

Operations Note 045

Updated: 31 October 2024

# Felling Licence Online – user guide

## A user guide to create and submit a felling licence application online

Read more about [tree felling and when to apply](#).

Apply now using [Felling Licence Online](#).

For further system support email: [fellinglicenceonline@forestrycommission.gov.uk](mailto:fellinglicenceonline@forestrycommission.gov.uk)

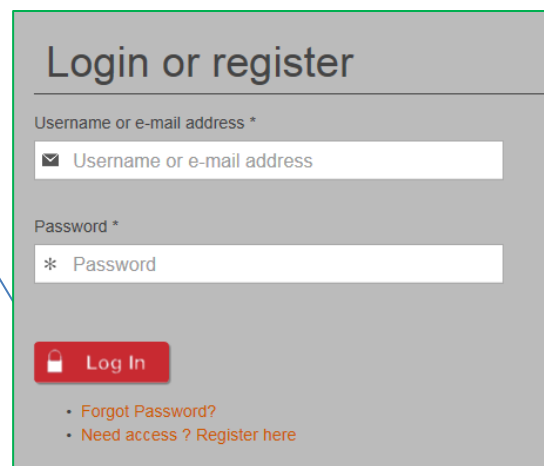
### 1 First time users

Use link at the bottom of the login page to register.

• [Need access ? Register here](#)

To successfully register a user account complete all fields with an asterisk (\*).

You will be required to select an account type; either an **Agent** or **Owner**.



**Agent:** An agent submits felling licence applications on behalf of an owner or tenant. Agents will be able to create properties and owner profiles subject to a signed [Agent Authority Form](#) (AAF).

**Owner:** You are an Owner if you own the land or are a tenant, and do not use an agent to submit applications on your behalf.



To successfully register and use Felling Licence Online you will have to accept the 'terms and conditions of use' and 'privacy policy'. Before accepting please read the terms and conditions in full and click on the link to read the privacy policy.

Once you have checked your details click on the 'Create New Account' button at the bottom of the registration page. The screen will redirect to your Felling Licence Online homepage and an email, sent to your registered email address, will confirm successful registration.

## Contents

<b>1</b>	<b>First time users .....</b>	<b>1</b>
<b>2</b>	<b>Getting to know your Agent or Owner home screen .....</b>	<b>4</b>
<b>3</b>	<b>Add a Managed Owner – Agents only .....</b>	<b>5</b>
<b>4</b>	<b>Create a Property profile – All users.....</b>	<b>5</b>
<b>5</b>	<b>Add compartment information to a property profile .....</b>	<b>6</b>
5.1	Adding compartments manually .....	6
5.2	Adding compartment detail using import (manually draw cpts) .	8
5.3	Adding compartments using shapefiles.....	11
<b>6</b>	<b>Start a felling licence application .....</b>	<b>11</b>
<b>7</b>	<b>Add felling detail to a compartment .....</b>	<b>13</b>
<b>8</b>	<b>Add restocking detail to compartments.....</b>	<b>14</b>
<b>9</b>	<b>Run a constraints check .....</b>	<b>17</b>
<b>10</b>	<b>Checking your details.....</b>	<b>17</b>
<b>11</b>	<b>Submitting an application .....</b>	<b>18</b>
<b>12</b>	<b>Search for your existing applications or properties .....</b>	<b>20</b>
<b>13</b>	<b>Felling licence approved.....</b>	<b>20</b>
<b>14</b>	<b>Managing a property .....</b>	<b>21</b>
<b>15</b>	<b>User checklist.....</b>	<b>21</b>
<b>16</b>	<b>Mapping guidance .....</b>	<b>22</b>
16.1	Moving around the map (in either screen) .....	22
16.2	Mapping in the Properties screen .....	23
16.3	Additional icons in the Applications screen.....	24
<b>17</b>	<b>Shapefile guidance.....</b>	<b>24</b>
17.1	Mandatory fields and GIS data requirements.....	25
17.2	Uploading a shapefile.....	27
17.3	Error when uploading a shapefile.....	27
<b>18</b>	<b>What is a CSV (comma-separated values) file? .....</b>	<b>28</b>
18.1	Property profile CSV’s and how to import.....	28
18.2	Felling Details CSV requirements and how to import .....	30
18.3	Restocking Details CSV requirements and how to import .....	32
<b>19</b>	<b>Tree species .....</b>	<b>34</b>

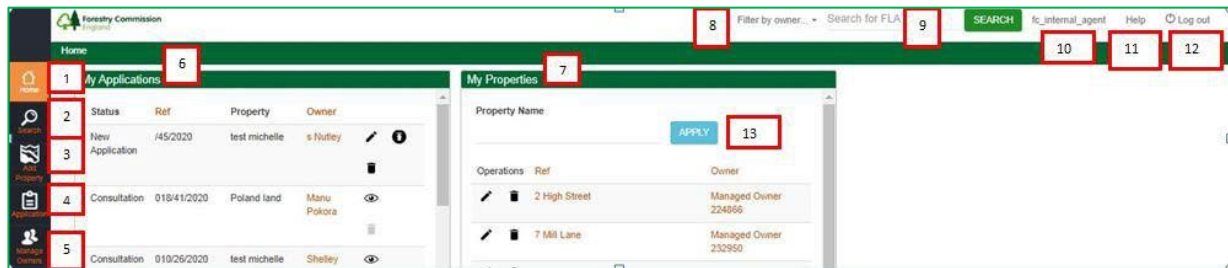
---

**20 Resources ..... 37**  
**21 Version history ..... 37**

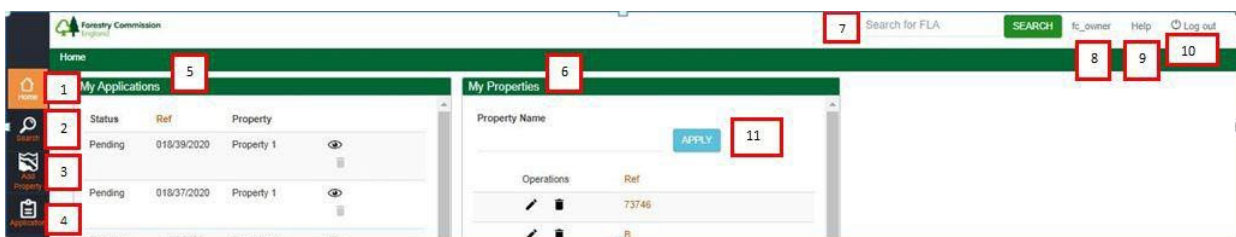
## 2 Getting to know your Agent or Owner home screen

When you login to Felling Licence Online the following screen will be displayed:

### Agent homepage



### Owner homepage



1. **Home** – clicking this icon will take you back to the homepage.
2. **Add Property**– create and update property details.
3. **Application** – create and submit felling licence applications.
4. **Manage owners** (Agent homepage only) – add and update your owner profiles. A signed AAF must be uploaded for each owner.
5. **My applications** – here you'll find a list of your felling licence applications.
6. **My properties** – a list of properties you've created.
7. **Filter by owner** (Agent homepage only) – allows you to filter properties and applications for a specific owner.
8. **Search by FLA** –search for applications by reference e.g. 018/123/2018 (use full ref.).
9. **Applicant** – displays your user name and click to edit your profile.
10. **Help** – click this link to visit the Felling Licence Online webpage.
11. **Log out** – click here to exit Felling Licence Online.
12. **Apply** – type the name of a property to filter by property name.

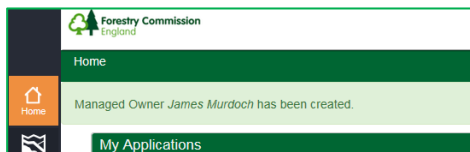
At the bottom of the Home screen is a pager 1 of 20 next > which enables you to move on to the next screen or back to the previous screen. However, if you have more than 20 applications on the system please see [Section 12. Search for an existing application or property](#)

### 3 Add a Managed Owner – Agents only

Using the **Manage Owners** icon (see [item 4 above](#)), input your owners details, ensuring the mandatory fields marked with a \* are completed.

You must upload a Forestry Commission [Agent Authority Form](#) (AAF). We cannot accept Natural England AAF's because they do not make reference to felling permissions.

Once you have entered the owners' details click **SAVE**. The screen will refresh and you'll see confirmation that your owner has been added:



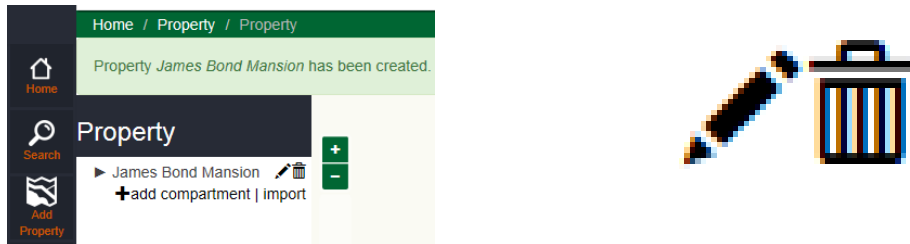
### 4 Create a Property profile – All users

Click the **Add Properties** icon on the left hand side of the screen. The Create Property box will appear:

<u>Agent</u> – 'Create property' page	<u>Owner</u> – 'Create property' page
<p><i>In the <b>Managed Owner</b> section start typing the owners name, a list will appear. Select the owner from the list created following steps 1 to 3 above</i></p>	<p>The screenshot shows the 'Create Property' form for an Owner user. The form includes the following fields: 'Property Name *', 'Nearest Town *', 'Local Authority *' (with a dropdown menu showing '- Select a value -'), 'Woodland Management Plan', and 'Grid Ref *' (with an example 'e.g. ST 625 785'). A green 'SAVE' button with a checkmark is located at the bottom of the form.</p>

Agents must add a managed owner ([see Section 3 – Add a managed owner](#)) before creating a property.

Complete the mandatory fields and click **SAVE**. The screen will refresh, the property will be listed and you'll see a confirmation message at the top of the screen:



You can edit the property information by selecting the pencil icon.

You can delete the property by selecting the dustbin icon.

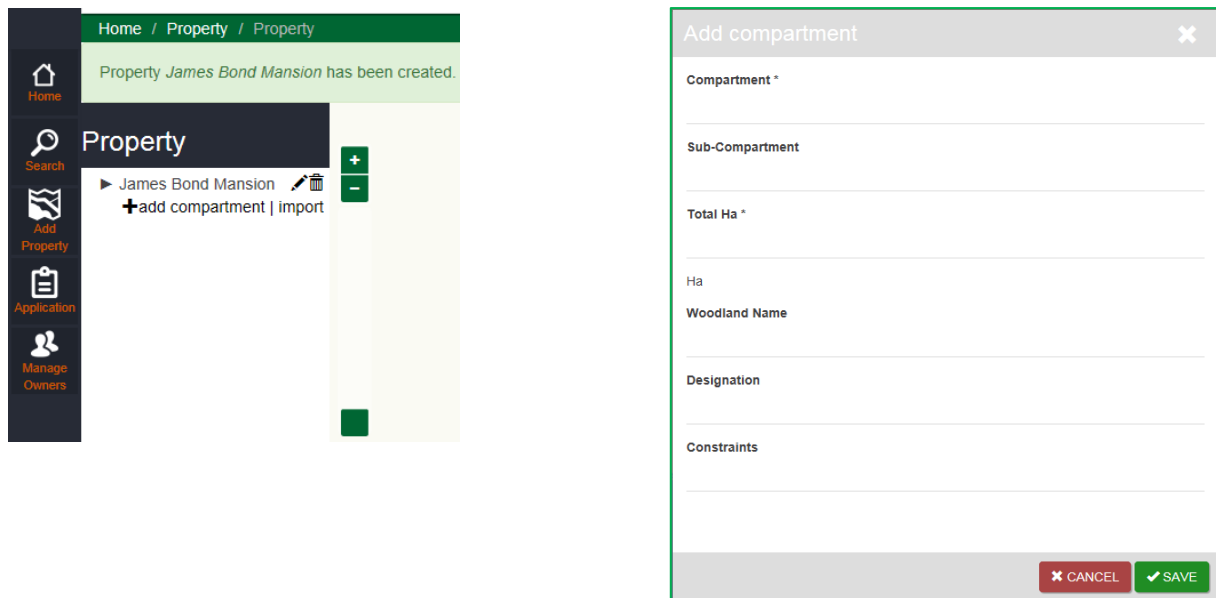
You can edit the property profile up to the point of submitting your application. Once your application has been submitted, all compartments that are part of the application will be locked. The compartments will become editable if the application is returned to you for amendments. Once the licence is approved the property compartments will become editable again, however any changes to the compartments will not be applied to licences already approved.

## 5 Add compartment information to a property profile

Now the property profile has been created the compartments can be added. There are two ways to add this information, either manually or via an import.

### 5.1 Adding compartments manually

Select **+add compartment** and the compartment detail form will appear:



Compartments ideally should follow a numbering format of 1,2,3 1a,1b where possible. You do not need to complete the **Total Ha** field as this will be auto populated when

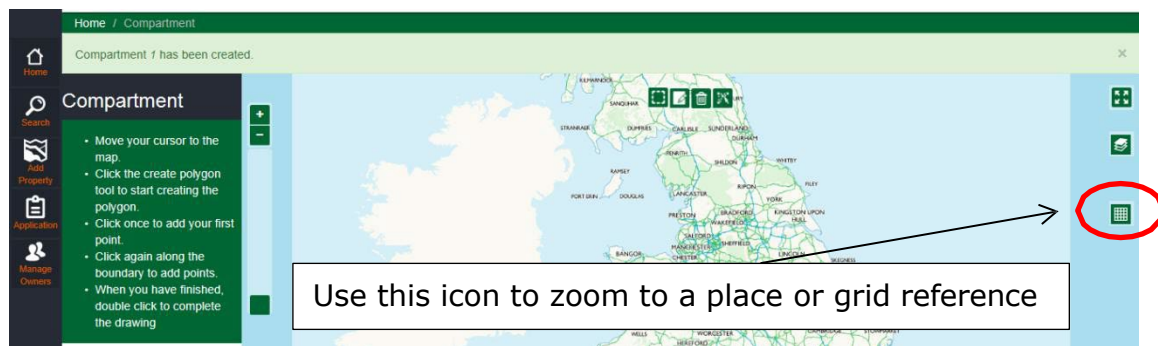
you draw the compartment map/polygon. Ensure you enter all relevant designations and constraints.

When you have completed all the relevant fields click **SAVE**.

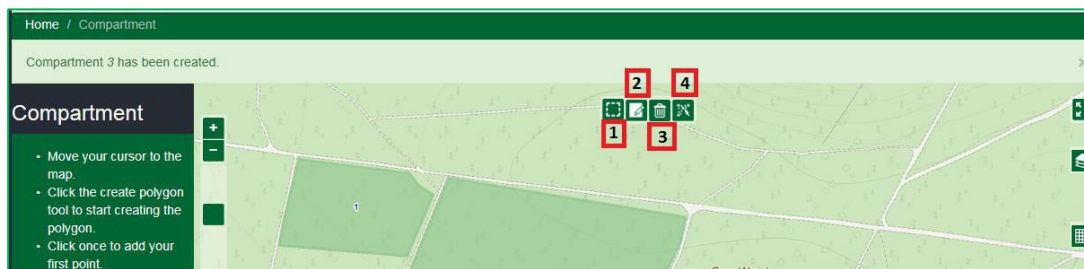
The screen will refresh, and a message will appear confirming that the compartment has been added, you must now draw the compartment boundary.

This feature does not currently zoom to the grid reference you have supplied.

You will need to either manually zoom to the location or use the icon above to input the location using a place name or grid reference.



Draw your compartment utilising these drawing icons:

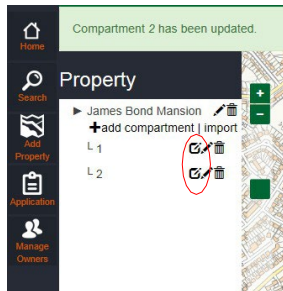


1. **Draw a polygon** – click this icon, then click on the map to draw your compartment. Use a series of single clicks to define the edge of the compartment. Avoid clicking and dragging. Double click your mouse to complete the compartment boundary; you do not need to return to the first waypoint. If you make a mistake, the compartment boundary can be edited (prior to submitting your felling licence application).
2. **Edit features** – use this icon to amend the compartment boundary. Click and hold on the boundary, moving the boundary line to the desired location.
3. **Clear features** – select this icon to delete the compartment you have just drawn.
4. **Snap to features** – the compartment boundary will follow an existing mapped boundary.

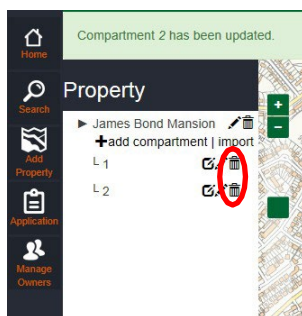
Click **SAVE** and the screen will refresh, confirming the compartment has been added:

Continue adding compartments as required, using the **+add compartment** button.

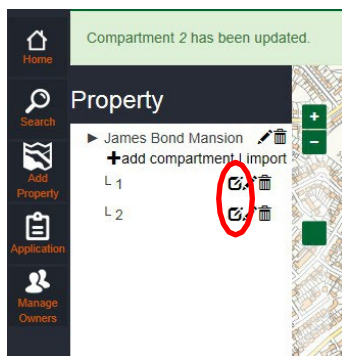
Clicking on the property name will refresh the map and display the compartments.



You can edit property or compartment information by clicking on the pencil icon.



You can delete the property or compartments by clicking on the dustbin icon.



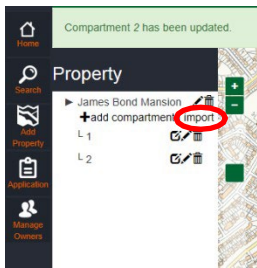
You can amend the shape of the compartment by clicking on the draw icon

## 5.2 Adding compartment detail using import (manually draw cpts)

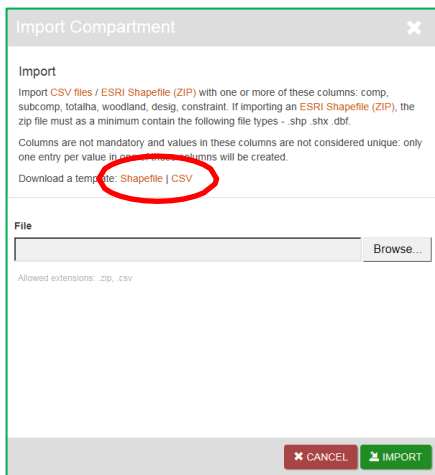
Chose this option if you wish to import compartment information (text only), but manually draw the compartment boundaries. You cannot use a combination of shapefile and CSV files.



Firstly import the compartment information by clicking **Import**:



A pop up box will appear, allowing you to select a file to import by clicking **Browse**:

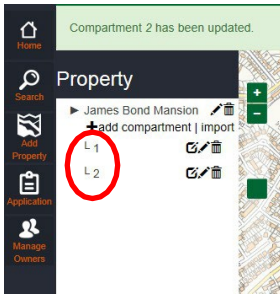


Note that a template CSV (circled red above) is available to download for you to complete.

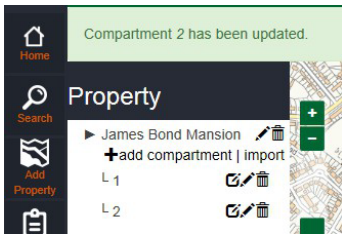
	A	B	C	D	E	F	G
1	comp	subcomp	totalha	woodland	desig	constraint	
2	1 a		1.25	Game Wo	SSSI	Powerline	
3							

Click **Browse** and locate your CSV file, then click **Import**.

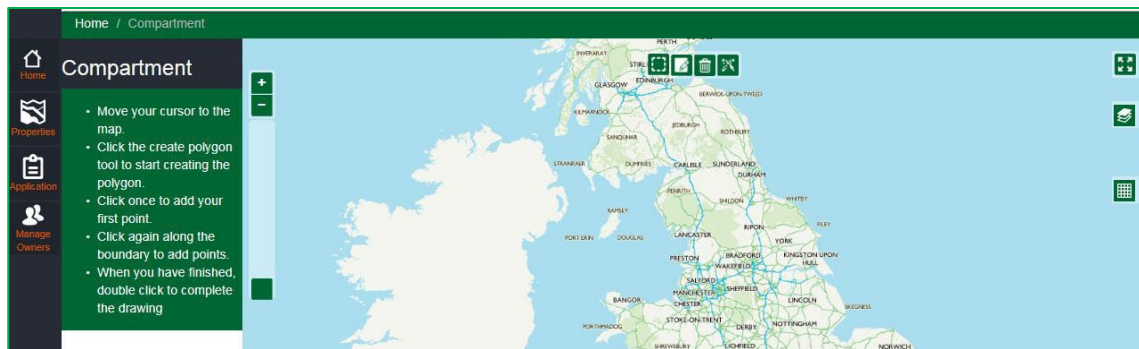
The screen will refresh and the compartments will be listed under the property name:



Now you need to draw the compartment using the **draw** icon:



The screen will refresh, you must now draw the compartment boundary:

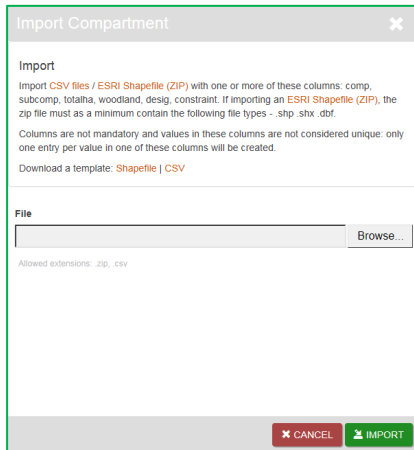


Draw your compartments as set out in [Section 5.1 – Adding compartments manually](#).

## 5.3 Adding compartments using shapefiles

If you import a GIS shapefile, you must not import a CSV file, these two files are not compatible and the system will work.

Click on **Import** and a pop up box will appear, allowing you to select a file to import:



Note that a shapefile template is available to download for you to complete. Using this template will ensure you use the correct file types.

Click **Browse** and locate your ZIP file, then click **IMPORT**. A 'document loading' bar will appear to confirm that the file upload is in progress. When the file upload bar has completed, you will be returned to the **Properties** screen.

Successful upload of the ZIP file will result in the compartment polygons and compartment information under the property on the properties page. This needs to be checked for accuracy and completeness.

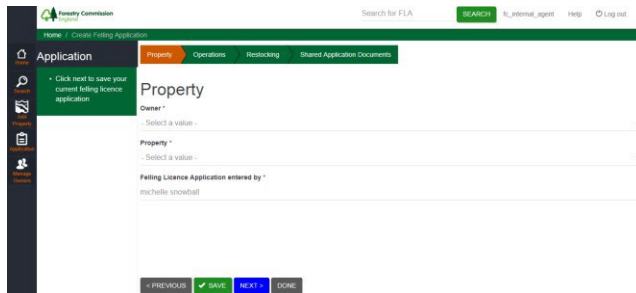
## 6 Start a felling licence application

Now you have set-up an applicant and property you can create a felling licence application.

Click on the 'Application' icon (shown orange below) to start an **Application**.



Create a new felling licence application by clicking **+Add**, see above.



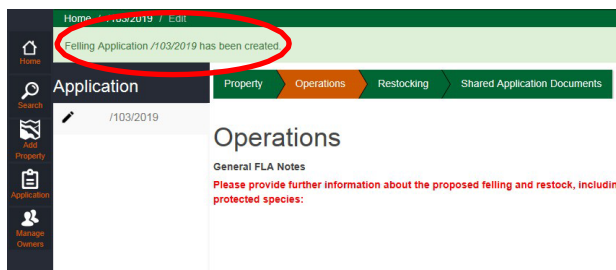
Start to type the Owner's name and a list will appear, select the owner from the drop-down list.

Type the name of the Property, a list will appear, select the property from the drop-down list.

Complete the **Felling Licence Application entered by**.

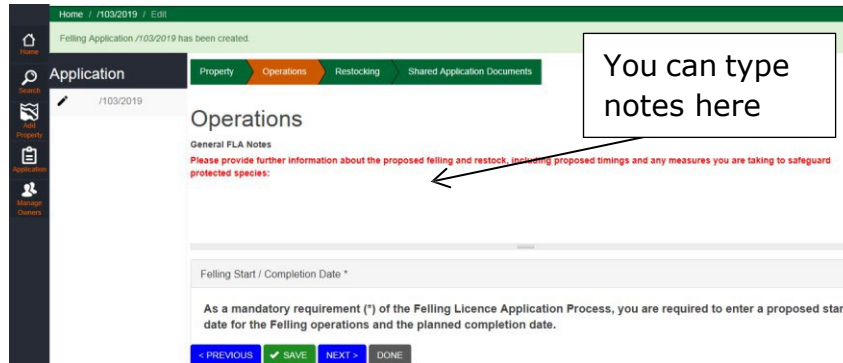
Click **SAVE**.

The screen will refresh and a message across the top of the screen will confirm that you have started creating a new felling licence application:



## 7 Add felling detail to a compartment

Now you have created a new application, click **NEXT** and you'll be taken to the Operations screen to input your felling details:



Firstly, enter any additional information in the **General FLA Notes** field - you will add the felling and restocking details later in this page. It should contain the same information that you would have provided on page 2 of the paper application form, for example "thinning to widen rides" or "under managed mixed broadleaf which requires thinning. Mature pollarded beech present, retain to enhance habitat".

### Consultation Public Register exempt applications

If you urgently require a felling licence to a) prevent the spread of a pest or a disease, such as *Ips typographus*, and/ or b) to mitigate a public safety issue, such as the removal of ash trees infected with ash dieback that are growing within falling distance of a road, the Forestry Commission may decide to exclude your application from the Consultation Public Register. This is to help expedite the decision-making process.

If you feel that one, or both, of the above apply to your application, the Forestry Commission will require evidence from you to determine the urgency. Details **must** provided within the **General FLA Notes** field and, where possible, supporting documents uploaded under **Shared Application Documents** (see **Section 8**.) Suitable supporting evidence may include, for example, road closure and contractor start date confirmation.

Click **SAVE** once you have entered the information. If you do not click save and then move to another screen the text you have entered will be lost.

**Next** enter your proposed start and completion dates for felling.

**Felling Start / Completion Date**

Start and Completion dates for the proposed felling operations

\_\_\_\_\_

E.g., 25/02/2019      E.g., 25/02/2019

To enter felling details you have two options, either import the data using a CSV file or click on the map and add felling details manually for each compartment.

To use the import function click **IMPORT FELLING DETAILS**, and select the relevant CSV using the **browse** button. Click **IMPORT** and the screen will load and refresh with the felling details listed under the Import button:

Compartment	Operation Type	Area to be Felled	Volume	No Of Trees	Tree Marking	Species	Tree Preservation Order (TPO)	Conservation Area (CA)	Operations
1	Clear Felling	1.00Ha	6			sweet chestnut	No	No	
2	Clear Felling	2.00Ha	8			sweet chestnut	No	No	
3	Clear Felling	1.00Ha	7			sweet chestnut	No	No	

To manually input felling details click on a compartment on the map and the Create Felling Detail box will appear. Fields marked with a \* are mandatory. Once you have entered the information click **SAVE**. The screen will refresh and the felling detail will be visible, as shown in the image above. Continue to add felling information for your compartments as required.

Click **SAVE**.

Click **NEXT** to move to the restocking screen.

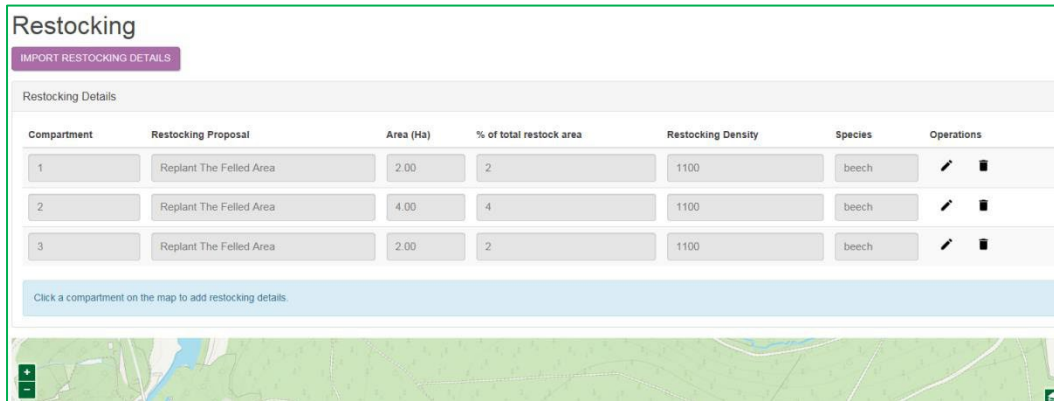
## 8 Add restocking detail to compartments

The Restocking screen looks very similar to the Operations screen.

For thinning only applications you can click **DONE** and move to the next section. If you have chosen Deforestation as your felling operation, you will need to enter restocking details, and select 'Do not intend to restock'.

To enter restocking details you have two options, either import the data using a CSV file or click on the map and add felling details manually for each compartment.

To use the import function click **IMPORT RESTOCKING DETAILS**, and select the relevant CSV using the **browse** button. Click **IMPORT** and the screen will load and refresh with the restocking details listed under the Import restocking details button:



To manually input restocking details click on a compartment on the map and the Create Restocking Detail box will appear. Fields marked with a \* are mandatory. Once you have entered the information click **SAVE**. The screen will refresh and the felling detail will be visible, as shown in the image above. Continue to add felling information for your compartments as required.

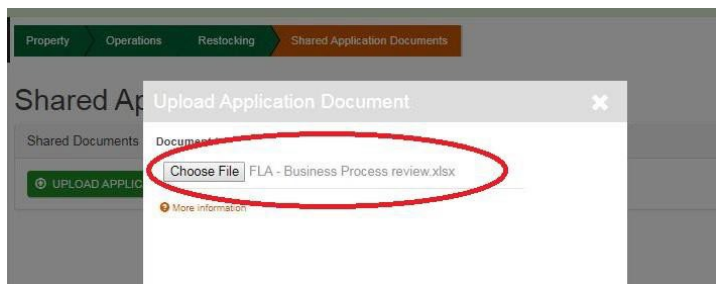
Click Next to move to the **Shared application documents** tab.

If you have an additional documents (i.e. Supplementary Notice Operations etc) that you need to send to the Woodland Officer please upload them using this tab.

Click **Upload Application Document**

Now click **Choose File**

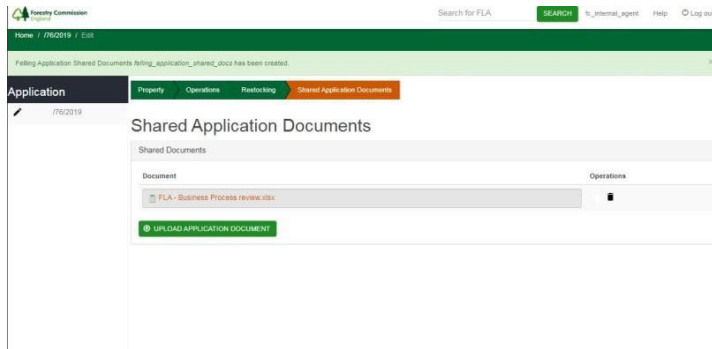
Once the correct document is selected click **Save**



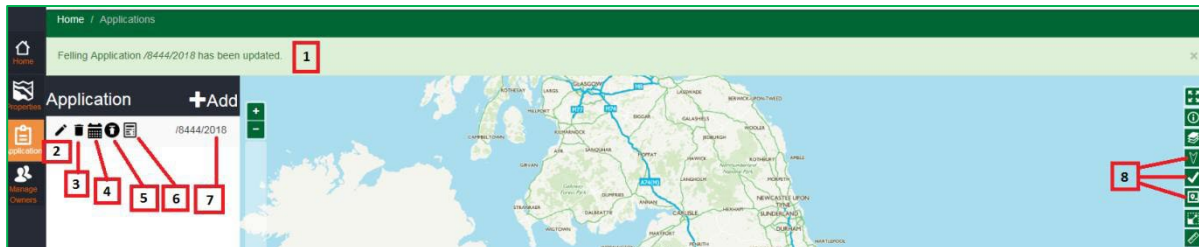
**N.B** – click the More Information button for file size and file types allowed located directly below Choose File.

You will see that your file has been uploaded successfully.

Click **Done**.



The screen will refresh and you'll be taken back to the main Application screen so you can run a constraints check. You'll see a message at the top of the screen confirming that the application has been updated. You'll also see new icons:



1. This banner confirms the FLA has been updated.
2. **Pencil** icon – to further edit the application.
3. **Dustbin** - this icon will delete the whole application. However, once the application has been submitted this icon will be greyed out and you will not be able to delete it.
4. **Calendar** – this icon is to review the dates applied to the application.
5. **Submit** - Use this button to submit the application to the Forestry Commission (FC);
  - a. A new dialogue box will appear asking if you are sure you want to submit the application to the FC.
  - b. Press **Cancel** and you will return to the previous screen.
  - c. Press **Confirm** - Once you have done this your application has been submitted to the FC and you will only have viewer/read only rights to view the application.
6. **Case Log** – This icon will open a progress log for the application, allowing you to see what stage the application has reached once it has been submitted. The log also allows you to view any comments/queries made.
7. **FL Reference** - This is the current, but incomplete FLA reference number. It will have a three digit number added once the application is submitted to the FC e.g. 012, or 014, depending on the regional code the application sits in:
  - a. Clicking on this FL reference number will show you the compartment polygons of the application in the map browser.

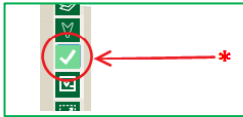


8. **Constraints check tools** – you will use these icons to run your constraints check. See section 11 for more information.

## 9 Run a constraints check

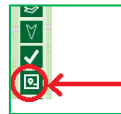
Once an application is created, a constraints check must be run to ensure you are aware of all designations that apply to the compartments included in your application. From the 'Application' screen, click on the application reference number (icon 7 in the previous section). The map will refresh, and your compartments will be visible.

Select all the compartments within the application by clicking the **Select all features icon** on the map:



The compartments will now be coloured white, outlined with a blue line.

Select the **Run constraint checker** icon:



The constraints panel will open on the right hand side of the screen, with a progress bar at the top. The features being checked will start to populate in a list and only the features with a number in brackets next to them are positive hits.

It may take a while as the checker goes through all feature layers. You will notice that the background will turn grey; this is normal and represents the layers being scanned in the constraint.

Checked designations/constraints that are not present within compartments will be listed and the following text will appear at the bottom of the panel – *the features listed are not present within the selected compartments.*

When the progress bar has completed the check has finished. Use the **EXPORT** button at the bottom of the Constraints panel to produce a PDF report.

Once the check has been run, you will be able to use the layers tool on the map browser to turn on and off layers, reduce the opacity of layers to give you a detailed view of where the borders of the constraint lies.

If a designation/constraint is listed which you had not been aware of and it will be impacted by the felling operations, you will need to update the compartment by returning to the Properties screen and editing the compartment information.

## 10 Checking your details

Prior to submitting your application check the details are correct by checking the information in the Operations and Restocking screen, and reviewing the mapped compartments.

Ensure that all species that account for more than 20% of the timber that will be felled are listed as separate species. This is to ensure compliance with the EU

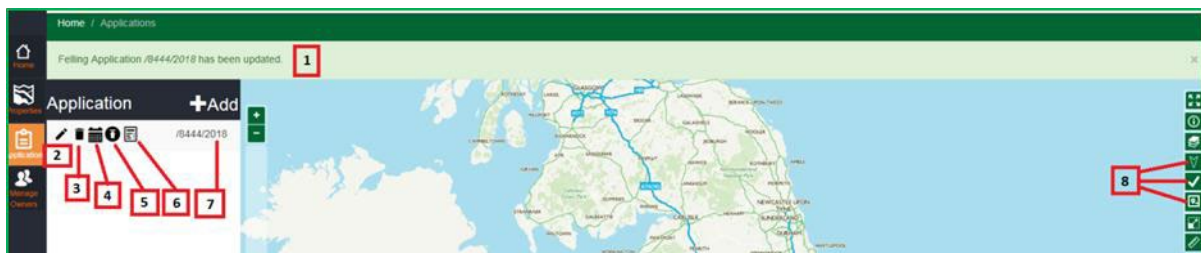
Timber Regulation (EUTR). A list of the main tree species have been provided in this guide.

If you propose to fell trees and there is no intention to restock, you must also provide an [EIA Deforestation Application Form](#). If you do not want to apply for a stage 1 EIA application, you only need to complete parts 9,10 and 11 of the EIA application form. Links to this form can be found in the Resources section of this guide.

Once you have submitted the application, the confirmation email will confirm which hub is dealing with your application and the relevant contact details.

## 11 Submitting an application

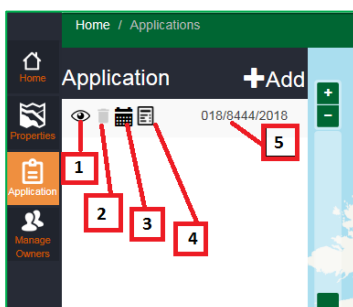
Once you have finished creating the application, and are satisfied all the details for felling and restocking are correct, go to the Application screen, locate your application and click **Submit** application (icon 5 below).



The terms and conditions box will appear, please read and click **SUBMIT**.

You will receive an automated email confirming that your application has been submitted and the reference number it has been allocated. The acknowledgement will also confirm which admin hub is dealing with your application, so you can email the hub with any supporting information you may have.

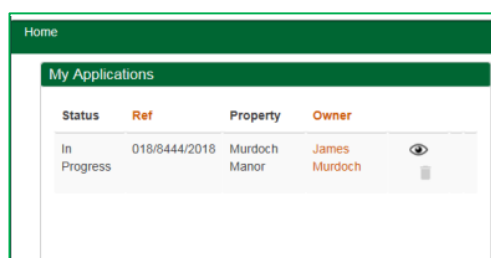
The screen will refresh and you'll see a change to the icons in the application screen:




1. **View** – use this icon to view the details of the submitted application. You cannot make any changes to the application.

2. **Dustbin** – note that this icon is greyed-out, the application cannot be deleted.
3. **Application dates** – use this icon to view key dates for your application.
4. **Case notes** – view notes as the case progresses. The Administration Officer and Woodland Officer processing your case may request further information from you by leaving a message here. If they need more information from you the status of your application will be 'with applicant'. To respond to the message you will need to send an email, as you cannot respond within the case notes function.

When you return to the Home page you'll see that you now have an application with a status of 'In progress', which can be viewed by clicking on the eye icon (icon 1):




The screenshot shows a web interface with a green header bar labeled 'Home'. Below it is a section titled 'My Applications' containing a table with the following data:

Status	Ref	Property	Owner	
In Progress	018/8444/2018	Murdoch Manor	James Murdoch	

**N.B** If you submit your application in error please contact the relevant Administration Hub. Their contact details will be in the automated email you receive at the point of submission.

## 12 Search for your existing applications or properties

Use the search function to quickly locate your application by clicking on the

**Search icon** located on the left of the screen .

The screen is divided into the results and two search criteria sections:

1. Application Information – enter part of or the full Case Ref or Property name.
2. Property Information – enter part of or the full Grid Ref and use the drop down menu under Local Authority.

Once you have entered your information click **SEARCH** and your results will appear on the right of the screen under the results section with the following headings (see image below).

To sort the results click on the headings to arrange the results by ascending order.

Case Ref	Property	Grid Ref	Local Authority	Company/Owner	Agent	WO	AO	Hub	Area	Status	Registered Date (Acknowledgement Date)	Final Action Date
----------	----------	----------	-----------------	---------------	-------	----	----	-----	------	--------	--	-------------------

If you wish to clear the results and start a new search, click the **RESET** button. Enter the new information in the search sections as before. If you would like to save the search as an excel document, please select the EXPORT button and 'save as' to your computer.

## 13 Felling licence approved

Once the Forestry Commission has approved your licence you will receive an automated email stating that your licence has been approved, and that you need to log in and download the approved licence.

To view and download the approved licence, log in to felling licence online. From the Home screen, find your approved licence under My Applications, click on the black document next to the reference number, illustrated in the image below.



The Administration Officer processing your application will email you with any supporting information such as an EPS checklist, statutory consultee responses or your approved Woodland Management plan.

Once a felling licence has been approved it cannot be amended or retracted.


## 14 Managing a property

Once a felling licence application has been submitted the property profile is 'locked' and cannot be amended.

When the licence has been approved, you can amend a property profile as the system holds a snap shot of the compartment information at the time the licence was approved.

Maintaining a property profile will enable landowners and agents to ensure compartments are accurately mapped within Felling Licence Online to facilitate faster application submissions as required in the future.

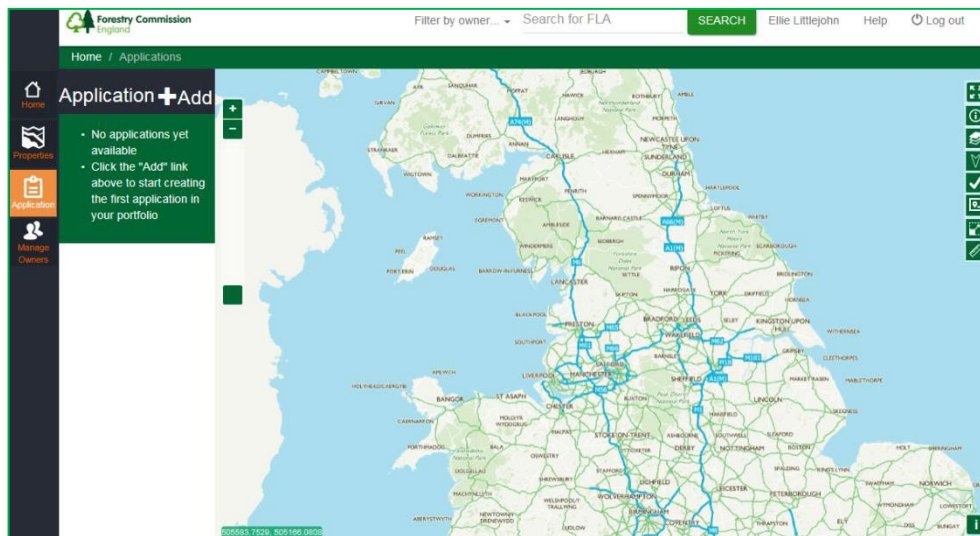
## 15 User checklist

FLA ref:	010/001/2018	Property:	Manor Hall	Completed
<b>AGENT ONLY</b>				
Obtain Agent Authority				
Create owner				
<b>ALL USERS</b>				
Create property				
Add compartments				repeat
Add compartment detail				as
Draw compartment polygons				necessary
Create a new felling application				
Enter general details about the application/felling/restocking				
Enter felling detail				
Enter restocking detail – mandatory except for thinning operations				
Run constraints check, export, view pdf and review application				
Check, review and edit owner detail as necessary				
Check, review and edit property detail as necessary				
Check, review and edit compartment detail as necessary				
Check, review and edit compartment polygons as necessary				
Check, review and edit felling detail as necessary				
Check, review and edit restocking detail as necessary				
Submit application (once submitted you will not be able to edit)				
<b>APPLICATION SUBMITTED</b>				
Property compartments are now locked				
Receive acknowledgement/confirmation email from FC				
Email additional documentation, eg. SNO, consultations, etc.				

Logon at any time to view your application	
View progress at any time by looking at case notes	
<b>ADDITIONAL INFORMATION REQUEST</b>	
Receive email from FC requesting additional information	
Email back with additional information or; logon and edit application live in Felling Licence Online	
Resubmit application	
Receive confirmation email from FC	
<b>APPLICATION APPROVED</b>	
Receive email from FC confirming your application was successful and the licence is now approved and available to download online	
Logon to Felling Licence Online	
Locate application on homepage, download pdf, print as required	
<b>FELLING LICENCE APPLICATION PROCESS COMPLETED</b>	
Complete EPS checklist before felling	
Complete EU Timber Regulation documentation after felling	
Complete restocking as per conditions	

## 16 Mapping guidance

The mapping utility can be accessed through either Add **Property** or **Applications** tab. Each screen has a different set of icons.



### 16.1 Moving around the map (in either screen)

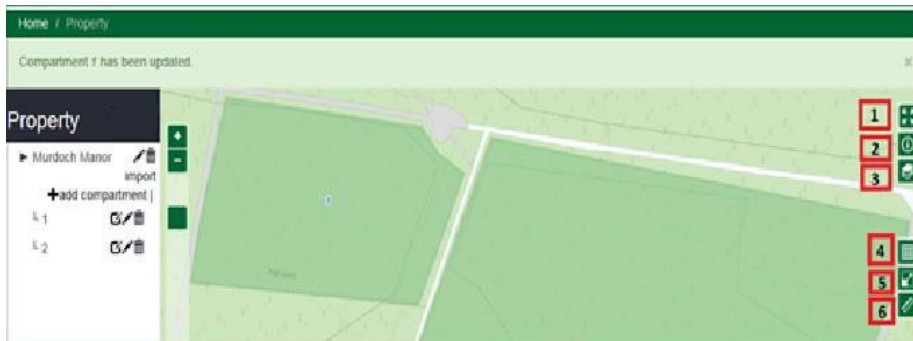
- You can drag the map to the area you need by clicking and holding with the left mouse key, and then by moving the pointer around. Double click to zoom in.
- You can move the map around on your screen by holding the left mouse key, even as you are drawing points of a polygon.

- You can use the [+/-] slide bar in the top left of the map window to zoom in and out (see below), or, you can use the scroll-wheel on your mouse to zoom in and out:

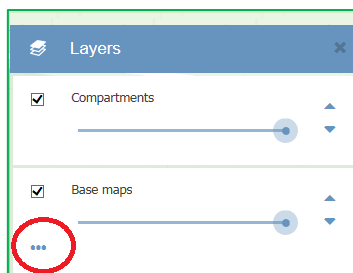


## 16.2 Mapping in the Properties screen

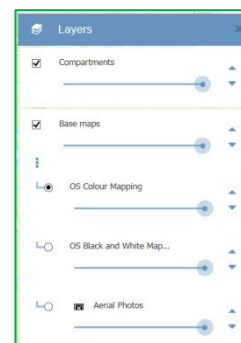
In the properties screen, on the right hand side are a number of icons:



- Extend properties screen** – this will expand the map to the full extent of your monitor or device screen.
- Identify** – this icon will give compartment information once the constraints check has been run.
- Layer switch** – allows you to switch map layers on/off, and vary the opaqueness of the layers. When you select this icon a box will appear:



Click on the three dots and the box will expand.

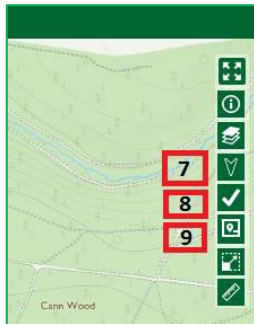


- Zoom to coordinates** – a search function which allows you to search by either grid reference, place name search or OS map coordinates.
- Measure an area** – select this icon to measure an area in Hectares. Once you select the icon, click on the map and draw the area you want to measure. Double click your mouse to complete the shape and the area will be displayed. To switch off this function, click the icon.
- Measure a length** – select this icon to measure a linear feature in meters. Once you have selected the icon, click the map to draw the

feature you wish to measure. Double click your mouse to finish drawing the line and the length will be displayed. To switch off this function, click the icon.

## 16.3 Additional icons in the Applications screen

Mapping in the application screen has an additional three icons available:



7. **Select features to check** – use this icon to select which compartments that you wish to include in the constraints check.
8. **Select all features** – this icon will select all the compartments included in your application. Use instead of icon 7 above if you want to check all of the compartments.
9. **Run constraint checker** – use this icon to start the constraints check.

These tools are used to run a constraints check. [See Section 9 - Run a constraints check.](#)

## 17 Shapefile guidance

To create the correct format of shapefile data for Felling Licence Online you must first download a **ZIP file** template folder containing the shapefile file types required for this process.



Within the Import Compartment window, select **Shapefile** to download and save a **ZIP file** template to your desktop. This download will ensure the correct standard format of Shapefile data is collected from your GIS system to support an upload to Felling Licence Online.

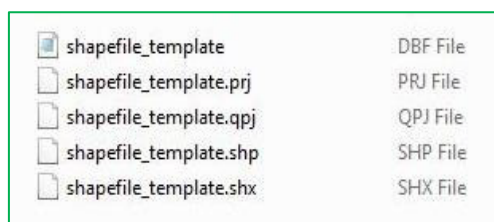
If you are planning to upload a Shapefile, you must complete a CSV (Common-Separated-value) text file.



If a CSV file listing compartment details (Compartment Name, Sub-Compartment, Total Ha etc.) is uploaded against the Property record, a polygon must be plotted manually on the map function in Felling Licence Online for each of the imported compartment records.

A CSV file and Shapefile **must not** be used in combination were the Shapefile and CSV use the same compartment references as this will create duplicate data.

The **ZIP file** template which you have downloaded will contain the file types you need to create the required Property shapefiles:



The template **shapefile** you download from Felling Licence Online can be read by various GIS mapping software systems (e.g. ArcGIS Desktop or QGIS). Such mapping software will allow your existing Property data to be imported directly into this **ZIP file** template. Follow your GIS system instructions to successfully export the Property shapefiles on your GIS map to the ZIP file template.

Use of the **ZIP file** template, while recommended, is not mandatory.

You may create your own data files or adapt existing data files to match that of the **ZIP file** template. Any data you create must contain three mandatory fields, meet the field property specification, and meet the further requirements described here.

**Failure to meet this specification will cause your Shapefile import to fail.**

## 17.1 Mandatory fields and GIS data requirements

Field name	comp
Data type	Text
Contents requirements	Compartment number. Integer - whole numbers only. No additional text characters and no spaces before or after the number.

Field name	subcomp
Data type	Text
Contents requirements	Sub-compartment letter. No spaces before or after the letter or characters other than a single lower case letter is allowed. This may be left blank if sub-compartment lettering is not being used or is not required in all instances of a compartment.

Field name	Total ha
Data type	Non-integer (floating point numerical value).

Contents requirements	The area in hectares of the compartment/sub-compartment. Must contain a value. The values must not be 0 or a negative value. It is recommended you use GIS software functionality to generate the field value based on the geometry of the polygon.
-----------------------	---

Example: A field structure populated with data:

comp	subcomp	totalha
1	a	10.24
1	b	5.26
2		5.44

Additional fields may be included in your shapefile upload, but these will be ignored by Felling Licence Online.

Compartment referencing must match across all application documents.

Consistency is essential for felling licence applications and Management Plan felling applications to work correctly and relate to the felling and restocking permission. If a compartment is labelled as **'1a'** or **'3H'**, it must be recorded exactly as **'1a'** or **'3H'** in all associated Shapefile or CSV files. Failure to do so may require your application to be returned.

### GIS data requirements

Your GIS data for upload into Felling Licence Online:

- must not contain self-intersecting polygons (shapes that overlap themselves)
- must not be a multi-part geometry (one row must equal one discreet compartment)
- must fall within the boundary of England (includes offshore land part of England)
- may contain holes – i.e. 'doughnut' polygons - if desired
- must be projected in the British National Grid coordinate system (EPSG code: 27700)

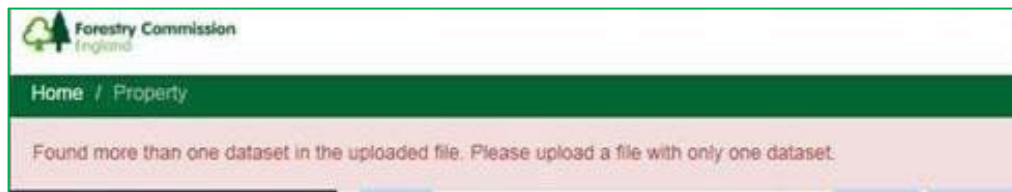
Shapefiles containing non-polygon shapes (e.g. point or line information) including data taken from GPS devices cannot be imported into Felling Licence Online.

When the Shapefile data you want to use has been created and saved in the ZIP file you downloaded from Felling Licence Online you must complete the following checks:

1. The ZIP file folder is saved in an accessible place on your computer or server. You will need to be able to access it to upload it into Felling Licence Online.
2. The ZIP file must contain, as a minimum, the following shapefiles: **.dbf**, **.shp**, **.sbx**
3. The ZIP file must not contain an **.XML** document.
  - a. If the ZIP file contains an **.XML** document, please delete it. If this file is not deleted the ZIP file will not import to Felling Licence Online.

Name	Type
Hambleton_shapefile_template_extra_cpt	DBF File
Hambleton_shapefile_template_extra_cpt.cpg	CPG File
Hambleton_shapefile_template_extra_cpt.prj	PRJ File
Hambleton_shapefile_template_extra_cpt.sbn	SBN File
Hambleton_shapefile_template_extra_cpt.sbx	SBX File
Hambleton_shapefile_template_extra_cpt.shp	SHP File
Hambleton_shapefile_template_extra_cpt.shp	XML Document
Hambleton_shapefile_template_extra_cpt.shx	SHX File

If the ZIP file contains an **.XML** document and an attempt is made to upload the ZIP file into Felling Licence Online the following **error message** will appear.



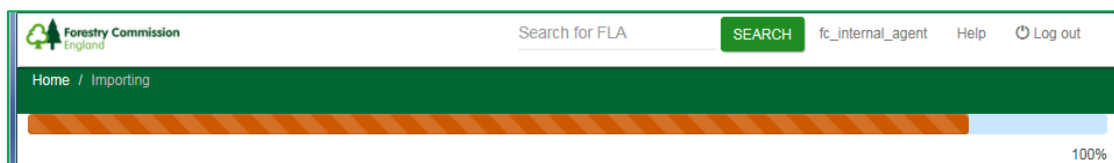
## 17.2 Uploading a shapefile

Open the **Properties** tab and locate the property record. Select **Import** from the property tab to open the Import compartment window.



Select the **Browse** option within the window to open the upload file screen. Select your zip file and press **Import**.

A loading bar will appear to confirm that the file upload is in progress:



When the file upload bar has completed, you will be returned to the Properties tab.

## 17.3 Error when uploading a shapefile

If a Shapefile contains a data error, Felling Licence Online will display an error message after a ZIP file upload has been attempted:

A ZIP file import may fail to upload due to the shapefile data having an error such as a missing or incorrect Compartment reference, or a Total (Ha) value may not have been added against a compartment record.



Proceed with caution with the following suggestions’:

If the majority of the data was correctly imported from the shapefile or CSV file:

- You can manually update or create those additional compartments that did not import correctly, or
- You can correct your GIS data and attempt to re-import the ZIP file over the top of existing data. This may create duplicate records which will need to be removed manually.

If most of the shapefile or CSV did not import correctly:

- Delete any Compartments that did import correctly.
- Correct the points of error in your GIS data as per the error message in Felling Licence Online.
- Create a new ZIP file and attempt another import of the shapefile data.

The error must be resolved before attempting to upload the shapefile again. If this error is not resolved Felling Licence Online will return the same error message until the issue with the shapefile data has been resolved.

## 18 What is a CSV (comma-separated values) file?

These are essentially text documents. However, any column and row data will be separated by a comma. If you open these files in Microsoft Excel, Excel will automatically use the comma separation to set the CSV file into columns and rows. You can use Excel to create the required headers and your data and then save that file as a CSV (\*.CSV); and not in an Excel format (\*.xls or \*.xlsx).

### 18.1 Property profile CSV’s and how to import

You must create the basic Property Detail before you can import data into Felling Licence Online.

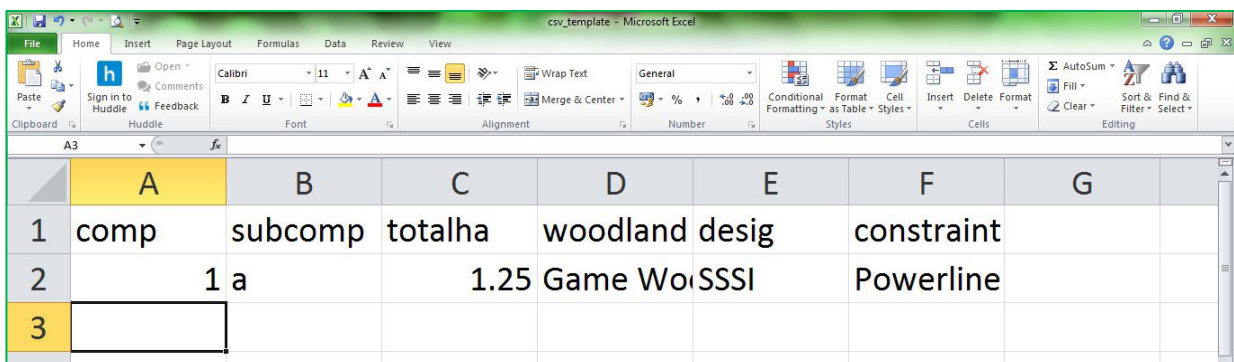
You can import GIS data from a standard GIS program or use an Excel spreadsheet to create a CSV.

If you are using Excel to create your compartment information this will not include map polygons, you will need to create these in Felling Licence Online after importing your data. Map polygons will only be imported as part of a GIS shapefile.

- CSV file requirements – a template is available in Felling Licence Online that can be downloaded when using the IMPORT button. Using this option will require compartments to be drawn after CSV data has been imported successfully.

- **Mandatory fields:** these **must** be part of the CSV, named as listed here in bold and contain valid data otherwise the import will fail. Please see the table below for more information:

<b>Mandatory field</b>	<b>Description</b>	<b>Examples of acceptable entries</b>
<b>comp</b>	Compartment reference number. Whole numbers only.	1 2 3
<b>total</b>	Total (gross) Hectarage. Numerical only, can be a decimal number.	0.5 1 1.5
Optional field		
<b>subcomp</b>	Sub compartment reference. Use text only, not case sensitive.	a A b
<b>woodland</b>	The name of the woodland. Not case sensitive.	Game Wood
<b>design</b>	Designations assigned to the area covered by the compartment.  If you have more than one designation use a comma to separate the entries e.g. PAWS, TPO.	SSSI, AONB PAWS nnr
<b>Constraint</b>	Constraints assigned to the area covered by the compartment.  If you have more than one constraint use a comma to separate the entries.	Road road Pond, powerline



Any compartment information in the Property profile that does not have a polygon cannot be selected as part of an application later. Be sure to complete compartment information fully.

## 18.2 Felling Details CSV requirements and how to import

Felling Licence Online will connect your felling data with your property data; cross-referencing the information.

All compartments (and any sub-compartment reference) in the CSV **must** have a matching compartment in the Property profile and map, otherwise that entry will be ignored by Felling Licence Online.

A template is available in Felling Licence Online that can be downloaded when using the IMPORT button.

CSV required fields, these **must** be part of the CSV, named as listed here in bold and contain valid data otherwise the import will fail.

<b>Mandatory field</b>	<b>Description</b>	<b>Examples of acceptable entries</b>
<b>Compartment ref</b>	Compartment reference number. Whole numbers only.	1 2
<b>Subcompartment ref</b>	The sub-compartment letter, if you have set a letter in your Property profile you must use the same reference here.  Text only, not case sensitive.	a A B
<b>areatobefelled</b>	The area that is to be felled or thinned in hectares.  Numerical only, can be a decimal.	1 20 2.2
<b>volume</b>	The total volume of trees expected to be felled.  Numerical only, whole numbers only.	1 15
<b>operation</b>	The type of operation you are undertaking.	You <u>must</u> choose one of the following: Clear Felling Deforestation Felling of Coppice Felling of Individual Trees Felling to Create Open Space Regeneration Felling Thinning

<b>species</b>	<p>Tree species to be felled. Text only, case sensitive.</p> <p>Recommend copy &amp; pasting the common name from the species list.</p> <p>If you have more than one species use a comma to separate the entries e.g. ash, Norway maple.</p>	<p>Norway spruce oak beech</p>
<b>Optional fields</b>		
<b>nooftrees</b>	<p>The number of trees that will be felled.</p> <p>Numerical, whole numbers only.</p>	<p>5 10</p>
<b>treemarking</b>	<p>Any identification marking on the trees to be felled.</p> <p>Text only, not case sensitive.</p>	<p>Red spot</p>

## 18.3 Restocking Details CSV requirements and how to import

A template is available in Felling Licence Online that can be downloaded when using the IMPORT button.

All compartments (and any sub-compartment reference) in the CSV must have a matching compartment in the Property profile and map, otherwise that entry will be ignored by Felling Licence Online.

CSV required fields, these **must** be part of the CSV, named as listed here in bold and contain valid data otherwise the import will fail.

<b>Mandatory field</b>	<b>Description</b>	<b>Examples of acceptable entries</b>
<b>Compartmentref</b>	Compartment reference number.  Whole numbers only.	1 2
<b>Subcompartment ref</b>	The sub-compartment letter, if you have set a letter in your Property profile you must use the same reference here.  Text only, not case sensitive.	a A
<b>area</b>	The area that is to be restocked in hectares.  Numerical only, can be a decimal number.	5 50
<b>restockingarea</b>	A % value of the area to be restocked.  Numerical, whole numbers only.	50 100
<b>density</b>	The stocking density across the area.	You should use one of the following: 1100 2250 1600B/2500C
<b>proposal</b>	What type of restocking proposal is to be used.	You <b>must</b> choose one of the following: Create Designed Open Ground Do Not Intend to Restock Plant An Alternative Area Plant An Alternative Area with Individual Trees Replant the Felled Area Restock By Natural Regeneration



		Restock with Coppice Regrowth Restock With Individual Trees
<b>species</b>	<p>Tree species to be felled Text only, case sensitive.</p> <p>Recommend copy &amp; pasting the common name from the species list.</p> <p>If you have more than one species use a comma to separate the entries e.g. ash, Norway maple.</p>	<p>Norway spruce oak beech</p>

## 19 Tree species

Code	Common Name	Botanical Name	Group (Broadleaf, Conifer)
AH	ash	Fraxinus excelsior	B
AMA	big leaf maple	Acer macrophyllum	B
AR	alder	Alnus spp	B
ASA	silver maple	Acer saccharinum	B
ASP	aspen	Populus tremula	B
AUP	Austrian pine	Pinus nigra var nigra	C
BCH	bird cherry	Prunus padus	B
BE	beech	Fagus sylvatica	B
BI	birch (downy/silver)	Betula pubescens/pendula	B
BIP	Bishop pine	Pinus muricata	C
BIR	birch (downy/silver)	Betula pubescens/pendula	B
BMF	Bornmuller's fir	Abies bornmuelleriana	C
BOX	box	Buxus spp	B
BPA	paper-bark birch	Betula papyrifera	B
BPO	black poplar	Populus nigra	B
CAP	crab apple	Malus sylvestris	B
CAR	common alder	Alnus gultinosa	B
CAT	Atlas cedar	Cedrus atlantica	C
CBW	cricket bat willow	""	B
CLI	common lime	Tilia europaea	B
COV	shagbark hickory	Carya ovata	B
CP	Corsican pine	Pinus nigra var maritima	C
CWL	crack willow	Salix fragilis	B
DF	Douglas fir	Pseudotsuga menziesii	C
EEM	English elm	Ulmus procera	B
EGU	cider gum	Eucalyptus gunnii	B
EL	European larch	Larix decidua	C
EM	elm	Ulmus spp	B
ENI	shining gum	Eucalyptus nitens	B
ESF	European silver fir	Abies alba	C
FAM	white ash	Fraxinus americana	B
FAN	narrow-leafed ash	Fraxinus angustifolia	B
FM	field maple	Acer campestre	B
FOR	oriental beech	Fagus orientalis	B
FPE	red ash	Fraxinus pennsylvanica	B
GAR	grey alder	Alnus incana	B
GF	grand fir	Abies grandis	C
GKF	Grecian fir	Abies cephalonica	C
GPO	grey poplar	Populus canescens	B
GWL	goat willow	Salix caprea	B
HAW	hawthorn species	Crataegus spp	B
HAZ	hazel	Corylus avellana	B
HBM	hornbeam	Carpinus betulus	B

HCH	horse chestnut	Aesculus hippocastanum	B
HL	hybrid larch	Larix x eurolepis	C
HOL	holly species	Ilex spp	B
IAR	Italian alder	Alnus cordata	B
JCR	Japanese cedar	Cryptomeria japonica	C
JL	Japanese larch	Larix kaempferi	C
JNI	black walnut	Juglans nigra	B
JRE	common walnut	Juglans regia	B
LC	Lawson's cypress	Chamaecyparis lawsoniana	C
LCD	cedar of Lebanon	Cedrus libani	C
LEC	Leyland cypress	Cupressocyparis leylandii	C
LI	lime	Tilia spp	B
LLI	large-leaved lime	Tilia platyphyllos	B
LP	lodgepole pine	Pinus contorta	C
LPL	London plane	Platanus x acerifolia	B
MAP	maritime pine	Pinus pinaster	C
MB	mixed broadleaves		B
MC	mixed conifers		C
MCP	Macedonian pine	Pinus peuce	C
MOP	mountain pine	Pinus uncinata	C
NBL	native broadleaves		B
NF	noble fir	Abies procera	C
NMF	Nordmann fir	Abies nordmanniana	C
NOM	Norway maple	Acer platanoides	B
NPU	lenga	Nothofagus pumilio	B
NS	Norway spruce	Picea abies	C
NSH	woody shrubs		B
OK	oak (robur/petraea)	Quercus spp	B
OMS	Serbian spruce	Picea omorika	C
ORS	oriental spruce	Picea orientalis	C
PAR	Armand's pine	Pinus armandii	C
PAY	Mexican white pine	Pinus ayacahuite	C
PBI	downy birch	Betula pubescens	B
PBR	Calabrian pine	Pinus brutia	C
PDP	Ponderosa pine	Pinus ponderosa	C
PEL	slash pine	Pinus ellottii	C
PKO	Korean pine	Pinus koreana	C
PMO	western white pine	Pinus monticola	C
PO	hybrid poplar	Populus serotina/trichocarpa	B
POK	pedunculate/common oak	Quercus robur	B
PSP	blackthorn	Prunus spinosa	B
PTA	loblolly pine	Pinus taeda	C
PWA	Bhutan pine	Pinus wallichiana	C
PYU	Yunnan pine	Pinus yunnanensis	C
QAL	white oak	Quercus alba	B
QCE	Turkey oak	Quercus cerris	B
QFR	Hungarian oak	Quercus frainetto	B

QIL	holm oak	Quercus ilex	B
QPU	downy oak	Quercus pubescens	B
QPY	Pyrenean oak	Quercus pyrenaica	B
RAN	raoul/rauli	Nothofagus nervosa	B
RAP	Monterey pine	Pinus radiata	C
RAR	red alder	Alnus rubra	B
RC	western red cedar	Thuja plicata	C
RF	red (pacific silver) fir	Abies amabilis	C
ROK	red oak	Quercus borealis	B
RON	roble	Nothofagus obliqua	B
ROW	rowan	Sorbus aucuparia	B
RSQ	coast redwood	Sequoia sempervirens	C
SBI	silver birch	Betula pendula	B
SC	sweet chestnut	Castanea sativa	B
SCI	grey willow	Salix cinerea	B
SEM	smooth-leaved elm	Ulmus carpinifolia	B
SLI	small-leaved lime	Tilia cordata	B
SOK	sessile oak	Quercus petraea	B
SP	Scots pine	Pinus sylvestris	C
SS	Sitka spruce	Picea sitchensis	C
SY	sycamore	Acer pseudoplatanus	B
SYC	sycamore	Acer pseudoplatanus	B
TUL	tulip tree	Liriodendron tulipifera	B
VAR	green alder	Alnus viridis	B
WCH	wild cherry/gean	Prunus avium	B
WEM	wych elm	Ulmus glabra	B
WEP	Weymouth pine	Pinus strobus	C
WH	western hemlock	Tsuga heterophylla	C
WHI	whitebeam	Sorbus aria	B
WPO	white poplar	Populus alba	B
WRC	western red cedar	Thuja plicata	C
WSH	woody shrubs	-	B
WSQ	Wellingtonia	Sequoiadendron giganteum	C
WST	wild service tree	Sorbus torminalis	B
WWL	white willow	Salix alba	B
XB	other broadleaves		B
XBI	other birches	Betula spp	B
XC	other conifers		C
XCD	other cedar	Cedrus spp	C
XCH	other cherry spp	Prunus spp	B
XEU	other eucalyptus	Eucalyptus spp	B
XF	other firs (abies)	Abies spp	C
XL	other larches	Larix spp	C
XNO	other nothofagus	Nothofagus spp	B
XOK	other oak spp	Quercus spp	B
XP	other pines	Pinus spp	C
XPL	plane spp	Platanus spp	B
XPO	other poplar spp	Populus spp	B
XS	other spruces	Picea spp	C
XWA	other walnut	Juglans spp	B
XWL	other willows	Salix spp	B

YEW	yew	Taxus baccata	C
-----	-----	---------------	---

## 20 Resources

The following felling licence guidance can be found on the Forestry Commission GOV.UK pages:

- [Tree felling licence: when you need to apply](#)
- [Tree felling - getting permission](#)
- [Land Information Search \(LIS\)](#)  
[Magic map browser](#)
- [The UK Forestry Standard](#)
- [Supplementary Notice of Operations \(SSSI consent\)](#)
- [Environmental Impact Assessments for woodland](#)
- [Get consent to convert Woodland into Open Habitats](#)
- [Processing felling applications involving larch species \(operations note 23\)](#)

## 21 Version history

Version 1 issued 17 July 2018

Version 2 issued 27 Sept 2018

Version 2.1 issued 26 Feb 2019 – added felling start and completion date guidance (Chapter 7) and added new section on search function (Chapter 12)

Version 2.2 issued 25 April 2019 – covering new system updates

Version 2.3 issued 22 April 2020 – covering new system updates

Version 2.4 issued 08 November 2021 – adding guidance on consultation Public Register exempt applications

Version 2.5 issued 31 October 2024 – amended Felling and Restocking, Examples of acceptable entries