



File: 19720-02/District Procedures – Updated One CP

November 4, 2016

All Woodlot Licensees

This letter cancels and replaces the April 1, 2016, letter regarding that version of the Cariboo-Chilcotin Natural Resource District's (DCC) "DCC Woodlot Licence One CP Application" form and procedures.

This updated version will provide clarification and incorporates the feedback received from the Federation of BC Woodlot Association, the Cariboo Woodlot Association and individual woodlot licensees. The common goal is to provide consistency to all woodlot licensees and to create a process that should enable faster approvals.

All forms referenced in this letter are available on the district's File Transfer Protocol (FTP) site:
<http://www.for.gov.bc.ca/ftp/DCC/external!/publish/Woodlots/>.

A One CP will be accepted ensuring that the prerequisites of the *Cutting Permit and Road Tenure Administration Manual* are met, the application is eligible and due diligence is followed. If there are concerns with the ability to issue the One CP, district staff will contact the woodlot licensee and work jointly to resolve the identified concerns.

Below outlines the requirements for a One CP issuance.

CUTTING PERMIT APPLICATION

1. Forest Tenures Administration (FTA) submission is required to issue a One CP. Separate One CPs are required for harvesting on Crown land (Schedule B) versus private land (Schedule A) associated with your woodlot

For FTA submission standards please refer to Section 2.1 of the *One Cutting Permit Administration Manual for Community Forest Agreements and Woodlot Licences*. Once an FTA submission has been made, a DCC Woodlot Licence One CP Application form is required (copy attached).

2. Once an FTA submission has been made, a DCC Woodlot Licence One CP Application form is required. An explanation of each section is provided below.

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A. INFORMATION

1. **Woodlot Licence (WL):** Enter four digit woodlot licence number;
2. **Schedule:** Select either Schedule B (Crown land) or Schedule A (private land);
3. **Cutting Permit (CP):** Select CP designation. One CP's must be two letters starting with an 'N' for the Crown portion (e.g. NA, NB, etc.) and a 'P' for the private portion (e.g. PA, PB, etc.);
4. **CP Tenure Term:** Enter choice of term to a maximum of four years. Terms less than four years may be extended for a fee;
5. **CP Timber Mark:** Enter either your Crown or private timber mark. A Crown core timber mark exists for each WL and consists of four letters starting with a 'W'. The timber mark is completed by two letters representing your CP. For private timber marks not already associated with a WL, a separate application process is required;
6. **Electronic Submission Framework (ESF) submission date:** Enter the date the submission was sent to FTA to assist Geomatics staff in identifying the submission; and
7. **ESF submission ID Number:** Enter the unique identification number assigned to the One CP submission to assist Geomatics staff in identifying the submission.

B. ATTACHMENTS/ENCLOSURES

1. If a WL licensee chooses to information share with First Nations, a First Nations Information Sharing Summary form relating to the current One CP application should be submitted in coordination with the district First Nation advisor. Woodlot licensees are encouraged to undertake information sharing as this will help ensure all parties have a clear understanding of whether any further communication about operations under a One CP will be necessary.
2. A transition plan may be required to ensure a smooth transition from traditional CPs to a One CP. Prior to issuance of a One CP, all traditional CPs (existing and expired) must be closed in FTA. Licensees should meet with district staff to discuss individual circumstances; this can occur during the application process.
3. An Interior Stumpage Rate Request form is required to generate the tabular rate.

C. SIGNATURE

1. Licensee signature is required; and
2. Select the form of delivery and provide requested contact information.

Please be advised that One CP applications will now be accepted in the DCC. Further information will be forthcoming regarding a DCC WL One CP information session.

If you have questions, please contact me at 250-398-4400 or by email at Harold.Stolar@gov.bc.ca.

Yours truly,


Harold Stolar, RFT
District Manager

Attachment: DCC Woodlot Licence One CP Application form



**Cariboo-Chilcotin Natural Resource District's
DCC Woodlot Licence One CP Application**
(as established by district manager's letter dated November 4, 2016)

Attention: Stephanie Mooney

A. Information:

Woodlot Licence:

W_____

Woodlot Licence Schedule:

☐ B (Crown) ☐ A (Private)

Cutting Permit (CP):

☐ NA (Crown) ☐ PA (Private)

CP Tenure Term (Maximum is 4 years):

_____ years

CP Timber Mark:

ESF date of submission (yyyy-mm-dd): _____ ESF submission ID #: _____

B. Attachments/Enclosures:

Required forms available at: <http://www.for.gov.bc.ca/ftp/DCC/external/!publish/Woodlots/> under forms

☐ Yes ☐ No First Nations Information Sharing If No, why? _____
If Yes - attach First Nations 3rd Party Information Sharing Summary Form

☐ Yes ☐ N/A Transition Plan for active CPs and Blocks

☐ Yes ☐ N/A Interior Stumpage Rate Request Form (N/A is for Schedule A only)

C. Signature:

Printed Name of Licensee(s):	Signature of Licensee(s):	Date (yyyy/mm/dd):

when the Cutting Permit document is ready, please ☐ mail ☐ call for pickup: phone # _____
☐ send to email address: _____

Comments:

THIS SECTION FOR MINISTRY USE ONLY

Post (CP Template A)

"Beginning On" Date _____

Optional Clauses = 7.05 (b) – commence notice

"Ending On" Date _____

Scale based ☐ volume (Private) ☐ stumpage (Crown)

Schedules A & B – see document under
G:\WORKGRP\RESSERV\WOODLOTS\One CP SCHEDULES A & B.doc

