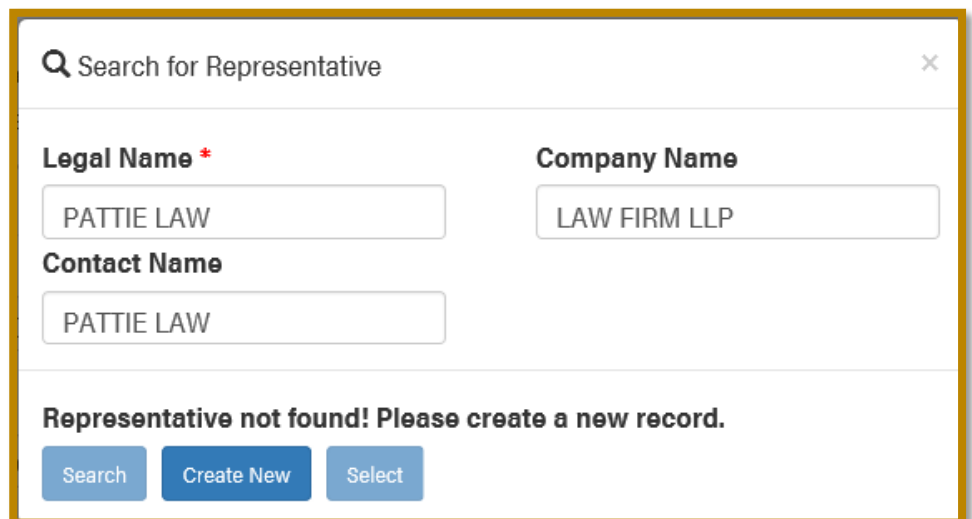
### New Applicant

Enter the legal name as it appears on the Certificate of Title or the Grazing Lease.  
Press Search to create or connect a contact or company to the legal name.  
If you are a representative or are being represented, add the agent's information by pressing search.

<b>Legal Name *</b>	<b>Contact *</b>
<input type="text"/>	<input type="text"/> <b>Search</b>
<b>Applicant Type *</b>	<b>Company *</b>
<input type="text"/>	<input type="text"/> <b>Search</b>
	<b>Agent</b>
	<input type="text"/> <b>Search</b>

**Submit**

- Add the Legal Name, Company name, and Contact Name to search for a representative, in order to add him/her to the file.
- Note: If you are a representative, enter the contact information that matches your Alberta.ca Account for Organizations.



**Search for Representative**

<b>Legal Name *</b>	<b>Company Name</b>
<input type="text" value="PATTIE LAW"/>	<input type="text" value="LAW FIRM LLP"/>
<b>Contact Name</b>	
<input type="text" value="PATTIE LAW"/>	

**Representative not found! Please create a new record.**

**Search** **Create New** **Select**

- To create the Representative record, Click “Search” and add the Company and Contact information. This works the same way as searching for an applicant.
- Press “Submit.”

Create

If you are a personal representative (not a Land Agent or Lawyer), please ensure you have filled out the personal representative form.

**Legal Name \***

PATTIE LAW

**Company \***

Search

**Contact \***

Search

**Type \***

▼

**Rep File #**

Submit

To add a Company, click “Search” beside Company, and enter the company information

Create

**New Applicant**

Enter the legal name as it appears on the Certificate of Title or the Grazing Lease.  
Press Search to create or connect a contact or company to the legal name.  
If you are a representative or are being represented, add the agent's information by pressing search.

**Legal Name \***

JANE DOE

**Applicant Type \***

Landowner

▼

**Contact \***

JANE DOE

Search

**Company**

Search

**Agent**

PATTIE LAW

Search

Submit

- Q

Search for Company

Company Name \*

JANE DOE FARMS

City \*

EDMONTON

Province \*

AB

Postal Code \*

TX6 1E9

Complete required fields to search for company.

Search

Create New

Select

## Applicants

Create an applicant record for all parties entitled to the compensation.

Create

Legal Name ↑	Type	Contact	Company	Representative
JANE DOE	Landowner	JANE DOE		PATTIE LAW
JANE DOE FARMS	Landowner		JANE DOE FARMS	PATTIE LAW

To search for land in our system,  
Click “Associate.”


- ## Agreement Information

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Land Records

Create

Associate

Land Description 

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- Create or Associate all land descriptions that are covered by your Agreement. Be sure to include the Legal Subdivision.

Create

### New Land Record

Land Description

**Quarter Section \***

SE 1/4

**Section \***

01

**Township \***

002

**Range \***

03

**Meridian \***

W6M

**Legal Subdivision**

01

- Land Details - Enter the certificate of title number or grazing lease number if you know them.

### Land Details

**Certificate of Title Number**

123 456 789 +10

**Grazing Lease #**

- The agreement type - is what the Agreement is for.
- More than one box may apply to your agreement. Check all applicable boxes.

### Agreement Type

☐ Agreement for Wellsite
 ☐ Agreement for Pad Site

☐ Agreement for Wellsite and Roadway
 ☐ Agreement for Other

☐ Agreement for Roadway

- Agreement Details  
Enter Well or Facility License Number  
Example: Well License # 0123456  
or Facility License #98765

### Agreement Details

**Well or Facility License Number**

*Example: Well License # 0123456 or Facility License #98765*

0123456

## Payment Information

Your compensation is typically due on or by the anniversary date of your surface lease agreement or Board/Tribunal order unless otherwise specified.

You must include both the year(s) the compensation was due and the total amount that remains unpaid.

### Payment Information

Agreement Date

1/1/2018

Current Compensation Rate

\$ 0.00

Requested Years (Sample: 2018, 2019, 2020)

2020

Total Amount Claimed \*

\$ 1.00

Comments

- Date of Original Agreement - The original date the Agreement was signed.
- This can be a surface lease, grazing lease, or Surface Rights Board/Land and Property Rights Tribunal Order.
- To get to previous years quickly, press the month at the top of the date picker.

### Agreement Details

Date of Original Agreement

<

November 2020

>

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

If you are applying to recover unpaid compensation for something other than an amount payable annually under a surface lease agreement or Tribunal/Board order, please explain in the comment section and include a copy of the document evidencing the compensation.

For example, you have a Tribunal/Board order for compensation payable to you by an operator as the result of a damage claim under section 30 of the SRA; or you were awarded a top-up amount as the result of an application to review your rate of compensation under section 27 of the SRA which remains unpaid. If this type of scenario applies to you, reference the relevant Tribunal file number and/or Tribunal/Board order number in the comments.

- Years requested - please list every year you have missed a payment on. (ex. 2017, 2018, 2019)

Requested Years (Sample: 2018, 2019, 2020)

2020

- Current Compensation Rate – this is the total amount of annual rent/compensation.
- Total Amount Claimed - please add up the total of all the payments missed (ex. \$1,500.00 missed on 2019 and 2020 annuals = \$3,000.00 requested)

Current Compensation Rate

\$ 0.00

Total Amount Claimed \*

\$ 1.00

- Comments - if you have any additional amounts to add (previously awarded costs, previously awarded damages, etc.)

## Supporting Documentation

When considering your application, the Tribunal typically looks to see that a valid Agreement exists; when the said Agreement was signed; what are is covered under the Agreement; and how much was agreed upon to pay.

### Attachments

Please attach documents by clicking the Add Attachments button. Accepted file types are PDF and JPG. Each file's size can not exceed 400 mb.

Add Attachments

Attached File(s)\*

- Attach the following or a combination of these items:
  - Surface lease
  - Grazing lease
  - Right of Entry Order
  - Any amendments to lease

- Recent cheque stubs
- The rent review letter showing a payment change.
- Any other documents you wish to include with your application to support your claim.
- A copy of the declaration page executed by all the applicants if they are unable to login
- Personal Representative form – If you are using a representative who is not a lawyer or licensed land agent to help you with this application, you must complete the Appointment of Personal Representative Form.
- If you do not have any documentation to support your application to recover compensation, you must indicate your reasons in the space below. We cannot begin processing your application unless we have your express intention to proceed with the claim as is, i.e., with no supporting documentation.

## Declaration

- Check all boxes declaring that you have reviewed your application and that all the information given is true and accurate.

I DO SOLEMNLY DECLARE THAT:

1. The surface lease agreement, consent of occupant agreement or board order described in this application is still in effect;
2. I am (choose one): \*
  - ☐ the person entitled to annual payments under that agreement or order;
  - ☐ one of the persons jointly entitled to payments under that agreement or order;
  - ☐ a representative of the corporation entitled to the annual payments under that agreement or order, and I have personally informed myself of the relevant and material records and information pertaining to the corporation's application;
  - ☐ I am a representative submitting the application on behalf of the applicant and a signed copy of the applicant's declaration is attached to this application submission.

- If you are an applicant, please read and check questions 3-7

3. I (or the corporation I am representing) have not, nor has anyone on my behalf (or on the corporation's behalf) received any of the annual compensation claimed in Part 2 of this application form.

- ☐ 4. I understand that I am responsible for providing evidence in support of my claim. \*
- ☐ 5. I understand that this form is part of the evidence I am asking the Board to rely upon. \*
- ☐ 6. I understand that if I have provided false or misleading evidence in support of my application the Board may make any order it considers appropriate including dismissing my claim and rescinding any order awarding compensation. \*
- ☐ 7. I understand that signing this form I confirm that I have not provided incorrect information or false or misleading evidence for myself or the party on whose behalf for which I am signing the application. \*

- If you are a representative, please account for each applicant on the declaration signing page.

## Reviewing your application

## Manage Applications

New Applications

Application #	Date Submitted ↑	Status	LLDs	Agreement Date	Years Requested
Draft	11/30/2020	Draft			

To

review applications, you have previously submitted, click on the “Manage Applications” tab, and click on the file number.

## Manage Applications

New Applications

Application #	Date Submitted ↑	Status	LLDs	Agreement Date	Years Requested
RC2020.2076	11/30/2020	Submitted	SE 1/4-01-002-03-W6M LSD 01	3/5/2015	2016, 2017, 2018 and 2019

You can then see all the information submitted, and the current status of the application

## Application Details

<b>File # *</b>	<b>Date Submitted *</b>	<b>Status *</b>
RC2020.2076	11/30/2020	Submitted

## Editing an application not submitted

If you have not yet submitted the application, your information is saved when you leave the page to enter another time. To edit that information, click “Draft” from the Manage Applications screen.

You can delete the application by clicking the arrow, to the right of the application and selecting Delete.

Agreement Date	Years Requested	
3/5/2015	2016, 2017, 2018 and 2019	<div><div>▼</div><div><div>Delete</div><div>Edit</div></div></div>

## FAQ

When I try to sign in it says my email is already taken.

- This is a known error that we are currently in the process of fixing. Please re-set your Alberta.ca account/Alberta.ca Account for Organizations password and try again.

How do I submit an application?

- If you haven't submitted with us before (for that agreement), please click "New Application". If you have submitted previously and have been paid by the Minister , please click "Repeat Application"

The Application # Says "Draft", what does that mean?

- An application number of draft means you have not yet signed and submitted your application. You can still make any changes you need to make.

How do I edit an application I've already submitted?

- Currently, you are not able to edit your applications once they are submitted through the portal. If you require changes to be made to your application, please contact Tribunal Administration via email.

My File on the Portal says, "Directed for Payment", where's my cheque?

- The status "Directed for Payment" means that Tribunal Administration has sent your Direction to Pay to Environment and Parks Accounts Payable, and you should be expecting a cheque in 6-12 weeks.

How can I create a repeat once my file has the status "Directed for Payment"?

- By clicking on the arrow to the right of your file, and selecting "Repeat Application", your information will be auto filled into the sheet from your old application. Please review each page for accuracy and make any changes that are required.

How do I see the status of my file?

- Through the Mange Applications screen, you can see the status of all the files you have submitted. If you click on the File number, you'll be able to see all the application details on the file. Note: If you did not apply using the portal some fields will be blank.

Can I use the portal to keep track of files not submitted through the portal?

- Yes, but it will take some time for generating the file number and opening the file on our end when the application is submitted by paper mail or email. When you apply through the portal you will receive a file number once you submit the application. If you have already sent your application, you can still use the Portal to review the status of your application.

I'm a representative, how can I use the portal?

- Representatives can help their clients fill in the information and keep track of the status of files they are representing. As a representative you will be able to see the status and file information of all files that have you listed.

I'm an operator, how can I use the portal?

- Operators can log in and view applications they are a party to. They will be able to see everything entered in the portal by an applicant or representative and respond to the application.

I'm an operator, how do I request applications filed with the Tribunal outside of that time frame?

- Please contact Tribunal administration by email for documents.

I've signed up for the Portal but can't see any applications that I've previously made.

- Contact Tribunal Administration by email with the email you used for the Alberta.ca account/Alberta.ca Account for Organizations.