

**FOREST APPEALS COMMISSION**  
**HOW TO START AN APPEAL under the *RANGE ACT***

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This information sheet provides an overview of the process for commencing an appeal under the *Range Act*. If you have legal questions regarding an appeal, you should contact a lawyer.

***What decisions may be appealed?***

The Commission hears appeals from certain orders, decisions or amendments, or the decision made after a review of an order, decision or amendment. See [section 70 of the \*Range Act\*](#).

***Who may commence an appeal?***

The person who is the subject of the order, decision or amendment, or a person who holds a licence or permit that is affected by the order, decision or amendment, may appeal.

***How do I appeal?***

To start an appeal, you must deliver a notice of appeal to the Commission's office within 3 weeks of receiving the order, decision, amendment, or review decision you wish to appeal (Commission's address below). There is no special form for the notice of appeal but it **MUST**

- be in writing, and
- be signed by the person appealing, or that person's lawyer or other agent.

In addition, the notice of appeal **MUST** include the following:

1. the name, address and phone number of the person appealing, along with the name, address and phone number of anyone representing him or her (e.g., lawyer or agent);
2. the address to which all official letters and documents are to be sent, and a fax number if available;
3. the grounds for appeal (what is wrong with the decision);
4. a description of the relief requested (what decision do you want the Commission to make); and
5. a copy of the decision being appealed.

The notice of appeal may be "delivered" by mail, courier or hand delivered by leaving a copy of the notice of appeal at the Commission office during normal business hours (8:30 am – 4:30 pm, Monday through Friday, excluding public holidays). The Commission will also accept a notice of appeal by facsimile.

***What happens if the notice of appeal is filed outside of the 3-week appeal deadline?***

The Commission has the power to extend the deadline for filing a notice of appeal either before or after its expiry. This is not done automatically and you should provide reasons for the late filing in your notice of appeal.

***What happens if the notice of appeal is not complete?***

The Commission will send a letter explaining the deficiencies in the notice of appeal. Until they are corrected, the Commission is not obliged to proceed with the appeal.