



1. Use 'BC Albers / NAD 83' as the most compatible Coordinate System with LRDW.
2. All Mandatory entries are marked with an '\*' preceding the attribute name. Ensure the information is available.
3. **Licence Type and Purpose Code** are mandatory for new submissions. Licence Type is usually Special Use or Licence to Cut.
4. If this is a BCTS submission, include **BCTS Office Code**. If you are adding a new block to an existing Harvest Application ensure the Harvest Application **Application Purpose** is A-Amendment and the Cut Block **Application Purpose** is N-New.
5. **Refer To File Number** is mandatory if the application is cleared under another file. Example: Chart A12345
6. **Block ID** is mandatory when the harvest area is divided into blocks. Each of harvest area requires a submission.
7. **Amendment Reason** is mandatory for all amendments
8. **Cruise Volume** is mandatory for all amendments.
9. Review warning flags in Submission Content Window to ensure all minimum requirements are met.
10. Harvest Application no CP does not require a spatial layer of all cut blocks in submissions.
11. If the Harvest Application boundary is defined by the boundary of all blocks, combine all blocks that comprise the cutting permit to create a multi-part cutting permit polygon.
12. Cut blocks require a spatial layer for each block in the submission.
13. Legal Description is mandatory for each Cut Block in the Harvest Application no Cutting Permit submission.
14. If you are amending an existing block or adding a new block to an existing Harvest Application only the new or amended spatial block is required however the complete Harvest Application boundary layer is required.
15. Validate the spatial layers and clean up as required.
16. Calculate the area for the blocks as required.
17. Visually inspect the submission for correct georeferencing using the WMS query tool.
18. Retain Submission ID on successful upload.



**Submission Wizard**

**Harvest Application**

Enter Harvest Application information.

- Application Purpose: -- select a value --
- Application Description:
- Geographic District: -- select a value --
- Cascade Split: -- select a value --
- Provincial Forests: -- select a value --
- Management Unit Type: -- select a value --
- Management Unit Id:
- Tenure Term:
- BCGS Map Reference:
- BCTS Office:
- Licence Type:
- Purpose: \*
- Licence: \*
- Refer To File Number: \*\*
- Block ID:

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**Mandatory field**

**Required** when Application Purpose is "A - Amendment"

**Required** when Application Purpose is "N - New"

**Required** when funded by BCTS Office

LICENCE TYPE	CODE
Christmas Tree Permit	B02
Licence To Cut, Sec 47.3 F.A	B04
Licence To Cut	B05
Licence To Cut, Short Form	B06
Forestry Licence To Cut	B07
TSL S20 Competitive	B20
TSL S23 Direct	B21
Sect 72/73 TSL RESALE	B22
TSL S21 Single Mark	B23
Special Use Permit, Forest	S01
Special Use Permit, Non Forest	S02
BCTS licence # Only	U01

**\* Purpose:**  
Required for Licence types S01 and S02  
- Use License to Cut Codes  
  
Required for Licence types B04, B05 and B06  
- Use Special Use Codes

**\* Licence:**  
If this is a BCTS submission file type must be U1 or the file must be PA in FTA.

**\*\* Refer To File Number:**  
Required if cleared under another licence file

**\* Planned Gross Area**  
**\*\* Planned Net Area**  
Planned Gross Area must be larger than Planned Net Area by at least 0.0001 Ha.

**Submission Wizard**

**Cut Block**

Enter Cut Block information.

- Application Purpose: -- select a value --
- Provincial Forests: -- select a value --
- Cut Block ID:
- Planned Gross Area: \*
- Planned Net Area: \*\*
- Planned Harvest Date:
- Cut Block Description:
- Amendment Reason:
- Cruise Volume:

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AMENDMENT REASON	CODE
Access Additional Cut Blocks	A
Engineering	E
Forest Service Initiated	F
Salvage	S