

## Email Procedures

To request a tabular stumpage rate for a woodlot or community forest cutting authority:

1. Compose a new email;
2. Use the subject line format “**Tab Rate – [License#], [CP#]**”,
  - e.g. **Tab Rate – W1234, CP5**;
  - Do not include tenure acronyms “WL” or “CF”;
3. Attach the completed “**Tabular Rate Form for Community Forests & Woodlots**”;
4. Submit a new email for each cutting authority (cutting permit), send the email at the time of the cutting authority application to the appropriate Ministry district staff member.

Using the standardized format will allow appraisal staff to quickly identify an incoming request. A new email for each cutting authority and the correct subject line format are important for Ministry electronic records.

## Form Procedures

Please use the latest version of the “**Tabular Rate Form for Community Forests & Woodlots**” located at: <http://www.for.gov.bc.ca/rco/revenue/>

The form is periodically updated. It is in Excel format; and individual cells with a red triangle in the corner have comments that provide information about the cell.

1. Enter the following information:

### **Licence** (mandatory)

Enter the tenure number (e.g. **W1234** or **K4K**);

Do not enter “WL W1234” or “CF K4K”W.

### **Cutting Permit or Road Permit Number** (mandatory)

Enter the cutting permit or road permit number;

The number may be obtained from the appropriate district staff representative.

### **Mark** (mandatory)

Enter the timber mark of the cutting authority.

### Forest District (mandatory)

Enter the forest district that the cutting authority area is located within.

South Island	DSI	Sunshine Coast	DSC
Chilliwack	DCK	Campbell River	DCR
Coast Mountain	DKM	North-Island Central Coast	DNI
Squamish	DSQ	Haida Gwaii	DQC

### Reference Type (mandatory)

Enter the licence type.

Woodlot	WL	Community Forest	CF
Road Permit	RP		

### Timber Supply Area (TSA) (mandatory)

Enter the Timber Supply Area that the cutting authority area is located within.

25	Haida Gwaii (DQC)	30	Fraser (DCK)
31	Soo (DSQ)	38	Arrowsmith (DSI)
39	Sunshine Coast (DSC)	46	Great Bear Rainforest North
47	Great Bear Rainforest South	48	North Island
44	Pacific TSA		

### Effective Date (not required)

LEAVE BLANK. The effective date is entered by district staff, it is the date that the cutting authority became effective (YYYY/MM/DD). The date must match the tenure document and the date entered in FTA.

### Zone (automatic)

The zone will automatically populate based on the TSA.

The Northern Coast Zone includes: Haida Gwaii Forest District; Coast Mountain Forest District; the portion of North Island – Central Coast Forest District within TFL 25; and all crown land within the external boundaries of Timber Supply Blocks 46A, 46B, 46C, 46E, or 46F of the GBRN Timber Supply Area.

The Southern Coast Zone is the remaining Coast Area.

### Volume by species (mandatory)

Enter the best estimate of each species volume. The species volume must be at least 1m<sup>3</sup>, unless the species is specifically excluded from harvest.

## District Staff Procedures

Record the date received and the effective date of the cutting authority on the form;

Review and verify that the form corresponds to Forest Tenure information;

Attach the cutting authority document;

“Forward” the email to [RCOAppStaff@gov.bc.ca](mailto:RCOAppStaff@gov.bc.ca)

## Regional Staff Procedures

Request an appraisal file (46 file) in EDRMS from regional records staff;

Process appraisal data elements in GAS;

File electronically in EDRMS.