

Steps in the Application Process
Small Scale Salvage Program Prince George District

1. Check with the Small Scale Salvage Coordinator to see if the area you are interested in is not being developed by another Small Scale Salvage Client.
2. Submit referral form to Major Licensee or BCTS along with map identifying area of interest (you need a positive referral to proceed).
3. If you are new to the program, you need to submit a Client Information Form (found in the application package) to the Prince George District office and they will generate a Client Number for you (you need a client number to do the electronic submission).
4. Submit your application electronically via the Electronic Submission Framework (ESF). This will submit your licence information into Forest Tenure Administration system (FTA).
5. Submit your application package to the Prince George District office for processing. The following are the contents of your package:
 - Professional Application
 - 5 maps at 1:10000 and 5 maps at 1:50000 (to mapping standards)
 - Positive Major Licensee/BCTS referral form supporting your area of interest
 - Stumpage Rate Request Form
 - Any other supporting documents that address any issues identified by the RPF in the Professional Application (ie: AIA report)
6. When your application has been reviewed, consultation with the applicable First Nations will commence.
7. Once the consultation period is complete, every effort will be made to process the licence for issuance within two business days.
8. You will be notified by a Resource Clerk when your documents are ready to be picked up.
9. At the time you pick up your documents, your deposit will be required (10% of the estimated stumpage or \$1000.00, whichever is less). Once your deposit is paid

for, you may take your documents to sign – MAKE SURE YOUR SIGNATURE IS WITNESSED.

10. Return your signed documents to the District office – these will be signed by the District Manager and a final copy given to you of the licence. The licence is now issued and harvesting may commence.
11. Remember that you must not haul any logs until you have a Stumpage Rate Letter, which you will receive by mail from the Region.