

## **The Licensing Process**

### **Sawmills**

#### **Applications:**

This application is done in two parts:

1. Application for **Permit to Erect Sawmill**
2. Application for **License to Operate Sawmill**

**Step 1** (*Processing time once all documents submitted – two days*)

#### **Permit to Erect**

This application can be made at any of the following stations:

Canje, Springlands, Kwakwani, Linden, Soesdyke, Parika, Supenaam, Bartica, Arpiaco, Mabaruma, Port Kaituma and Georgetown

#### **The following documents must accompany the application:**

1. Proof of ownership of land or location of the Sawmill e.g. transport, lease, tenancy agreement and certificate of registration for business
2. Forest Industries Application (**F.I.A.**)
3. Sketch / Plan of the proposed layout of the mill
4. Letter of approval form the Environmental Protection Agency (**EPA**) or an Environmental Permit showing its period of validity
5. Letter of approval form the Central Housing and Planning Authority (**C.H. & P.A.**)
6. Permission letter from the Town Council or Neighbourhood Democratic Council (**NDC**), Regional Democratic Council (**RDC**)
7. Public Health and Safety Certificate
8. Proof of Ownership of mills and serial Numbers
9. In case of an individual applicant- National Identification Number, Company – Certificate of Registration

## Exceptions:

### **Portable Sawmill within a Concession**

1. Proof of ownership of land or location of the Sawmill e.g. transport, lease, tenancy agreement and certificate of registration for business
2. Forest Industries Application (F.I.A.)
3. Letter of approval from the Environmental Protection Agency (EPA) or an Environmental Permit showing its period of validity
4. Proof of ownership of mills and serial numbers
5. Plan of proposed layout of mill
6. A map showing the location of the mill
7. In case of an individual applicant- National Identification Number, Company – Certificate of Registration

Provided that these documents are verified by the relevant officer, the application form will be completed in triplicate by the forest officer and the applicant then affixes his/her signature.

**Application fee is then paid.**

### **Issuance of Permit**

#### **Step 2** (*Processing time once all documents submitted – two days*)

The application is forwarded to the Divisional Forest Officer (DFO) or Forest Inspector of the particular division for comments, recommendations and signature.

At the Head Office these applications would be checked and documents verified by the Admin. Assistant - FMD or the Assistant Commissioner of Forests (ACF).

The application is then forwarded to the office of the Commissioner of Forests (CoF) for comments and signature.

**Step 3** (*Processing time once all documents submitted – two days*)

The secretary to the Deputy DCoF prepares the Permit to Erect.

The CoF signs the Permit and it is dispatched by the Secretary, to the Officer in charge at the particular station.

The permit fee is paid to the GFC and the permit is issued by the forest officer  
(*Processing time two days*)

**Step 4** (*Processing time once all documents submitted –Five days*)**License to Operate**

- a) A duly authorized officer of the Guyana Forestry Commission must inspect the sawmill and compare it with plan submitted.
- b) Application for license to operate is made at any forest station and the application fee is paid

**Issuance of License**

- c) The application if forwarded to the Divisional Forest Officer or Forest Inspector of the particular division for comments, recommendations and signature
- d) The application with the relevant documents appended would be submitted to the Admin. Assistant- FMD or the Assistant Commissioner of Forests (ACF) for checks and verification.
- e) The application is then forwarded to the office of the Commissioner of Forests for comments and signature.
- f) The Secretary to the DCoF prepares the Sawmill License
- g) The CoF signs the license and it is dispatched by the secretary to the DCoF, to the Officer in charge at the particular station.
- h) The license fee is paid and the permit is issued by the officer.

NB: Steps 4B-G is also applicable to portable sawmills within a concession.

## **Renewals**

1. This application can be made at any of the following stations:  
  
Canje, Springlands, Kwakwani, Linden, Soesdyke, Parika, Supenaam, Bartica, Arpiaco, Mabaruma, Port Kaituma and Georgetown.
2. Provided that all the documents were verified at the time of the initial application by the relevant officer, the application form will be completed in triplicate by the forest officer and the applicant then affixes his/her signature

### **Application fee is then paid.**

3. The application is forwarded to the Divisional Forest Officer or Forest Inspector of the particular division for comments, recommendation and signature.
4. The application with the relevant documents appended would be submitted to the Admin. Assistant –FMD or the Assistant Commissioner of Forests (ACF) for checks and verification
5. The secretary to the DCoF prepares the license
6. The CoF signs the license and it is dispatched by the Secretary to the DCoF, to the Officer in charge at the particular station.
7. The license fee is paid and the permit is issued by the forest officer.

## **Timber Dealers Licence**

*(Processing time once all documents submitted –Five days)*

This application can be made at any of the following forest stations:

Canje, Springlands, Kwakwani, Linden, Soesdyke, Parika, Supenaam, Bartica, Arpiaco, Mabaruma, Port Kaituma and Georgetown

The following documents must accompany the application:

1. Proof of ownership of land or location of the Lumberyard e.g. transport, lease, tenancy agreement and certificate of registration for business
2. Letter of approval form the Environmental Protection Agency (EPA) or an Environmental Permit showing its period of validity
3. Letter of approval form the Central Housing and Planning Authority (C.H.& P.A.)
4. Permission letter from the Town Council or Neighbourhood Democratic Council (NDC), Regional Democratic Council (RDC)
5. Public Health and Safety Certificate
6. In case of an individual applicant- National Identification Number, Company – Certificate of Registration

### **Processing**

1. Provided that all the documents submitted were verified at the time of the initial application by the relevant officer, the application form will be completed in duplicate by the forest officer and the applicant then affixes his/her signature.

### **Application fee is then paid.**

- 2 The application is forwarded to the Divisional Forest Officer or Forest Inspector of the particular division for comments, recommendation and signature.
- 3 The application with the relevant documents appended would be submitted to the Admin. Assistant –FMD or the Assistant Commissioner of Forests (ACF) for checks and verification
- 4 The secretary to the DCoF prepares the license
- 5 The CoF signs the license and it is dispatched by the Secretary to the DCoF, to the Officer in charge at the particular station.
- 6 The license fee is paid and the permit is issued by the forest officer.

**Timber Dealers Licence for the Export Purposes ONLY**  
*(Processing time once all documents submitted –Five days)*

This application can be made at any of the following forest stations:

Canje, Springlands, Kwakwani, Linden, Soesdyke, Parika, Supenaam, Bartica, Arpiaco, Mabaruma, Port Kaituma and Georgetown

**List of Criteria:**

1. **Individuals:** a copy of Passport or National Identification Card  
**Companies:** a copy of the business registration, certificate of incorporation- identifying the name Principals (incorporators/ directors)
2. Business Address
3. Proof of Address- GT&T (telephone bill), GPL (electricity bill) or Bank Statement
4. Proof of ownership or legal occupancy of the business premises
5. Credit reference from main bankers
6. Names, address and nationality of persons employed in the business
7. List of assets and proof of ownership of assets employed in the business, along with the current market valuation
8. work permits for non-nationals
9. Authorization letter from lumber yard or sawmill for the purpose of inspection.

**The processing steps mentioned above are still applicable**

## Charcoal & Firewood Licences

*(Processing time once all documents submitted –Five days)*

This application can be made at any of the following forest stations:

Canje, Springlands, Kwakwani, Linden, Soesdyke, Parika, Supenaam, Bartica, Arpiaco, Mabaruma, Port Kaituma and Georgetown

### **The following documents must accompany the application:**

1. Proof of ownership of land or location of the Lumberyard e.g. transport, lease, tenancy agreement and certificate of registration for business
2. Letter of approval from the Environmental Protection Agency (EPA) or an Environmental Permit showing its period of validity
3. Letter of approval from the Central Housing and Planning Authority (C.H.& P.A.)
4. Permission letter from the Town Council or Neighbourhood Democratic Council (NDC), Regional Democratic Council (RDC)
5. Public Health and Safety Certificate
6. In case of an individual applicant- National Identification Number, Company – Certificate of Registration

**The processing steps mentioned above are still applicable.**

## Sawpit Licences

*(Processing time once all documents submitted –Three days)*

This application can be made at any of the following forest stations:

Canje, Springlands, Kwakwani, Linden, Soesdyke, Parika, Supenaam, Bartica, Arpiaco, Mabaruma, Port Kaituma and Georgetown

### **The following documents must accompany the application:**

1. Proof of ownership of the land – concession agreement
2. Proof of ownership of the chainsaw (receipts)
3. In case of an individual applicant – National Identification Number  
Company – Certificate of registration.

**The processing steps mentioned above are still applicable**

## Timber Path

*(Processing time once all documents submitted – Three days)*

This application can be made at any of the following forest stations:

Canje, Springlands, Kwakwani, Linden, Soesdyke, Parika, Supenaam, Bartica, Arpiaco, Mabaruma, Port Kaituma and Georgetown

### **The following documents must accompany the application:**

1. Proof of ownership of the concession
2. A map showing the intended route of the path and the other concession(s) through which it passes
3. Formal agreement between the applicant and other concessionaire(s) (with an interest) regarding the use and maintenance of the path
4. In case of an individual applicant – National Identification Number  
Company – Certificate of registration.

**The processing steps mentioned above are still applicable**