

Welcome to Islands Trust Application Portal Help Resources

More information, and a step-by-step guide to setting up your profile and using the Islands Trust Applications Portal.

How do I register?

- From the Portal Home page, click “Register”
- Enter your email address; this becomes your Login ID
- Create a password and re-enter to confirm. Your password must be a minimum of 8 characters long
- Click Next Step - Enter your contact information and complete the remaining contact information fields
- Ensure to complete the “I am not a robot” field at the end by entering in the characters you see in the image and click submit
- Once you complete these steps, you will receive an email to confirm your account. Click on the link in the email you receive to validate your account
- You can now sign-in to the web portal and begin to submit an application or view current applications

Island Planning Conservancy Programs Mapping & Resources What's H.



Home / Islands Trust Web Portal

Islands Trust Web Portal

[Sign In / Register](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)

Welcome to the Islands Trust Landuse Applications Portal, your go-to source for all things related to land use planning and development on trust area islands. By registering as a portal user, you'll have access to a variety of features and benefits, including the ability to upload documents to your active planning, and subdivision applications, and check their status at any time.

We believe that achieving long-term stability in the development of the island land base requires the use of many different tools and strategies.

Whether you're a developer, contractor, or citizen interested in land use planning, our portal offers everything you need to get started. You can access documents, guides, and forms related to land use applications as they pertain to trust area islands. *Please note that land use applications for Bowen Island must be submitted to Bowen Island Municipality.*

At Islands Trust, our focus is on preserving the environment and promoting community sustainability through responsible land use planning. We're committed to providing exceptional service to our citizens, and the Islands Trust Landuse Applications Portal is just one more way we're working to achieve that goal. For more information on portal use and instructions, visit the Help for Landuse Applications Portal link in the left-hand menu bar. And don't forget to check out our Application Fees page to learn more about the costs associated with land use applications.



Planning Department

[Apply for a Planning Permit](#)
[Application Search](#)
[Upload Submittals](#)



Property Information

[Search for a Property](#)

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[Sign In / Register](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)



Welcome to the Islands Trust Web Portal Registration

Please enter your email address and choose a password ☺

NOTE: The email address you enter is the email address that we will use to communicate with you regarding your account profile and services you request.

Email Address (this is your Login ID)*

It is important that you provide a valid, working email address that you have access to, as it must be verified before you can use your account.

Confirm Email Address*

Please re-enter your valid email address.

Password (min. 8 characters)*

Confirm Password*

[Cancel](#) [Next Step: Enter Contact Information](#)

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[Sign In / Register](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)



New Contact Information

Required information is indicated with an asterisk (*).

Contact Information ☺

Full Name:*

Preferred Contact Method:*

Address ☺

Search for address

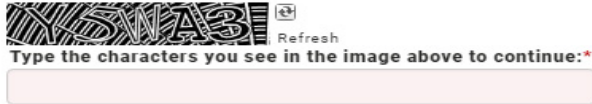
Begin typing a street address or Parcel Identifier above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

Mailing Address ☺

Copy from Address Above:

Street Address:*

Address Extra Line 1:



Previous Step: Create Account **Next Step: Complete Registration**

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Home / Islands Trust Web Portal

Islands Trust Web Portal

[Sign In / Register](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)

1 Create Account 2 Enter Contact Information 3 Registration Complete

Registration Complete & Pending Activation

Your new account was created successfully and is pending activation.

A confirmation email has been sent to communications@islandstrust.bc.ca. Please allow up to 30 minutes for the email to arrive. Then click on the hyperlink contained in the email to activate your account.

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I registered but I did not receive my registration email. What should I do?

There are a couple of things to check:

- You should receive an email within 15 minutes of registering. However, sometimes emails can be delayed for reasons out of our control. Give it a couple of more minutes
- Did you spell your email address correctly? If you are not sure, you could try registering again with the same email address. If we already have that email on file, you will see a message indicating “An account already exists for this username”
- Check your junk folders
- Finally, please contact info@islandstrust.bc.ca and provide your email address



I forgot my password – what should I do now?

From the “Sign In” page:

- Click the “Forgot Password” link
- Enter your email address for your account
- Click the Reset Password button
- You will receive an email with a link to change your password, follow the instructions in the email



Home / Islands Trust Web Portal

Islands Trust Web Portal

[Sign In](#) / [Register](#) / [Portal Home](#) / [Search for a Property](#) / [Portal Help](#)

Welcome to the Islands Trust Web Portal

With an account you will be able to do more with the Islands Trust Web Portal. This includes faster entry of information, and access to options not available to anonymous users.

Sign In

Email Address*

Password*

[Forgot your password?](#)

Login

Register a New Account

If you do not have an account, please click on [Register](#) to create one.

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Home / Islands Trust Web Portal

Islands Trust Web Portal

[Sign In](#) / [Register](#) / [Portal Home](#) / [Search for a Property](#) / [Portal Help](#)

Reset Password

Please enter the email address for your account and click on the 'Reset Password' button. An email will be sent to that email address with a link that will allow you to change your password.

Email Address*



Type the characters you see in the image above to continue.*

Cancel Reset Password

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What are the requirements for a planning application?

- Planning application requirements available on the [Islands Trust Land Use Application Guides & Forms.](#)

How to start an application

- Click on “Portal Home”
- Click on “Apply for a Planning Permit”
- Complete the steps and click “Submit”
- If you cannot complete the application, “Save for later” and return to your application by logging in

Welcome Kalyaan Kumar Selvakumar

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Whether you're a developer, contractor, or citizen interested in land use planning, our portal offers everything you need to get started. You can access documents, guides, and forms related to land use applications as they pertain to trust area islands. For further information on planning applications and application guides, please refer to our [Land Use Application Guides & Applications Portal](#) page.

At Islands Trust, our focus is on preserving the environment and promoting community sustainability through responsible land use planning. We're committed to providing exceptional service to our citizens, and the Islands Trust Applications Portal is just one more way we're working to achieve that goal. For more information on portal use and instructions, visit 'Portal Help' above. And don't forget to check out our [Application Fees](#) page to learn more about the costs associated with land use applications.

Please note that land use applications for Bowen Island must be submitted to Bowen Island Municipality.



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Planning Application - Project Description

TMPL2024000284

Required information is indicated with an asterisk (*).

Choose the project type:*

--Select--

Project Descriptive Name:*

Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments:*

Please add any additional comments about the project. Maximum 2000 characters

[Cancel](#) [Next Step: Planning Types](#)

[Save for Later](#)

The collection of personal information, for the purpose of processing this application, is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection and Privacy Act. Please note that application documents will form a part of public record and as such may be publicly accessible.

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How do I see the items I submitted?

- You can see everything you submitted using the web portal, by signing in, then clicking “My Items”
- Each section expands by clicking on the title, or to see all your items, click on the “Expand All” link. Additionally, you will be able to see the status of your submissions here



Home / Islands Trust Web Portal

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Welcome Morgana van Niekerk

[Sign Out](#) | [My Account](#) | [My Items](#) | [Portal Home](#) | [Search for a Property](#) | [Portal Help](#)

My Items

This page lists all the applications and other items in which you are a contact.

[Expand All](#) | [Collapse All](#)

Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

My Planning Applications (0) ☯

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My Planning Applications (2) ☯

Show Active (2 of 2) ▼

Project Number	Address	Type	Status	Date Created
PLDP20240018	700 NORTH RD, GABRIOLA, BC V0R 1X3	Development Permit	Open	05/13/2024
<p>Name : To construct a shed in a DPA</p> <p>Upload Submittals</p>				
PLSUB20240017	700 NORTH RD, GABRIOLA, BC V0R 1X3	Subdivision	Open	05/13/2024
<p>Name : To subdivide a lot into 2 parcels</p> <p>Upload Submittals</p>				



How do I upload documents and photos?

You can upload documents and photos that have the following extensions when you create a new permit, planning application or by-law complaint:

- PDF (Adobe Acrobat)
- JPG (photo or image)

Files in .ex or .zip format are NOT acceptable. Submitted documents and photos must not exceed 100MB in size. All plans/documents must be unsecured and not password protected. Documents/drawings must be FLATTENED to a single layer prior for submission. All plans/documents are to be scaled.

Recommended naming conventions:

- Keep filename consistent
- Avoid the use of non-friendly filenames (ex. k9dk38fj3.pdf)
- Avoid inappropriate language in filenames

How to check the status of an application?

- Sign into the web portal, click on “My Items”
- All the applications applied for will be listed with the reference number, status and date created



Home / Islands Trust Web Portal

Islands Trust Web Portal

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[Expand All](#) | [Collapse All](#)

Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

Summary ☺

[Edit Planning Application Details](#)

Project Number: PLDP20240018
Project Name: To construct a shed in a DPA
Project Type: Development Permit
Application Types: DP for protection of sensitive ecosystems and riparian areas
Application Status: Open
Date Entered: 05/13/2024
Comments: <Optional, enter comments if required>

Locations ☺

Application Types ☺

Submittals ☺

1 Planning Application Submittal 05/13/2024 Status: Pending ☺

Review Type	Outcome	Est. Completion Date	Completed
There are no reviews associated with this application, or you are not authorized to view them.			



How do I download documents?

- Sign into the web portal, click on “My Items”



Home / Islands Trust Web Portal

Islands Trust Web Portal

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My Planning Applications (0) ☯

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- Click the small triangle next to the section you want to expand. (My Planning Permit Applications)
- Click on the “Reference Number” to expand the permit/planning application fully
- Scroll down to “Documents & Images” where the downloadable documents will be available

My Items

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My Planning Applications (2) ☯

Show Active (2 of 2) ▾

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Name : To construct a shed in a DPA				
Upload Submittals				
PLSUB20240017	700 NORTH RD, GABRIOLA, BC V0R 1X3	Subdivision	Open	05/13/2024
Name : To subdivide a lot into 2 parcels				

How do I make a payment?

- Sign into the web portal, click on “My Items”
- Click on the small triangle next to the section you want to expand
- Click on the “Reference Number” to expand the permit/planning application fully
- Scroll down to “Fees” and click on the “Add Fees to My Cart” which will move the fees to “My Shopping Cart”
- Scroll to the top of the page and click on “My Shopping Cart” to make payment



Home / Islands Trust Web Portal

Islands Trust Web Portal

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[Sign Out](#) |
 [My Account](#) |
 [My Items](#) |
 [Portal Home](#) |
 [Search for a Property](#) |
 [Portal Help](#)

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Application Types ☺

DP for protection of sensitive ecosystems and riparian areas ☺

Approval Track: Local Trust Committee

Application Status: Under Review

Submittals ☺

1 Planning Application Submittal 05/13/2024 **Status: Pending** ☺

Review Type	Outcome	Est. Completion Date	Completed
There are no reviews associated with this application, or you are not authorized to view them.			

Fees ☺

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00		\$0.00	\$0.00
Outstanding Fees	Amount	Paid	Owing	Date Paid
Gabriola - Protection of Natural Environment, Ecosystems, and Biological Diversity	\$1,040.40		\$0.00	Not payable Not Paid
Totals:	\$1,040.40		\$0.00	\$0.00