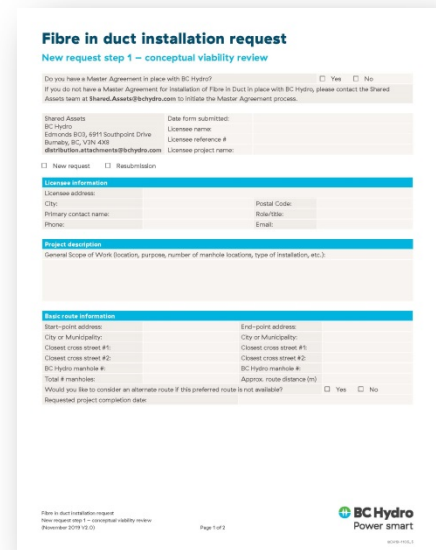


## Step 1A – Complete Step 1 Application Form

Complete the **New Request Step 1- conceptual viability review form**.

Please ensure you fill out and include all the following information:

- Date, Licensee name, Licensee ref# and project name
- Licensee information – address, phone and email
- Project description providing general scope of work
- Route information including start and end point
- Enter Step 1 application fee purchase order information
- Sign, date and complete contact information



**Fibre in duct installation request**  
New request step 1 – conceptual viability review

Do you have a Master Agreement in place with BC Hydro?  Yes  No  
If you do not have a Master Agreement for installation of Fibre in Duct in place with BC Hydro, please contact the Shared Assets team at [Shared.Assets@bchydro.com](mailto:Shared.Assets@bchydro.com) to initiate the Master Agreement process.

Shared Assets: BC Hydro, Edmonton, BC, 6911 Southpoint Drive, Burnaby, BC, V2N 4K2, [SharedAssets@bchydro.com](mailto:SharedAssets@bchydro.com)  
Date form submitted: \_\_\_\_\_ Licensee name: \_\_\_\_\_ Licensee reference #: \_\_\_\_\_ Licensee project name: \_\_\_\_\_

New request  Re-submission

**Licensee Information**

Licensee address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
City: \_\_\_\_\_ Business: \_\_\_\_\_  
Primary contact name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_


**Project description**

General Scope of Work (Locations, purposes, number of manhole locations, type of installation, etc.): \_\_\_\_\_

**Route/Point Information**

Start-point address: \_\_\_\_\_ End-point address: \_\_\_\_\_  
City or Municipality: \_\_\_\_\_ City or Municipality: \_\_\_\_\_  
Closest cross street #1: \_\_\_\_\_ Closest cross street #1: \_\_\_\_\_  
Closest cross street #2: \_\_\_\_\_ Closest cross street #2: \_\_\_\_\_  
BC Hydro manhole #: \_\_\_\_\_ BC Hydro manhole #: \_\_\_\_\_  
Total # manholes: \_\_\_\_\_ Approx. route distance (m): \_\_\_\_\_  
Would you like to consider an alternate route if this preferred route is not available?  Yes  No  
Requested project completion date: \_\_\_\_\_

File in duct installation request  
New request step 1 - conceptual viability review  
November 2019 V1.0 Page 1 of 2



## Step 1B – Submit Step 1 SPO Application

Submit the **Step 1 SPO Application** by emailing all of the following documents to [distribution.attachments@bchydro.com](mailto:distribution.attachments@bchydro.com).

- Completed New Request Step 1- conceptual viability review form (from Step 1A)
- Site sketch plan
- Photographs – manhole access and street views
- PDF copy of Purchase Order for Step 1 Application Fee



## Step 2A – Complete Step 2 Application Form

Complete the **New Request Step 2- technical identification review form** once the Shared Assets team has confirmed route availability through the Step 1 Process.

Please ensure you fill out and include all the following information:

- Date, Licensee name, Licensee ref# and project name
- Design contractor information – address, phone and email
- Details of any scope changes (since the Step 1 Submission)
- Enter Step 2 application fee purchase order information
- Sign, date and complete contact information

## Step 2B – Submit Step 2 SPO Application

Submit the **Step 2 SPO Application** by emailing all of the following documents to [distribution.attachments@bchydro.com](mailto:distribution.attachments@bchydro.com).

- Completed New Request Step 2- technical identification review form
- Finalized route plan complete with particulars of civil duct entry and/or exit to manholes or vaults
- Specifications for sub-ducts and fibre proposed for installation
- Cable racking design, slack loop and splice case locations/supports
- Details of cable routing and tagging in the manholes
- PDF copy of Purchase Order for Step 2 Application Fee