

# Scanned Licences Directory

The Scanned Licences directory contains licensing decision documents, both active and inactive. Only the licence document and licence attachments such as the plat (drawing) and schedules (when applicable) are placed into this directory.

To find a document in the Scanned Licences Directory, you must know what the licence number is. The directories are partitioned into blocks of 2500. For example, block 002500 contains licence numbers UP TO 002499. Directory 005000 contains licence numbers UP TO 004999.

Note that some older Final and Conditional licences contained in the directory 022500\*\* and lower, share the same licence number. That is why these licences have been stored in a directory that shows the "C" or "F" prefix for the licence number. Licences contained in the directory 025000 and higher, have no prefix for the licence directory. This is because the numbers are unique.

## Example:

You want to find the scanned images for licence number C012508. The directory that this licence number would be located in is 015000 (again, directory 015000 contains licence number UP TO F014999). Click on the directory once you find it.

Two types of documents may be contained in each directory, "Licence" type documents (i.e. licence documents, orders, disposition records) and technical documents (plats, drawings).

For example, under directory C012508, there are two documents:

1. lic97a01.tif
2. tec97a01.tif

The first document is a scanned image of the licence document C012508 and the second is a scanned image of the plat, which shows the location of the licence.

The identifiers "97a01" in the name of the licence refer to the year in which the scanning was done (i.e. "97"), as well as the version "a01".

It is possible that some directories will have more than one licence document. If that were the case, the versions, and possibly the year, would be different.

**\*\*NOTE:** **022500** is a unique directory unto its own. This is because it contains not only shared (i.e. prefixed) licence number series' C020000 to C021699, and F020000 to F021699, but also unique series 021700 to 022499. Please be aware that, when searching for a licence within the 022500 directory, unique series 021700 - 022499 is listed *before* shared (prefixed) series' C020000-C021699, and F020000-F021699.

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