

APPLICATION FOR SAWMILL LICENCE & CONSENT FORM
INSTRUCTIONS AND NOTES

SECTION A – INSTRUCTIONS TO APPLICANT

1. Tick () appropriate box(es) where required
2. Applications should be signed by applicants ONLY. Persons signing on behalf of the applicant as an Agent MUST provide a valid Power of Attorney.
3. Applicants are required to submit the following documents **if applicable**:
 - a. A certified copy of a Certificate of Registration under the Factories Act
 - b. A certified copy of a Business Name Registration Certificate
4. For every two (2) portable power saws, a new application form is required. No more than two (2) portable power saws can be listed on any one application form.
5. If the applicant is operating a woodmizer/band saw or similar saw, only one (1) woodmizer/bandsaw or similar saw and one (1) portable power saw can be listed on one application form. If the applicant is seeking to operate more than one (1) woodmizer/bandsaw or similar saw, a separate application form must be submitted for each, and the applicant will be charged accordingly.
6. *Supporting documents to show proof of ownership/lawful possession of land on which the sawmill is being operated is required*
7. The completed application form along with the \$250.00 JMD processing fee can be paid at any one of the Forestry Department locations or by bank transfer to the Agency's bank account as follows:

- | | |
|-----------------------------|---|
| a. Head Office - | 173 Constant Spring Rd,
Kingston 8, St. Andrew |
| b. RADA Complex - | Catherine Hall, St. James |
| c. Moneague Office - | Moneague, St. Ann
(adjacent to the JDF Camp) |

d. Banking transfer using details below
Name: Forestry Department Capital D
Bank: National Commercial Bank
Branch: Manor Park / Constant Spring Rd
Account #: 331512877
Account type: Chequing / Current

SECTION B - NOTES

1. This Licence DOES NOT entitle the Licensee to cut or collect timber from a Forest Reserve or Forest Estate or any crown land.
2. ***Sawmill means any power-driven saw whether circular saw, band saw or any other type of saw capable of being used for cross-cutting or sawing timber into boards or plans. A sawmill licence is required for persons trading, storing, or purchasing lumber, regardless of whether you own/operate a saw.**
3. The applicant shall not be a person convicted of an offence punishable under the Forest Act 1996 or Forest Regulations 2001 or any other enactment relating to the preservation of the environment.
4. An application may be rejected where any statement submitted by the applicant is found to be incorrect or materially false.
5. An incomplete application form will not be processed.
6. An application may be refused if an applicant who is required to be registered under the Factories Act is not so registered.
7. The Agency may refuse to grant an application if the refusal is deemed necessary to or desirable in the public interest.

*Prepared by the Forestry Department – An Agency of the Ministry of Economic Growth & Job Creation.
(Modified January 2024)*

Consent Form

IMPORTANT: You are required to complete this form. Your application will neither be advanced nor prejudiced based on your decision to grant or withhold consent.

The Forestry Department (“the Agency”) requests your consent to publish in a Register of Licensees and Permit Holders, data (EXCEPT TRN) that you have provided to the Agency. The purpose of the Register is to inform prospective customers and the general public of those persons/entities whose sawmills the FORESTRY DEPARTMENT has licenced each year and the status of said licence. Kindly read this form carefully and indicate your choice by selecting one of the options below :

I/We _____ hereby:

CONSENT

OR

DO NOT CONSENT

- A. The Forestry Department (“**the Agency**”) disclosing to the general public my/our information including but not limited to my/our name/business name, contact number, e-mail address, Licence/Permit status, date of expiration of licence/permit and area and parish of operation; and
- B. The Forestry Department providing the said information to the general public through any medium it deems appropriate, including print and electronic means.

If you give your consent, you declare and agree as follows:

- A. My/our consent which is informed, specific, unequivocal, and freely given shall remain valid and binding until it is expressly revoked by me/us.
- B. The Agency shall not be liable to me/us for any damage, loss and/or injury as a result of any misuse of my/our information by any third party once the Agency publishes my/our information.

Dated _____ day of _____ 202__

Signed by:

_____ [Signee’s Name] _____ [Signee’s Signature]

For and on behalf of:

_____ [Applicant/Company/Business Name]

In the capacity of:

_____ [Signee’s Position]

[Please affix company seal]

Witnessed by:

_____ [Witness’ Name] _____ [Witness’ Signature]

THE FOREST REGULATIONS, 2001

Date received (at external office): _____

Received by: _____ Signature _____

Date received at Head Office: _____

Received by: _____ Signature _____

Application for Licence to Operate a Sawmill

FOR OFFICIAL USE ONLY

Application Ref No: _____ *of* _____

IMPORTANT! When completing this form, check the INSTRUCTIONS AND NOTES on page one (1) for guidance.

SECTION A

PERSONAL INFORMATION OF APPLICANT

Name _____ **Tax Registration Number (TRN)** _____
(Type or print)

Address: _____
(Street name and number) (Parish)

Contact number (s) _____ **E-mail address:** _____

PERSONAL INFORMATION OF AGENT (if an Agent is being used.)

Agent's Name _____ **Agent's Address:** _____
(Type or print) (Street name and number)

Agent's contact number(s) _____ **Agent's TRN** _____

SECTION B – BUSINESS PARTICULARS

1. Is this your first application for a Licence to operate a sawmill? Yes No
 - a. If no, was the application successful? Yes No
 - b. If it was successful, state the Calendar year for which it was granted? _____
2. How many sawmills* do you own / operate? _____ 3. How long has the sawmill been in operation _____
4. What kind of the business do you operate? _____
5. Trade / business name of sawmill(s) _____ Not applicable

6. Select which of the following activities you carry out. You may select multiple responses.

- a. Drive, transport or use in any place a sawmill of any type or make
- b. Trades in, stores or purchases locally produced lumber
- c. All of the above

7. If your answer to question 5 includes (a) give particulars of the following

- a. What type (s) of saw is used _____
- b. Name and make of the saw (s) _____
- c. Serial number of saw (s)

- d. Length of blade (s)

- e. Approximate age(s) of the saw (s)

- f. Any distinctive marks on the saw (s)

- g. Whether you drive or transport the saw for any purpose

8. If you are the owner of a saw capable of converting lumber into sawn planks or boards, have you ever or do you intend to let it out for hire, or allow someone else to use it for the purposes of converting lumber into sawn planks or boards? Yes No

9. Is your sawmill Fixed Portable or Both

- a. Address of the Fixed sawmill(s) _____

- b. For portable sawmill (s), state the main storage location of the sawmill(s) if different from the address in section A or the address given in 8(a) above _____

10. Do you own lease or rent the property where the sawmill is located? If other, please specify

11. How many person(s) are employed (temporarily or permanently) to work in the sawmill?

12. What are the hours of operation of the sawmill? _____
13. What is the estimated capacity of the sawmill? _____
14. Are there any other product(s) other than sawn board or planks being created by the sawmill? Yes No
If yes, what are they? _____
15. What is the source of the timber to be utilized in the operation of the sawmill?
- a. Acquired from third party State the name and address of the supplier _____

- b. Extracted from own property State the address of the property _____

- c. Extracted from crown land
- (i) State the address of the crown land _____
- (ii) Do you have permission to extract timber from crown land? Yes No
16. What are the species of locally produced timber that are converted to lumber, traded, stored, or purchased by the sawmill (s)? _____

17. Is the sawmill registered under the Factories Act? Yes No
18. How is the waste material from the sawmill disposed of? _____

I certify that the information supplied by me above is to the best of my knowledge and belief accurate and complete. I understand that any misrepresentation made by me in this regard may result in the disqualification of this application.

**Signature of Applicant/
Agent on behalf of the Applicant**

Witness

Date