

# DOMESTIC CUTTING PERMIT ONLINE APPLICATION

## FREQUENTLY ASKED QUESTIONS

**Q:** If I apply online, how long will it take to receive my permit?

**A:** It takes on average, five to 10 business days to receive your new cutting permit. This time is dependent on mail service. If you have not received your permit within 10 days from date of payment, please feel free to contact your nearest [Forestry District Office](#).

**Q:** How do I know if my application has been approved?

**A:** If your application has been approved, you will receive your cutting permit within five to 10 business days.

**Q:** Why can't I apply for a **new** Domestic Cutting Permit online?

**A:** The *Forestry Act* requires proof of identification before initial cutting permits can be authorized. Currently, there is no way to validate an applicant's identification online. At this time, only existing permit holders can reapply online.

**Q:** What does it cost for a Domestic Cutting Permit?

**A:** Domestic Cutting Permits are \$25; however, the cost for seniors (65+) is \$16.25.

**Q:** What happens if there is an issue with my application?

**A:** If there is an issue with your application, Forestry officials will try and contact you at the phone number or email address provided in your application. If we are unsuccessful in contacting you, a refund will be issued and a notice letter will be mailed to the address on file within five to 10 business days.

Q:

Is my credit card or banking information stored in the system?

A:

No. The Government of Newfoundland and Labrador uses Moneris to process all payments. Credit card and banking information used to complete the payment transaction is **NOT** stored in the system.

Q:

If there is an issue with my application, will I be asked to verify or give my credit card information, by Forestry officials over the phone?

A:

No. You will never be asked to verify your credit card information over the phone by Forestry officials. You should never, under any circumstance reveal your credit card information to unsolicited callers.

Q:

Can I complete my online application without paying the required fees?

A:

No. You must pay all fees during the application process.

Q:

Can I electronically save my payment receipt?

A:

Yes. Upon successful submission of your application and payment, you will be presented with a payment receipt. You should print and/or save an electronic copy of your receipt as proof of payment until you receive your new permit in the mail. Please note: this receipt is not a valid Domestic Cutting Permit.

Q:

Can I cut timber once I have reapplied online?

A:

No, the receipt is only confirmation of the application. The receipt is not a valid Domestic Cutting Permit.

Q:

Why can't I use my receipt as a permit until my actual permit arrives in the mail?

A:

The *Forestry Act* requires any person cutting wood, to have a valid permit on their possession while cutting. A valid cutting permit consists of the permit, a map identifying the boundaries of the cutting area and list of any cutting conditions which must be followed. The receipt is only a confirmation of the application. Before a cutting permit can be generated, the online applications must be reviewed and approved by Forestry officials. Therefore, you cannot legally cut wood until you have received your complete permit in the mail.

**Q:** If I can't find my permit from last year, can I still reapply online?

**A:** The online application process requires the applicant to enter their name and previous permit number exactly as it appears on their previous Domestic Cutting Permit. The system will validate the information before allowing the applicant to proceed. To avoid entering mistakes, it is recommended you have your permit on hand.

**Q:** My address or phone number has changed, or I am not sure if the information on file is correct or complete. Do I need to update the information?

**A:** Yes, if you have moved since your last permit, or if you are unsure if the contact information on file is correct or complete, we ask that you take a moment to update the information. If there is an issue with your application, Forestry officials will try to contact you using the phone number on file. If they are unsuccessful, a notice will be mailed to you. **Your new Domestic Cutting Permit will only be mailed to the address on file.** You will be given the opportunity to update your contact information during the application process.

**Q:** Do I need to enter an email address?

**A:** No, entering an email address is not mandatory. However, if you would like to receive a confirmation notice you must enter a valid email. Please note, if there is an issue with your application, Forestry officials may try and contact you using the email address on file.

**Q:** I have selected the incorrect location. What do I do?

**A:** If you have finalized your application and realized you have selected the incorrect location, please contact your local [Forestry District Office](#) as soon as possible.

**Q:** Who do I contact for further assistance?

**A:** If you require further information or assistance regarding Domestic Cutting Permits, please contact your local [Forestry District Office](#). Hours of operation on the island are Monday to Friday from 8:30 a.m. to 4:30 p.m., and 8:00 a.m. to 4:00 p.m. in Labrador.

**Q:** What web browser can I use?

**A:** The Domestic Cutting Permit Online Renewal Application supports the current and prior major releases of Internet Explorer, Firefox, Chrome, and Safari.



What software is required to complete my online application?



There is no specific software required to complete your application. If your system does not support saving the receipt as a .pdf, free software is available at <http://www.adobe.com>.

## OTHER IMPORTANT INFORMATION

### ***Privacy Notice***

Under the *Forestry Act*, personal information is collected for the purposes of issuing a Newfoundland and Labrador Domestic Cutting permit. Personal information collected by the Government of Newfoundland and Labrador is protected under the *Access to Information and Protection of Privacy Act, 2015* (ATIPP). If you have any questions about the collection or use of this information, please direct inquiries to Policy and Planning Division at [rodhillyard@gov.nl.ca](mailto:rodhillyard@gov.nl.ca) or 709-729-5726 from Monday to Friday 9:00 a.m. to 4:00 p.m. NT.

### ***Protect your Personal Information***

You share responsibility for protecting your personal information. If you are using this online service in a public place (i.e., library, educational facility, or internet cafe), please ensure you:

- Do not leave the computer unattended while completing the application;
- End the session by selecting the Finish button once complete;
- Clear the browser's history and close the browser when finished; and,
- Collect all printouts from the printer and shred any copies that you do not need.

Department of Fisheries and Land Resources  
Forestry & Wildlife Branch  
P.O. Box 2006, Fortis Building  
Corner Brook, NL A2H 6J8