



Exclusion – Proof of Serving Notice

If you are applying to exclude land from the ALR, you are required to provide notice of your application to neighbouring ALR landowners. *(See Sections 15 & 16 of the Agricultural Land Reserve Use, Subdivision and Procedure Regulation.)*

As the applicant, you are responsible for ensuring the notice requirements are fulfilled prior to submitting your application to the local government and for all costs arising from providing the notice. The following information outlines how to serve a copy of the application and the notice to all registered owners of the land in the ALR share a common boundary.

Serve a copy of the application and notice of exclusion.

- **Serve a signed copy of the application and the notice to all registered owners** (not necessarily the occupant) of land in the ALR that share a common boundary with the property under application, including owners of property separated by a public road and properties located at the corners of the property. If adjacent ALR land is owned by the Crown, the government agency in charge of administering the Crown land must be notified. Notice may be served in person or by registered mail. If your property is adjacent to a local government border you must notify the neighbouring local government regardless of whether or not the adjacent lands are in the ALR. Remember, it is the registered owner of the property that must be served the notice and this may not necessarily be the occupant. Your local government office may be able to help you determine who the registered owners are that must be served notice of your application.
- The **application is considered to be all documents submitted in support of the proposal.**
- For the purposes of serving the electronic application to each owner of land in the ALR that shares a common boundary with the property under application; **personal contact information may be redacted (blacked out) prior to service** (see example on page two). Fields that may be redacted are;
 - Mailing address
 - Phone/fax number(s)
 - Email address(es)
- Refer to the form on page three for a template for the proof of serving notice.

See the applicant information package for additional requirements and instructions for an exclusion application.



Example of Redacted Personal Contact Information

Fields that may be redacted are;

- Mailing address
- Phone/fax number(s)
- Email address(es)

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple
Parcel Identifier: 000111222
Legal Description: LOT 1, SECTION 2, RANGE 3, SHAWNIGAN DISTRICT, PLAN 12345
Parcel Area: 10 ha
Date of Purchase: 01/07/1979
Farm Classification: No
Owners
 1. **Name:** Lindsay Lambert
Address:
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Phone: [REDACTED]
Email: [REDACTED]
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EXCLUSION PROOF OF SERVING NOTICE

AS REQUIRED BY SECTION 16 OF THE AGRICULTURAL LAND RESERVE USE, SUBDIVISION AND PROCEDURE REGULATION

I (full name of declarant)

of..... (mailing address)

do solemnly declare that a copy of the notice of application and a copy of the signed application as required by Section 16 of the *Agricultural Land Reserve Procedure Regulation* for land legally described as

.....

was served to the following owners of land:

NAME AND ADDRESS	LEGAL DESCRIPTION OF LAND	DATE OF SERVICE	HOW SERVED (Registered mail or delivered)

And I make this solemn declaration believing it to be true and correct to the best of my knowledge.

.....
(Signature of declarant)

.....
(Date)

IMPORTANT - AN APPLICATION FILED UNDER SECTION 30 OF THE AGRICULTURAL LAND COMMISSION ACT MUST INCLUDE A COPY OF THIS STATEMENT COMPLETED IN FULL, AND SIGNED AND DATED BY THE PERSON WHO SERVED THE NOTICE. Please complete as many copies of this page as necessary.