

File: 19720-02/District Procedures – FRPA CPs

September 28, 2007 – Updated January 13, 2012 – updates shown in red
– Updated January 11, 2013 – updates shown in green
– Updated July 24, 2013 – updates shown in blue

All Woodlot Licensees – only email notice sent to licensees about updated letter on ftp site

Dear Licensee:

This letter outlines the Central Cariboo Forest District's requirements and procedures for regular cutting permit (CP) issuance and subsequent obligations under the *Forest Practices and Range Act* (FRPA). This standardized format will provide consistency to all woodlot licensees and should enable faster approvals.

There are three main components as outlined below. Details on each component follow.

Cutting Permit Application

- a) electronic submission into FTA (Forest Tenure Administration)
- b) FRPA CP Application form – paper form (from our district ftp site)

Harvest Notification

- a) Notice Of Commencement – paper form (from our district ftp site)
- b) Notice Of Primary Logging Complete – paper form (from our district ftp site)
- c) Notice Of Removal Complete – paper form (from our district ftp site)

Activity Reporting

- a) electronic submission into RESULTS (Reporting Silviculture Updates and Landstatus Tracking System)
- b) annual report form – paper form (from our district ftp site)

Cutting Permit Application (FTA Submission):

An FTA submission is required to issue a cutting permit and create blocks under that cutting permit. This involves submission of both attribute (words) and spatial (maps) information. A separate cutting permit is now required for harvesting on private land (Schedule A) associated with your woodlot licence. Submissions for Schedule A lands require the private timber mark be entered into the field called "Owned by File". A service provider may be hired to submit the information for you. If you have the ability and software, you can acquire a BCeId (go to <http://lrdw.ca/bceid.html>) and get permission to submit your block(s) through the Electronic Submission Framework (ESF) at <http://www.for.gov.bc.ca/his/efm/access.htm> - click on the [Forest Tenure Submission and Reporting link](#). In order to know that an electronic submission has been made, we require submission of a paper "FRPA CP Application form" - found on our district ftp site: <http://www.for.gov.bc.ca/ftp/DCC/external!/publish/Woodlots/>.



Explanations of paper application form requirements:

1. Cutting Permit - As of June 2007, all woodlot licence cutting permits must be designated as 2 letters in any type of combination (eg. AA, AB, AC, BA, BB, CC, DD, SE, SX, etc)
2. Timber Mark – Indicate either your Crown or private timber mark. Please note that all Crown timber marks have changed. A core timber mark, consisting of 4 letters starting with a W, exists for each woodlot licence. The timber mark is completed by 2 letters representing your cutting permit. Individual core Crown timber marks are provided in our October 2, 2007, letter. NOTE: I and O are disallowed due to confusion with 1 and 0.
3. Tenure Term - Choice of term to a maximum of 4 years. Terms less than 4 years may be extended for a fee. Permits with 4 year terms cannot be extended. Operations on permits with 4 year terms may be postponed for two years, in accordance with the *Forest Act*.
4. Schedule? - Separate cutting permits are now required for harvesting on Crown land (B) versus private land (A) associated with your woodlot licence. Please indicate which.
5. Salvage? - Indicate Y if harvesting beetle infested or windthrown stands that were not eligible for harvest under a blanket salvage cutting permit.
6. Remaining available AAC - Indicate the amount of AAC remaining in the woodlot licence's current cut control period, as of the date of the application. Any volume from other active green cutting permits not already accounted for, is to be subtracted first.
7. Block # - Must be consistent between the paper form and the FTA submission. If they differ, the submission may be rejected.
8. Planned Volume - Indicate the expected volume to be removed from each block.
9. Access to block under RP/RUP - Indicate Y if all roads used to haul wood from block are either under road permit, road use permit, public road or private road (on private land). Indicate N if any piece of road that will be used to haul wood from block is not as described above. Road Permit ESF submission and/or Forest Service Road (FSR) road use permit will be required before CP will be issued.
10. Overlaps - Indicate all overlaps relating to other values. If overlaps exist, confirmation statements are required to indicate how operations will be consistent with WLP.
11. Adjacency - Indicate whether block is adjacent private land or the woodlot licence boundary. If adjacent, confirmation statements and/or GPS point shapefiles required.
12. First Nations (FN) Consultation Information Sharing - Indicate Y if licensee did FN consultation prior to CP submission or committed to FN info sharing in WLP. Attach copies of all relevant information (letters, maps, responses, phone calls, etc) to paper application form. For faster CP issuance, we recommend doing FN consultation prior to CP submission. If N is indicated, then a ministry FN consultation process will be required and CP issuance will be delayed. If FN info sharing is a WLP commitment, CP issuance may not proceed.

Be advised that your electronic submission into FTA will not proceed until the FRPA CP Application paper form is complete. Approximate processing time is 45 days UNLESS:

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- a) First Nations consultation was not adequate – add 60 days minimum;
- b) Stumpage Rate Request form is not signed – requires resubmission;
- c) CP application or attachment(s) is incomplete or incorrect - requires resubmission;
- d) CP application appears to be inconsistent with your WLP Section 12(2) of FRPA – requires field check and possible rejection or adjustment – requires resubmission.

Please be advised that stumpage rates are **now tabular and re-determined** by regional staff **every August 1**. Therefore, rates may not be as expected, **if CP submitted close to this date**.

Harvest Notification Requirements

Notice of Commencement (NOC): complete form from ftp site and submit 5 days prior to harvesting each block. If inactive for 3 months or more, a new NOC is to be submitted.

Notice of Primary Logging Complete: complete form from ftp site and submit within 5 days after primary logging is finished on each block.

Notice of Removal Complete: complete form from ftp site and submit within 5 days after shipping is completed for each block.

Activity Reporting (RESULTS Submission):

A RESULTS submission is mandatory upon completion of harvesting on each block but can be made at any time after cutting permit issuance. Your RESULTS submission should match the FTA block information previously submitted. This involves submission of both attribute (words) and spatial (maps) information for four different categories: **opening definition**, **disturbance activity**, **forest cover** and **silviculture activity**. The **opening definition** is basically your stocking standards and site plan map. The **disturbance activity** is your harvesting information and an **optional** map of what was harvested. The **forest cover** is a map of the harvested area with appropriate silviculture labels. The **silviculture activity** is **site prep**, planting, brushing, or **optional** survey information and **optional** maps of where these activities occurred. A service provider may be hired to submit the information for you. If you have the ability and software, you can acquire a BCeId (go to <http://lrdw.ca/bceid.html>) and **apply for permission** to submit your block(s) through the Electronic Submission Framework (ESF) at <http://www.for.gov.bc.ca/his/efm/access.htm> - click on the **RESULTS Submission and Reporting link**. In order to know that an electronic submission was submitted, we request submission of our “DCC Woodlot Licence Annual Report.doc” (paper) form found on our district ftp site: <http://www.for.gov.bc.ca/ftp/DCC/external!/publish/Woodlots/>. We strongly recommend saving this site as a “favourite” **with a name like** “Woodlot district forms”.

A copy of Central Cariboo Forest District’s “FRPA vs CODE **Cutblocks** Submission Requirements - Business Process Flowchart for Woodlot Licensees” – which is a step by step guide through the process along with acronyms and other definitions you may find helpful – **is available on our ftp site** <http://www.for.gov.bc.ca/ftp/DCC/external!/publish/Woodlots/>.

If you have any questions, please contact me at 250-398-4384.

Yours truly,

Stephanie Mooney,
Woodlot Forester,
Central Cariboo District