BRITISH COLUMBIA

File: 19000-02/General Procedures

August 10, 2005

To: All Licensees, South Island Forest District

Re: Cutting Permit and Road Permit Submissions

Previous correspondence from the Deputy Minister of Forests and from the South Island
Forest District (SIFD) office outlined the requirements for electronic submissions. The
purpose of this letter is to provide interim guidance to licensees regarding the content of
applications for Cutting Permits, Road Permits, and their amendments. It is expected that in
the fall of 2005 Regional standards for the Coast Forest Region will be announced for these
submissions.

To ensure the timely processing of applications, all application packages are expected to
provide the following information submitted simultaneously in the specified manner:

1. Exhibit "A" map

All Exhibit "A" map submissions must now be submitted to the SIFD office through the
Electronic Submission Framework (ESF). The SIFD will no longer accept hard copy
Exhibit "A" submissions.   Licensees are expected to submit Exhibit "A" map information
for all Road Permits, Cutting Permits, and their amendments. Exhibit "A" submissions are
expected to be made at the same time as the rest of the application package is submitted to
the SIFD. Please note the following:

a) Boundary and road traverse notes are no longer required to be submitted with the
   application.

b) For quicker processing, licensees are recommended to use the Tenure Management
   System (TMS) to check their FTA submission for conflicts and submit a report with the
   Application Information that rationalizes the conflicts.

Ministry of   South Island Forest District   Location: Mailing Address:
Forests & Range   4885 Cherry Creek Road   4885 Cherry Creek Road
                                                            Port Alberni, B.C. V9Y 8E9   Port Alberni, B.C. V9Y 8E9

                                                                                           Tel: (250) 731-3000
                                                                                           Fax: (250) 731-3010

c) Licensees are recommended to refrain from the use of brackets in their cutblock identifiers for all new applications. Amendments of previously approved submissions may contain bracketed cutblock identifiers if required to maintain consistency between the documents.

For further details on Exhibit "A" map submissions please contact Joel Graboski, LIM Operator (250-731-3013). Further information regarding ESF submissions may be obtained from the following SIFD web site http://www.for.gov.bc.ca/dsi/esf.htm.

2. Stumpage Appraisal and Cruise Information

The stumpage appraisal and cruise information required for Cutting Permits must be submitted through the Electronic Commerce Appraisal System (ECAS). This information is expected to be submitted at the same time as the rest of the application package. This information is not required for Road Permit and Road Permit amendment applications.

For further details on the submission of stumpage appraisal and cruise information please contact Bill Heggs, Revenue Supervisor (250-731-3025). For more information on ECAS please go to the following web site http://www.for.gov.bc.ca/hva/ecas .

3. Application Information

Application information is expected to include the applicable items outlined in the attached Appendix to this letter. Submission of this information can be made in one of two ways:

a) Hard copy submission made to the SIFD office to the attention of the District Manager, or

b) Electronic submissions made to the SIFD, (FTA.DSI@gov.bc.ca).

Please note that each application letter must reflect exactly what has been included in the Exhibit "A" submission. For example: If 3 sections of proposed road are indicated on a single exhibit "A", they all must be included in a single application and not 3 separate applications.

For further details regarding the submission of the application information, please contact Ken Dobb, Tenures co-ordinator (250-731-3023).

Sincerely,

Jack Dryburgh
District Manager
South Island Forest District

Attachment(s): Appendix

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Appendix

Application Information

The following discusses application information that is part of the application package. Application information for Cutting Permits, Road Permits, and their amendments are requested to include the following:

1. An application letter with the following information:
   a) desired term (up to four years),
   b) where the application contains multiple timber marks identify by tenure and cutblock, the timber mark and the number of hectares,
   c) ECAS identification number,
   d) the S-LINK, and
   e) signature of an authorized licensee representative,

2. Compliance and Enforcement (C&E) risk rating information for Cutting Permit applications only,

3. Correspondence with associated First Nations post approval of the Forest Development Plan (FDP), Forest Stewardship Plan (FSP), or their amendments,

4. 1:5000 scale Cutting Permit map identifying any areas within the Exhibit A area where standing trees are reserved from harvest along with the level of retention on that area,

5. Description of timber to be reserved from harvest where individual tree retention or commercial thinning is proposed. This could be in tabular form indicating leave and take trees based on species and diameter classes. The descriptions must include measurable results for the implementation of the take or pay policy,

6. When submitting applications under the *Forest Practices Code of B.C. Act*, if a cutblock or road is not consistent with the approved FDP or FDP amendment, provide information as to whether a minor amendment to the FDP or FDP amendment has been completed,

7. A map showing ties of the proposed cutting boundary and/or road to legal markers may be required where the application is in close proximity to private land, park, other legally designated land, or tenures. Documentation indicating agreement of the application by the adjacent landowner, legal authority or tenure holder may be acceptable in the absence of the above,

8. Where the licensee has identified conflicts through their TMS report, we recommend for quicker processing that licensees submit a report that rationalizes the conflicts,

9. Rationales for helicopter harvesting are expected to be submitted through ECAS with the appraisal information.

Please note that upon review of the application, additional information other than the above-mentioned items may be requested to support the application.