

## Application guidelines for timber licence and permits

### WHAT YOU NEED

- Applicant must have a valid Tax Registration Number (TRN)
- Applicant must possess a valid sawmill licence issued by the Forestry Department at the time of application OR has completed and submitted a sawmill licence application form at the time of the timber licence and permits application process.
- Provided that application for timber licence and permits are approved for processing, the applicant will require his/her own tools, equipment and manpower to execute the logging activities.

### HOW TO APPLY

Applicant must complete SECTION ONE of each of the following four application forms and submit to the Agency. They are:

1. Licence to cut and or extract forest produce
  2. Permit to remove timber and or forest produce
  3. Permit to use and or transport a power saw in a forest estate, management area or protected area-
  4. Application for a road use permit
- Application forms can be accessed at the Forestry Department's Regional Office locations as follows:

**-North East Region-** Folly Road, Portland

**-South East Region-** 173 Constant Spring Road, Kgn 8

**-North West Region-** RADA Complex, Catherine Hall, St. James

**-South West Region-** Litchfield, Trelawny

OR may be downloaded from our website @[www.forestry.gov.jm](http://www.forestry.gov.jm)

- Completed application forms must be submitted to any the named Regional Offices

Applicant must provide proof of valid TRN on submission of application forms.

All application forms must be signed by the applicant named in the application. Where an application is being signed and submitted by an Agent on an applicant's behalf, the Agent is required to provide written authorization from the applicant to sign on the applicant's behalf.

- A non-refundable application fee of \$250 must be paid upon the submission of each of the completed application forms.
- All relevant sections of each application form must be completed, and the application forms signed and dated. Incomplete application forms will delay processing.

#### LICENCE/PERMIT REFUSAL

At the Forestry Department's discretion, an applicant may be rendered ineligible to apply for timber licence or permits if said applicant has been convicted of an offence under the Forest Act 1996 or Forest Regulations 2001.