



Application for Occupant Licence to Cut (OLTC)

An Occupant Licence to Cut (OLTC) is issued under section 47.4(2) of the Forest Act for cutting, or cutting and removal, of Crown timber from Crown land or private land. In all cases, the applicant must hold a right to occupy and use the land being harvested (e.g., Licence of Occupation, Lease, Special Use Permit). Please submit your application to the local Natural Resource District office.

1 - District: CFA5 HCB

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District\* \_\_\_\_\_

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Legal Name\* \_\_\_\_\_
Mailing Address\* \_\_\_\_\_
Street Address\* (if different from Mailing Address) \_\_\_\_\_
City\* \_\_\_\_\_ Prov./State\* \_\_\_\_\_ Postal /Zip Code\* \_\_\_\_\_ Country\* \_\_\_\_\_
Phone\* \_\_\_\_\_ Email\* \_\_\_\_\_

CDHCB & 'GYW fY'UWVgg'lc'cb' ]bY[ c] Yfba YbhigYfj ]Wg'

Active Client # \_\_\_\_\_
Email\* \_\_\_\_\_

588 HCB5 @-B: CFA5 HCB

The client has completed and submitted a Client Information Form. N/A

Are you an agent acting on behalf of the client who holds the occupant tenure? Yes No

Yes, please provide contact information below:

Legal Name\* \_\_\_\_\_
Mailing Address\* \_\_\_\_\_
Street Address\* (if different from Mailing Address) \_\_\_\_\_
City\* \_\_\_\_\_ Prov./State\* \_\_\_\_\_ Postal /Zip Code\* \_\_\_\_\_ Country\* \_\_\_\_\_
Phone\* \_\_\_\_\_ Email\* \_\_\_\_\_

Attached letter of authorization\*: Yes No

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BCH: O A | a • A æ \ a A a c A a c \ a A A a A a a a i ^ A
Geographical Location\* \_\_\_\_\_

BCH. Q&^â^A@A^â^oA^[\*iâ @BdA[ &â] }E

Term of occupancy\*

FROM \_\_\_\_\_

TO \_\_\_\_\_

Attach a copy of a valid occupational tenure or evidence that the applicant has the legal right to occupy the area being applied for in the OLTC.

Or

Provide Tenure File # SSSSSSSSSSSSSSSSS \_\_\_\_\_

**' - : CFA`C: `C77I D5BH`@7 9B79`HC`7I H**

**C@7`89G7F-DHCB`**

Describe the purpose or objective for Crown timber cutting, or cutting and removal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate PROPOSED authorization option below (District discretion applies and the client is required to engage district staff):

**7 i hUbX Remove**

OLTC holder will cut and obtain ownership of Crown timber to remove at their choice. Stumpage charges will apply ([See Merchantable Timber Specification](#)).

Or

**7 i hOnly**

OLTC holder will cut Crown timber only. Stumpage charges may apply.

If Cut only, please specify intended use of Crown timber after felling:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Note: Information such as photos should be included to show that the trees to be cut are not merchantable. If there is any question whether the trees are merchantable or not, we may request that the applicants have a Registered Forest Professional (RFP) sign and seal the application.*

*Note: OLTC holder must comply with the Wildfire Act, Environmental Management Act, and the Opening Burning Smoke Control Regulation for open burning. More information can be found at [BC Wildfire Service website](#).*

**ROAD ACCESS INFORMATION**

Describe how the site will be accessed:

\_\_\_\_\_  
\_\_\_\_\_

The road is a forest service road. Yes      No

Have you included a road use permit application? (Form FS109) Yes      No

Is a request for exemption from the requirement for a road use permit attached? Yes      No

If you are planning to use a road held under a road permit, have you contacted the holder of the road permit to arrange an agreement to use the road? Yes      No

**Contact district staff for road access concerns.**

**PROPOSED TERM OF OCCUPANT LICENCE TO CUT**

FROM \_\_\_\_\_

TO \_\_\_\_\_

**Note:** Terms can be from 1 to 5 years – extensions may be granted prior to expiry of the permit.

**Note:** Occupant Licence to Cut term cannot exceed the term of the occupancy tenure.

**SPATIAL INFORMATION (Pick at least one)**

**Option 1** - Area to be harvested is identical to occupancy tenure. Yes      No

**Option 2** - An electronic application consisting of the attributes and spatial data (XML/GML) meeting the standards established in the Electronic Submission Framework (ESF) has been submitted.

ESF Submission ID# \_\_\_\_\_

**Option 3** - Hardcopy map showing the boundaries of the proposed application attached. Yes  No

**Option 4** - Common Web Mapping Service (CWMS) will be used Yes  No

**Option 5** - Specify latitude and longitudes or the UTM's of the corners of the proposed tenure if the boundaries are straight lines.

Latitude \_\_\_\_\_

Longitude \_\_\_\_\_

**Option 6** - Shape file attached. Yes      No

**Note:** Format: ESRI (\*.shp), in a Nad83 projection with either a BC Albers or a UTM (UTM09,10,11) co-ordinate system.

**4 – TIMBER PRICING INFORMATION**

Are you planning to cut and or remove merchantable timber? Yes      or No

If yes, provide volume estimate

Deciduous \_\_\_\_\_ m<sup>3</sup>

Conifer \_\_\_\_\_ m<sup>3</sup>

Describe how the volume estimate was derived i.e. VRI, cruise, comparative cruise, professional estimate, etc. Describe the reason or objective for timber harvesting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** The district may request additional information.

**COAST FOREST REGION (Select one applicable option below)**

**OPTION 1: The merchantable timber volume within the application area is greater than 2,500 m<sup>3</sup>.**

An appraisal and a timber cruise has been completed and submitted electronically by using the Electronic Commerce Appraisal System (ECAS) and a RFP has signed and sealed the application. Yes      N/A

Provide ECAS ID # \_\_\_\_\_

**OPTION 2: The merchantable timber volume within the application area is less than 2,500 m<sup>3</sup>.**

A RFP has completed and signed a miscellaneous appraisal data submission (Misc. ADS) form

Attach Misc. ADS form Yes

[Coast Form \(xlsx\)](#)

**INTERIOR FOREST REGION**

**INTERIOR APPRAISAL TABLE RATE applies:** Attach Interior Stumpage Rate Request Form Yes      [Interior Form \(PDF\)](#)

The applicant can use the Interior Stumpage Rate Request Form to request a stumpage rate. If timber is to be removed from the site by an OLTC holder, a properly completed form must accompany this application signed by a RFP.

**Definition: Merchantable Timber Specifications**

**COAST FOREST REGION**

Coast Appraisal Manual - Table 2-1

<https://www2.gov.bc.ca/gov/content/industry/forestry/competitive-forest-industry/timber-pricing/coast-timber-pricing/coast-appraisal-manual-and-amendments>

**INTERIOR AREA**

Interior Appraisal Manual - Table 2-1

<https://www2.gov.bc.ca/gov/content/industry/forestry/competitive-forest-industry/timber-pricing/interior-timber-pricing/interior-appraisal-manual>

**5 - FIRST NATIONS**

Has any referral been made to First Nations whose traditional territory overlaps the area of the OLTC?

Yes      No

- The applicant should contact the district office to find out who are the First Nations clients whose traditional territory overlaps the area of the OLTC so that they can initiate consultation or use the Consultative Area Database.
- **Note:** *Be advised that government must consult with potentially-affected First Nations prior to issuing any authorization. This may affect the period of time for processing the application.*
- The Ministry of Forests, Lands, Natural Resource Operations and Rural Development may require your participation in consulting with the appropriate First Nations regarding your application. This consultation review period can be 30 - 90 days or more. Please ensure that your application is submitted in advance of the required date to accommodate consultation.

**6 - OTHER RESOURCE VALUES**

- A field review has been completed and unless exempted, this application is in compliance with all applicable practice requirements specified in Part 4 of the Forest Planning and Practices Regulation.
- Are you seeking a *Forest and Range Practices Act* (FRPA) exemption.      Yes      No

Please describe: \_\_\_\_\_  
\_\_\_\_\_

Additional details about other resource values (wildlife, creeks, terrain)

Please describe: \_\_\_\_\_  
\_\_\_\_\_

Be advised that a conflict with a land use objective may require changes to the application.

**Note:** *An OLTC issued under the authority of the Forest Act has practice requirements under the FRPA.*

**RIPARIAN MANAGEMENT INFORMATION**

All streams are correctly classified and mapped.      Yes      No

Appropriate timing for removal of any skid trail crossings of streams and non-classified drainages is identified.

Yes      No

Proposed harvest in riparian management zone (RMZ) is consistent with Forest Planning and Practices Regulation.

Yes      No

Riparian reserve zones (RRZ's) have been marked in the field to prevent harvest.      Yes      No

**7 – APPLICANT SIGNATURE**

The district may request additional information to support the application. This may include requiring sign-off by a RFP  
*All fields marked with an asterisk (\*) are mandatory*

Date \_\_\_\_\_

Applicant signature(s)\*

SIGNATORY \_\_\_\_\_

SIGNATORY \_\_\_\_\_

**IMPORTANT:** If issued, the OLTC document will be sent electronically by email unless a paper copy is requested.  
Below I have indicated the email address(es) to send the OLTC document to:

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

The collection, use and disclosure of personal information is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. The personal information and data requested on this form is collected for the purpose of evaluating requests for an occupant licence to cut and creating a relationship between the Ministry and clients and will be used to monitor the harvesting and removal of Crown timber and for law enforcement purposes in accordance with Division 8.2 of the *Forest Act*.

For details, contact Forest Tenures Branch at [ForestTenuresBranch@gov.bc.ca](mailto:ForestTenuresBranch@gov.bc.ca)

Please submit your application to the local [Natural Resource District office](#)