

Cutting Permit Amendment Application Submissions



**BRITISH
COLUMBIA**

**Ministry of Forests, Lands and Natural Resource Operations and
Rural Development**

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This document contains material to assist with the administration of cutting permits and road tenures associated with *agreements* entered into under the *Forest Act*. This document contains both a summary of the legal requirements and advice/suggestions from the non-legal realm. The latter are not legal requirements that you must follow, nor are they government policy.

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1. Introduction

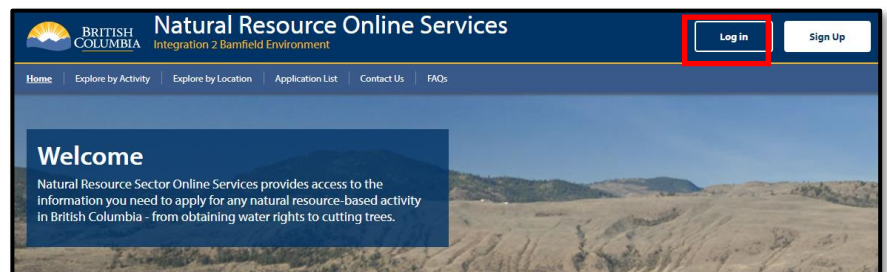
The Natural Resource Online Services system (NROS) is a web portal that allows licensees to submit certain applications online.

The portal contains Smartforms, which are dynamic forms that add the appropriate field of information required to complete the submission.

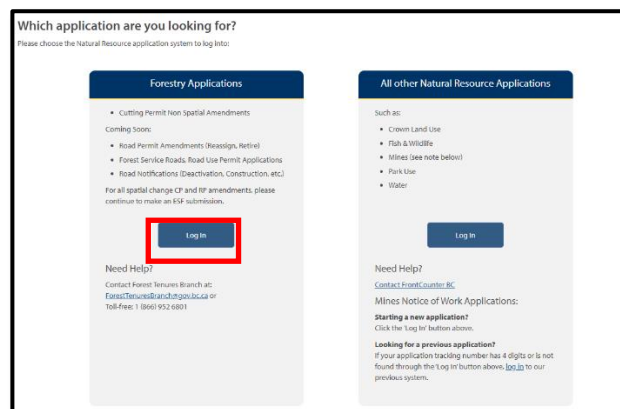
This user guide will provide an overview of the application process for Cutting Permit Amendments and the Professional Declaration.

2. Logging into NROS

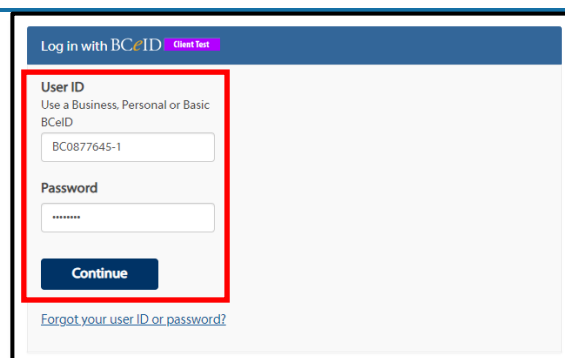
1. On the [Natural Resource \(NR\) Online Services](#) website, click the **Log In** button.



2. Under the Forestry Applications section, click **Log In**.



3. Sign in with your **BCeID** and **password**.
4. Click **Continue** and you will be taken to your dashboard.



3. The NROS Dashboard

The Dashboard is your home screen for your NROS account.

The screenshot shows the NROS Dashboard interface. At the top, a blue header bar contains the text "Welcome NRS Load Test-10, Acting on behalf of RASSEN GIFTS" and a "Log out" button. Below the header, a navigation bar includes links for "FAQs", "Manage Applications", "Dashboard", and "Account Settings". The main content area is divided into four sections: "New Applications", "Account Settings", "Tools and Resources", and "Need Help? Contact FrontCounter BC".

New Application:

- A list of the most recent applications submitted through NROS will display.
- Click **View All** to display the whole list.
- Click **Add New** to start a new application.

The **New Applications** section displays a table with the following data:

Project	Activity	Status
30738 Default	Amend Road Use Permit	Draft
30737 Default	Amend Road Use Permit	Draft
30736 Default	Road Section(s) Intent to Deactivate	Draft
30735 Default	Road Construction Commencement	Draft

Account Settings is where you can view permissions, manage agents, contact information and financial profile.

Tools and Resources is a list of helpful links to Natural Resource information and activities.

Need Help? Contact FrontCounter BC

Toll-free: 1 (877) 855 3222
 International: +1 (778) 371-3222
 Email: FrontCounter@bc.ca
 Visit a [service location](#)

4. SmartForm Elements

The SmartForms on NROS have the following standard elements on each application.

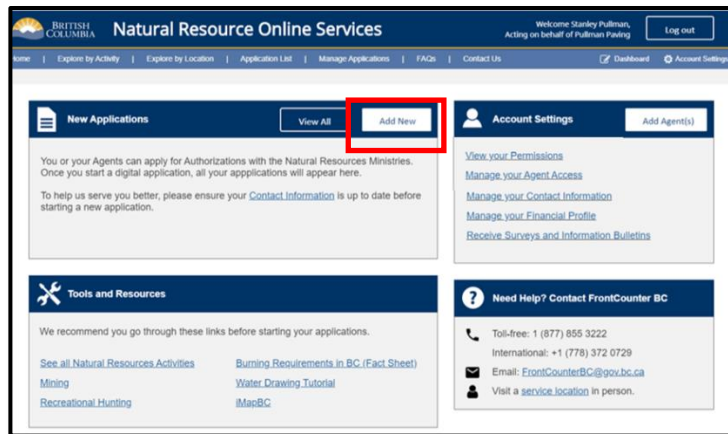
Note: Any fields with an Asterix (*) are mandatory and must be completed.

The screenshot displays the SmartForm interface for a Cutting Permit Administrative Amendment application. The interface includes a top navigation bar with links for 'Contact Us', 'FAQs', 'Manage Applications', 'Dashboard', and 'Account Settings'. A callout points to the 'Dashboard' icon, stating: 'Navigate back to your Dashboard by clicking the **Dashboard Icon**.' Below the navigation bar, the application title 'Application 30434: Cutting Permit Administrative Amendment' is shown, with a callout stating: 'The application will be automatically assigned an **Application Number**.' The application progress bar at the top right shows the status 'Submitted'. On the left, a 'Smartform navigation bar' contains sections for 'Project', 'Cutting Permit Administrative Amendment', 'Review Application', 'Submit', 'Status', and 'Submission History', with a callout stating: 'Smartform navigation bar contains the sections required for your application.' The main form area contains fields for 'Client Location', 'Tenure ID', 'Cutting Permit ID', 'Cut Block ID(s)', 'Details of Amendment', 'Effective Date of Amendment', and 'Rationale'. A callout points to the asterisk (*) on the 'Client Location' field, stating: 'Fields with an asterisk (*) are mandatory.' The 'Details of Amendment' section includes a text area for 'These are the details of the Amendment'. The 'Effective Date of Amendment' field is set to '2021-6-30'. The 'Rationale' section includes a text area for 'This is the rationale of the amendment'. At the bottom, there is an 'Attachment' section with an 'Upload file' button and a 'Previous', 'Save', 'Next' navigation bar. A callout titled 'Navigation:' lists the following actions:

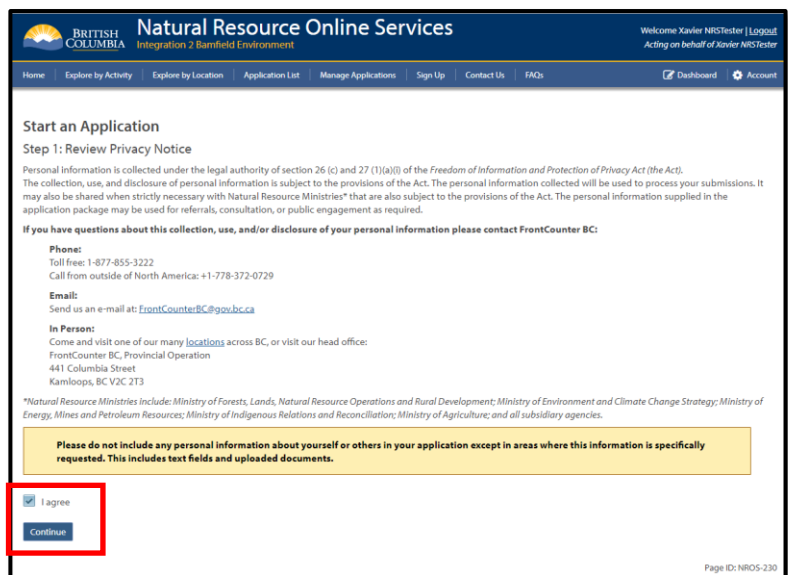
- Previous will save the application and take you back to the previous screen.
- Save will Save the application and stay on the current screen.
- Next will save the application and move to the next screen.

5. Starting A New Application

1. From your **Dashboard**, click on the **Add New** button.



2. Every time you start a new application, you will need to review the **Privacy Notice** and then click **I agree**.
3. Click **Continue**.



- On the **Select an Activity** screen, scroll down to **Cutting Permit Amendments**.
- Click the **Plus** sign to expand the selection.
- Select the **application** you require.

- On the **Project** screen, enter the **Project Name** if desired.
- You must enter a **contact Email** to receive notifications.
- Click **Next**.

NROS will then take you to the Smartform for the application you have selected.

6. Step by Step Guides for Submitting Applications

6.1. Standard Information for All Applications

The following are standard fields for all applications.

1. Select the required **Client Location** from the dropdown.
 - When you select the Client Location, all associated **Tenure IDs** will appear in the Tenure ID drop down.
2. Select the **Tenure ID** required.
 - When you select the Tenure ID, all associated **Cutting Permits** will appear in the Cutting Permit ID drop down.
3. Select the **Cutting Permit ID** required.

The information required on the forms from this point on will vary depending on the application you choose.

6.2. Cutting Permit Administrative Amendment

Insert the **Cut Block ID(s)** if desired.

Enter in the **Details** of the Amendment.

Enter the **Effective Date** of the Amendment.

Enter the **reason** for the amendment if desired.

Add any **attachments** if desired.

6.3. Cutting Permit Postponement

Application 19133: Cutting Permit Postponement Status: Draft

Application Submitted

Project

- Cutting Permit Postponement
- NRS Office Location
- Review Application
- Submit
- Status
- Submission History

Postponement Application

* Client Location
Please select:

* Tenure ID
Please select:

* Cutting Permit ID
Please select:

* Term of Postponement
Years
Months

* Effective Date of Postponement

* End Date of Postponement

☐ Extend previous postponement

* Rationale

* Rationale Upload
Upload file

Page ID: NROS-260

[Previous](#) [Save](#) [Next](#)

Insert the **Term of the Postponement**.

Enter in the **Years** of the postponement if desired.

Enter the **Effective Date** of the postponement.

Enter the **End Date** of the postponement.

Select if you are **extending a previous** postponement.

Provide the **Rationale** for the postponement.

Upload the **documentation** for the rational of the postponement.

6.4. Cutting Permit Postponement Recindment

Home | Explore by Activity | Explore by Location | Application List | Manage Applications | Sign Up | Contact Us | FAQs | [Dashboard](#) | [Account](#)

Application 19134: Cutting Permit Postponement Rescindment Status: Draft

Application Submitted

Project

- Cutting Permit Postponement Rescindment
- NRS Office Location
- Review Application
- Submit
- Status
- Submission History

Postponement Rescind

* Client Location
Please select:

* Tenure ID
Please select:

* Cutting Permit ID
Please select:

* End Date of

* Rationale

* Attachment
Upload file

Page ID: NROS-260

[Previous](#) [Save](#) [Next](#)

Select the **End Date** of the postponement rescind.

Enter in the **Rational** of the postponement rescind.

Upload the **documentation** for the rational of the postponement rescind.

6.5. Cutting Permit Extension

Enter the **Term** of the extension.

Enter the **End Date** of the extension.

Select the reason you are **extending the permit**.

Provide the **Rationale** for the extension.

Upload the **documentation** for the rationale of the extension.

6.6. Cutting Permit Surrender

Enter the **Surrender Date** of the permit.

Select if **Harvesting** has occurred.

Provide the **Rationale** for the surrender.

Upload the **documentation** for the rationale of the surrender.

6.7. Submitting a Professional Declaration

Follow the instructions below to submit a Professional Declaration.

Application 19250: Cutting Permit Professional Declaration

Status: Draft

Project

Cutting Permit Professional Declaration

NRS Office Location

Review Application

Submit

Status

Submission History

Professional Declaration

* Client Location

0000111 – DUCK FOREST PRODUCTS LTD. - 01

* Tenure ID

A18165

* Cutting Permit ID

95X

Cut Block ID(s)

2

* Submission ID

1808437

* Declaration Type

Amendment

Enter the **Submission ID** from your **ESF submission**.

Select the **Declaration Type** from the dropdown.

Within the practice of forestry, Professional Reliance is the practice of accepting and relying upon the decisions and advice of Forest Professionals (Registered Professional Foresters and Registered Forest Technologists) who hold the responsibility and can be held accountable for the decisions they make and the advice that they give¹.

As a Forest Professional, by submitting this form I hereby certify that the work performed as part of this Cutting Permit (CP) or CP amendment submission (CP ID#/Submission ID#) fulfills the standards expected of me as a member of the Association of British Columbia Forest Professionals (ABCFP), which includes that the submission meets the following requirements:

- a) the Cutting Permit application/amendment meets the requirements set out in parts 1.00 and 2.00 of the Forest Licence or Tree Farm Licence;
- b) the Cutting Permit application/amendment meets the requirements under the Appraisal Manual in effect on the date of this submission
- c) and the proposed blocks under the Cutting Permit application/amendment are within an approved Forest Development Unit (FDU) of an approved Forest Stewardship Plan (FSP) or exempted under the Forest and Practices Act from the requirement for an FSP.

¹ ABCFP

* Professional Identifier

1234

* First Name

MC

* Last Name

T

* Identifier Type

RPF

Comment

Testing Prof Declaration

Attachment

Filename: test.pdf

Size: 81807 bytes

Date: 2019-06-04, 8:52:04 a.m.

View Clear Successfully uploaded document

Enter your **Professional Identifier** (RPF or RFT number).

Enter your **first and last name**.

Under the **Identifier** drop down, specify what **designation** you are.

Enter in any **comments** if desired.

If you need to attach a document to the submission, click the **Upload**

Page ID: NROS-260

Once you have entered all of the required information for the application you have selected, click the **Next** button to move to the **Review Application** section. NROS will automatically review the application for errors.

6.8. Reviewing Application, Resolving Errors and Submitting Application

If there are any errors in the application, the **Review Application** screen will show the location of the error.

There will also be a red bar beside the section with the error.

1. Click the **Go to Section** to return to the area and correct the error.

2. The section will show with the error highlighted in red at the top.
3. Correct the error then click **Next** to submit the application again.

4. If there are no errors (or all errors have been corrected) click the **Submit** link on the **Review Application** screen.

5. On the **Submit** page, click the **Confirmation** check box.
6. Click Submit Application.

The status bar at the top will show the application as **Submitted**.

7. Glossary

- BCeID
 - An online account that provides secure electronic access to participating online government services. . A BCeID consists of creating a username and password and allows you to save your application, reopen it and check the status of your application online.
- Natural Resource Online Services (NR Online Services)
 - A portal that allows clients to access natural resource sector data, business forms and applications for multiple business areas.
- Sign Up
 - Refers to the process a client goes through to sign up with NR Online Services.
- Smartform
 - Online forms a client or their representative must complete to submit an application for a natural resource activity.

8. Appendix 1 - Quick Links

Details	Links
Natural Resource Online Services (NR Online Services)	https://portal.nrs.gov.bc.ca/web/client/home
BCeID Registration	https://www.bceid.ca/
Business BCeID Account and Profiles Management Guide	https://www.bceid.ca/files/public/AccountProfileManagementGuide.pdf
OneStop	https://OneStop.gov.bc.ca/
BCeID Point of Service locations	https://www.bceid.ca/register/POS/default.aspx