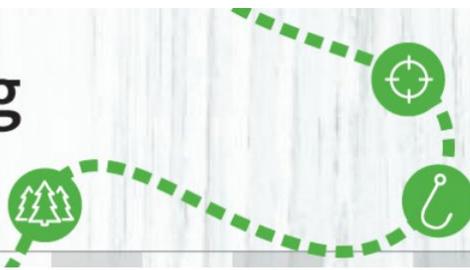


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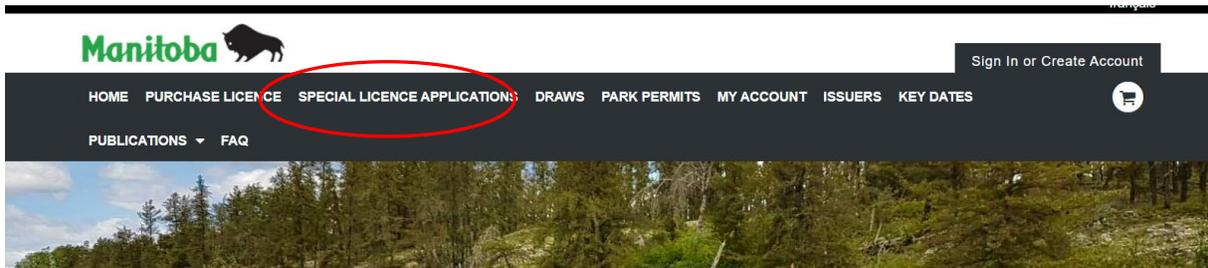


## How to Apply for a Wood Processing Facility Licence

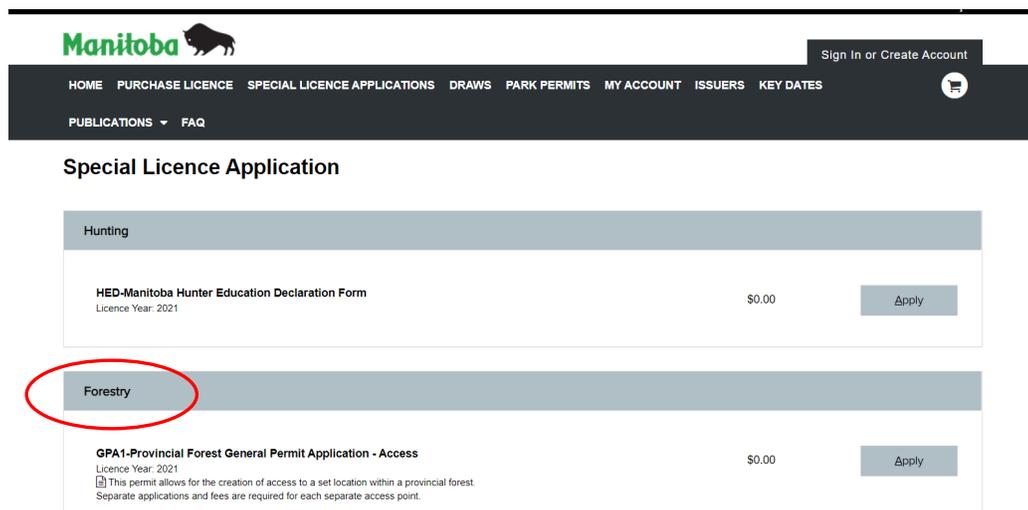
Now that you have created a Manitoba elicensing Customer account, you can purchase items from [Manitoba elicensing](#).

1. To apply for a Wood Processing Facility Licence select “[Special Licence Applications](#)” from the menu options at the top of the screen. In order to successfully complete a transaction through Manitoba elicensing, you are required to have an active Visa or MasterCard. Visa debit is not available as a payment option.

Additionally, you are required to have a printer to print any licences you purchase.



2. Scroll down to the bottom of the list under “Forestry”.



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## How to Apply for a Wood Processing Facility Licence

3. Locate **WPF-Manitoba Wood Processing Facility Application** and Select “Apply”.

<b>PTA1-Personal Use Timber Permit Application (over 25 cu meters)</b> Licence Year: 2021 <input type="checkbox"/> No refunds and no extensions on timber permits. Eastern Region permits expire 90 days after date of issue.	\$0.00	<input type="button" value="Apply"/>
<b>PTA2-Personal Use Timber Application - Treaty / Metis (over 25 cu meters)</b> Licence Year: 2021 <input type="checkbox"/> No refunds and no extensions on timber permits. Eastern Region permits expire 90 days after date of issue.	\$0.00	<input type="button" value="Apply"/>
<b>WPF-Manitoba Wood Processing Facility Application</b> Licence Year: 2021 <input type="checkbox"/> A valid Wood Processing Facility Licence is required by any person who operates a facility that processes timber into a product for sale.	\$0.00	<input type="button" value="Apply"/>
<b>Wildlife</b>		
<b>CRSA-Disabled Crossbow Permit Application</b> Licence Year: 2021 <input type="checkbox"/> The Disabled Crossbow Application is a request to allow for the use of a crossbow in a hunting season that is restricted to the use of archery equipment only or to use a long bow, recurve bow or compound bow drawn, held or released by a mechanical device during a hunting season where archery equipment is allowed.	\$0.00	<input type="button" value="Apply"/>

4. Select “New Special Licence Application” if this is the first time applying for a Wood Processing Facility Licence. Otherwise select “Copy Special Licence Application” to automatically fill in some information from a previous application.

**Copy Special Licence Application**

You can start with a blank application, or can copy the information from a previously submitted application.

Select

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## How to Apply for a Wood Processing Facility Licence

5. The Wood Processing Facility Licence is available for 1, 2, 3, 4 or 5 years. The price is \$30 per year plus the \$4.50 administration fee as displayed below.

### WPF - Manitoba Wood Processing Facility Application

Application Information	
WPF - Manitoba Wood Processing Facility Application Licence Year: 2021	Total: \$0.00 Due Today

Application Description	
A Wood Processing Facility Licence is required by any person who operates a facility that processes timber into a primary or secondary product for sale. It is the licence holders responsibility to renew the licence before the expiration date. The Wood Processing Facility Licence will be issued and the permit fee will be charged after the application is approved. Holders of a Wood Processing Facility Licence are required to keep daily records of all timber processed at the facility.	
<i>If this application is approved, you will be issued one of the following licences (based on the information provided):</i>	
WPF1 - Wood Processing - 1 Year - Price: \$30.00	
WPF2 - Wood Processing - 2 Year - Price: \$60.00	
WPF3 - Wood Processing - 3 Year - Price: \$90.00	
WPF4 - Wood Processing - 4 Year - Price: \$120.00	
WPF5 - Wood Processing - 5 Year - Price: \$150.00	
Plus Administration Fee of \$4.50	

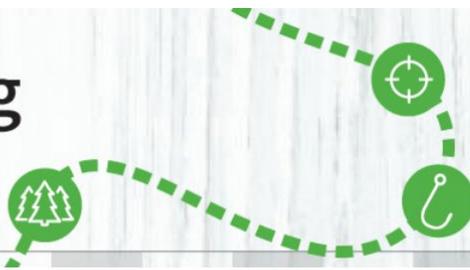
You will need to fill in the following information:

- **Number of Years Applying For:** Select 1 – 5 years
- **Wood Processing Facility Type:** Choose from the available options
- **Location Type:** enter either Latitude and Longitude **or** Section, Township, Range and Meridian (legal land description)
- **Quadrant/Section, Township, Range and Meridian** need to be entered as follows:  
Quadrant four digit alpha numeric - NW24  
Township: two digit numeric - 12  
Range: two digit numeric - 10  
Meridian: is E or W (East or West)
- **Source of Timber:** Select **Private Timber, Crown Timber or Private & Crown Timber**

For Private Timber legal land description needs to be entered as follows:

- **Quadrant/Section, Township, Range and Meridian**  
Quadrant/Section: four digit alpha numeric - NW24  
Township: two digit numeric - 12  
Range: two digit numeric - 10  
Meridian: is E or W (East or West)  
For Crown Timber enter Timber Sale # or Timber Permit # if available (optional)

# Manitoba elicensing



## How to Apply for a Wood Processing Facility Licence

6. Upload Document and Acknowledgement(s) box section – upload any relevant documents such as a map of the mill location and select the acknowledgment “check box” and select “Submit”.

### Upload Document

Please, upload a map for the location of your Wood Processing Facility.

**Note: ONLY upload documents when you are ready to submit the application. If you upload documents and then save your application as a DRAFT, all uploaded documents will be discarded.**

Drag & drop files here  
or  
[Choose File](#)

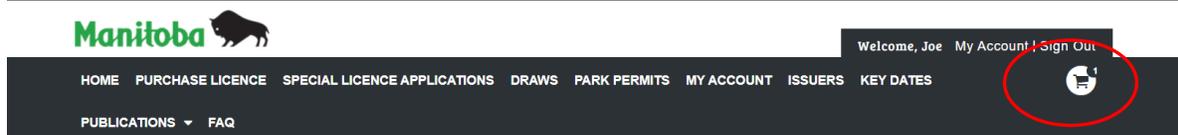
### Acknowledgement(s)

Please read and agree to the Acknowledgement(s) below:

The Wood Processing Facility Licence is authorized through Manitoba's Forest Act and Regulations. By submitting this application I/we agree to adhere to the provisions of the Forest Act and Regulations and the requirements of the Director of Forestry. \*

[Cancel](#) [Save Draft](#) [Submit](#)

7. Select “cart” at the top hand menu to check out.



### Special Licence Application

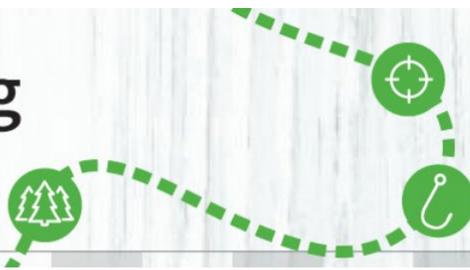
#### Hunting

<b>HED-Manitoba Hunter Education Declaration Form</b> Licence Year: 2021	\$0.00	<a href="#">Apply</a>
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#### Forestry

<b>GPA1-Provincial Forest General Permit Application - Access</b> Licence Year: 2021 <small>This permit allows for the creation of access to a set location within a provincial forest. Separate applications and fees are required for each separate access point.</small>	\$0.00	<a href="#">Apply</a>
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# Manitoba elicensing



## How to Apply for a Wood Processing Facility Licence

8. If the Shopping Cart summary looks correct then select “Proceed to Checkout”.

**Manitoba**  Welcome, Joe My Account | Sign Out

HOME PURCHASE LICENCE SPECIAL LICENCE APPLICATIONS DRAWS PARK PERMITS MY ACCOUNT ISSUERS KEY DATES

PUBLICATIONS ▼ FAQ

### Shopping Cart

[Abandon Shopping Cart](#)

Special Licence Application In your Shopping Cart	Price/Fees	Order Summary
WPF - Manitoba Wood Processing Facility Application Licence Year:2021 <a href="#">Edit</a> <a href="#">Remove</a>	\$0.00	Subtotal \$0.00
Subtotal: \$0.00		Total \$0.00

[Continue Shopping](#) [Proceed To Checkout](#)

9. Fill in the Credit Card for Use if Awarded section with the card that will be charged if the application is approved. Check the Acknowledgement(s) box and select “Purchase”.

WPF - Manitoba Wood Processing Facility Application \$0.00  
Licence Year:2021

Subtotal	\$0.00
Total	\$0.00

**Credit Card for Use if Awarded**

Card Holder \*

Card Number \*   


Expiration Date \*

**Acknowledgement(s)**  
I have read and understood all warnings, information, policies and rules that are relevant to the purchase I am making. I am responsible for any misunderstanding or errors that are made. I agree to pay all associated fees and penalties.

[Back](#) [Purchase](#)

The order is complete and will now have to be approved by the Regional Forester in that region.

If you have any further questions, please email [elicensing@gov.mb.ca](mailto:elicensing@gov.mb.ca)