



File: 19720-02/District Procedures – FRPA RPs

April 18, 2012

All Woodlot Licensees

Dear Licensee:

This letter outlines the Central Cariboo Forest District's requirements and procedures for issuance of a new road permit (RP) and subsequent amendments and 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 two main components as outlined below. Details on each component follow.

Road Permit or Road Permit Amendment Application

- a) electronic submission into FTA (Forest Tenure Administration)
- b) FRPA NEW RP Application form – paper form (from our district ftp site) OR
- c) FRPA RP Amdt Application form – paper form (from our district ftp site)



Harvest or Road Construction 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)

Road Permit or Road Permit Amendment Application (FTA Submission):

All roads or trails used for hauling on a woodlot licence must be under a road permit whether pre-existing or new construction. Road permits are not required for private land (Schedule A) associated with your woodlot licence. An FTA submission is required to issue a road permit and create sections under that road permit. This involves submission of both attribute (words) and spatial (maps) information. Once a road permit is issued for a woodlot licence, all future roads associated with the woodlot licence can be added to that road permit as amendments by making the required FTA submission(s). 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 road section(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 NEW RP Application form” or “FRPA RP Amdt 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. Timber Mark – Please note that all Crown road permit 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 R1 representing your road permit. Individual core Crown timber marks were provided in our October 2, 2007, letter.
2. Salvage? - Indicate Y if road is required to access beetle infested or windthrown stands.
3. 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. This amount should reflect any harvested or planned volume under other active road section(s) or green cutting permit(s) not already accounted for in the current cut control statement.
4. Road Section # - Must be consistent between the paper form and the FTA submission. If they differ, the submission may be rejected.
5. Planned Volume - Indicate the expected volume to be removed from each road section.
6. Activity – Indicate the type of operational activity (ies) that will occur on this piece of road based on the following definitions:
Construct = building new road or converting a trail to a road.
Modify = upgrading an existing road for operational use (eg. realignment, reshaping).
Use = road exists and modifications not required prior to use.
7. New road – Check this box if there is no existing road or trail.
8. Access built under WLFMR Sec 22.01 exemption – Check this box if current “road” type is a trail or road created to access salvage wood during pine beetle epidemic.
9. Previously existing road – Check this box if current road existed before woodlot licence or was built under a now expired woodlot licence green cutting permit (ie. not salvage CP).
10. Previously existing trail – Check this box if current “road” is an old skid or mining trail.
11. Overlaps - Indicate all overlaps relating to other values. If overlaps exist, confirmation statements are required to indicate how operations will be consistent with the Woodlot Licence Plan (WLP).
12. Adjacency - Indicate whether block is adjacent private land. If adjacent, confirmation statement and/or GPS point shapefile(s) required to show road is outside of private land.
13. First Nations (FN) Consultation Information Sharing - Indicate Y if licensee did FN consultation prior to RP submission or committed to FN info sharing in WLP. Attach copies of all relevant information (letters, maps, responses, phone callsc) to application form. For faster RP issuance, we recommend doing FN consultation prior to submission. If N is indicated, then a ministry FN consultation process is required and RP issuance will be delayed. If FN info sharing is a WLP commitment, RP issuance may not proceed.
14. Interior Stumpage Rate Request Form – Is required for all new road permits. May be required for road permit amendment submissions, if a rate does not exist for the new road permit timber mark. Check the Harvest Billing System (HBS) to see if a rate exists.

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

- a) First Nations consultation was not adequate – add 60 days minimum;
- b) Stumpage Rate Request form is not signed – requires resubmission;
- c) RP application or attachment(s) is incomplete or incorrect - requires resubmission;
- d) RP 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 RP submitted close to this date.

Harvest or Road Construction Notification Requirements

Notice of Commencement (NOC): complete form from ftp site and submit 5 days prior to harvest or construction of each road section. 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 road section requiring tree removal.

Notice of Removal Complete: complete form from ftp site and submit within 5 days after shipping is completed for each road section requiring tree removal.

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

Yours truly,

Stephanie Mooney
Woodlot Forester
Central Cariboo District