

Forest License/ Permit Application Checklist (not for sustained yield working)

This checklist is for the applicant's use and is intended to ensure consistency and completeness in the submission of an application for a Forest License, Salvage License or Private Forest Permit. Application processing time on Private Land is 10 to 15 working days; on Lease and National Land is 20 to 30 working days. A complete application on National/Crown Land requires a Harvest Suitability Assessment and on Private or Lease Land requires a field inspection. These assessments are conducted by the respective Forestry Range Office. *The submission of a complete application does not guarantee approval.*

Complete all items in this checklist before submitting your application. Attach a copy of the completed checklist to your application. **Incomplete applications will not be considered for processing.**

Application Form

- A. Contact information of applicant (if under a company name, a contact person must be stated)
 - Name and address
 - Contact number (or that of an alternate; specify if none is available)

- B. Description of tract
 - Area of tract (in acres)
 - Land tenure (private, lease or national/crown land)
 - Location
 - State owner and permission granted to (if applicable)

- C. Class of produce
 - Primary, secondary or tertiary hardwoods
 - Pine only
 - All trees (for Salvage License only)

- D. Duration of license
 - (All licenses are valid for one logging season only)

- E. Other requirements
 - Signature of applicant
 - \$10 postage stamp attached (intact postage stamps only; no reuse)
 - Date of submission

N.B. Application to salvage/ clean cut in excess of 300 acres of forest land requires clearance in the form of an Environmental Compliance Plan (ECP) from the Department of the Environment (DOE). It is the responsibility of the applicant to apply and obtain an ECP from the DOE.

Land Tenure Documentation

Private or Lease (only)

- Copy of valid land document (in the absence of a land document, a recent land tax/ land rent statement *may* be considered). *Expired lease documents will not be accepted.*
- Letter of Authorization (if the applicant is not the land owner/ lease holder). Refer to template provided by the Forest Department.
 - Photo ID of owner(s)
 - Authenticated by a Justice of the Peace

N.B. In case of joint ownership, a Letter of Authorization from each owner is required. Original letter(s) of authorization to be submitted.

Official Survey Map

- LIC map from the Lands and Surveys Department (stamped, signed and dated)
- Highlight area to work (if intent is not to work total land area)

Photo Identification of Applicant

- Copy of SS ID of applicant
- Copy of SS ID of owner/administrator (if the applicant is not the owner)

Logging season if from October 15th to June 15th of the following year.