

NOTICE OF APPEAL

Time Limit for Commencing Appeal

According to section 24 of the *Administrative Tribunals Act*, a notice of appeal must be filed **within 30 days** of the decision being appealed.

If the appeal will be filed later than 30 days, you **must** apply to the Commission to extend the time to file the appeal (see last page).

Person Filing the Appeal

1. Name of Appellant		
Address	City	Postal Code
Phone Number	Fax Number	Email
2. Name of Appellant's agent/ spokesperson/ representative (if applicable)		
Address	City	Postal Code
Daytime Phone Number	Fax Number	Email
3. Address for delivery: provide the address where you want official correspondence regarding the appeal to be sent (from the Commission and from the other parties). The Commission's Rules state that the "address for delivery" may be a postal address, fax number or email address:		

Details of Decision to be Appealed (The Commission hears appeals from decisions made under five (5) different statutes: *Forest Act*, the *Forest and Range Practices Act*, the *Private Managed Forest Land Act*, the *Range Act* and the *Wildfire Act*.)

Who made the Decision (include the name of the Government Agency – Provincial Ministry or Council) and what is the Decision Date (PLEASE ATTACH A COPY OF THE DECISION)
When did you receive the decision?

Reasons for Appeal and Particulars

Please explain why you believe the decision is wrong and should be changed. Use a separate page if required.

Lined area for providing reasons for appeal.

What result are you seeking from an appeal (What do you want the Commission to order at the end of the appeal?)

Lined area for stating the desired result of the appeal.

Signature of Person Requesting Appeal (or their authorized agent)

Signature	Date
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This Notice of Appeal may be filed by ordinary mail, registered or certified mail, facsimile, e-mail (facinfo@gov.bc.ca) or by leaving a copy at the Commission's office between 8:30 am to 4:30 pm, Monday to Friday, excluding public holidays:

APPLICATION TO EXTEND THE TIME TO FILE AN APPEAL

If you are filing this appeal later than 30 days after the decision being appealed, you **must** apply to the Commission to extend the time to file the appeal. The Commission may extend the time to file the appeal if it is “satisfied that special circumstances exist” (see section 24(2) of the *Administrative Tribunals Act* and Rule 6).

Please explain the reasons why this appeal is being filed late and provide any special circumstances that the Commission should consider when making its decision on the extension request. Use additional pages if required.

Signature of Person Requesting Extension of Time to Appeal (or their authorized agent)

Signature	Date
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