Use with Operations Note 045 Issued: 8th Nov 2021

Felling Licence Online – Quick Guide

How to create and submit a felling licence application online

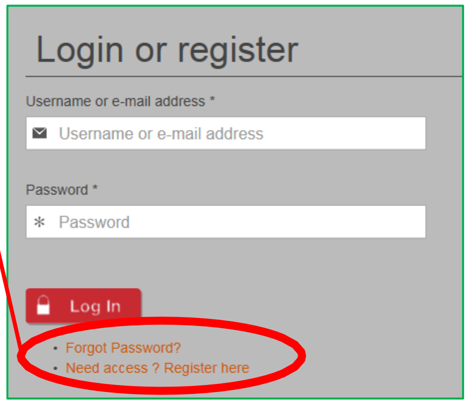
Read more about tree felling and when to apply.

Apply now using Felling Licence Online.

For further system support email: fellinglicenceonline@forestrycommission.gov.uk

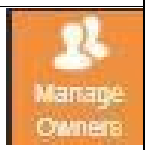
1 New user registration

Step 1	Click on the **Need access? Register here** link
"Create new account" page opens	
Step 2	Complete all fields marked with an asterisk *
Step 3	Select an account type; either **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.	

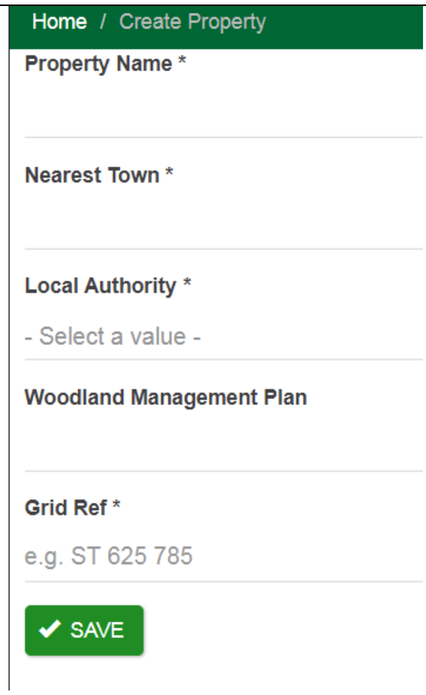


Step 4	Step 5
To successfully register and use Felling Licence Online you must read and accept the **terms and conditions of use** and **privacy policy**. Before accepting please read the **terms and conditions** in full and click on the link to read the **privacy policy**.	Check your details then click on the **Create New Account** button at the bottom of the page. The screen will redirect to your Felling Licence Online "Homepage" and an email, sent to your registered email address, will confirm successful registration.

2 Adding a property profile

<table>
<tr><td colspan="3">! Agent account holders must complete step 1, 2 & 3 before creating a property
! Owner account holders should go straight to step 4</td></tr>
<tr><td>Step 1</td><td colspan="2">Click the Manage Owners icon on the left-hand side of the screen and click add managed owner
Input the owner's details, ensuring that all mandatory fields marked * are completed

</td></tr>
<tr><td>Step 2</td><td colspan="2">Upload a signed Forestry Commission Agent Authority Form (AAF).
by clicking Choose File</td></tr>
<tr><td>Step 3</td><td colspan="2">Click SAVE
The screen will refresh and you will be taken to the "Home Page". You will see confirmation in the top left of the screen that an owner record has been added</td></tr>
<tr><td>Step 4</td><td colspan="2">Click on the Add Property icon on the left-side of the screen
"Create Property" page will open
Complete all the boxes that are marked with *

</td></tr>
<tr><td colspan="2"><u>Agent – "Create property" page</u>
In the Managed Owner section, start typing the owner's name. A list will appear. Select the owner from the list created following steps 1 to 3 above.</td><td><u>Owner – "Create property" page</u></td></tr>
</table>

	
Step 5	Click **SAVE**
A property record will be created and a message confirmation will appear at the top left-hand side of the screen. You will now be directed to the add compartment section see below.	

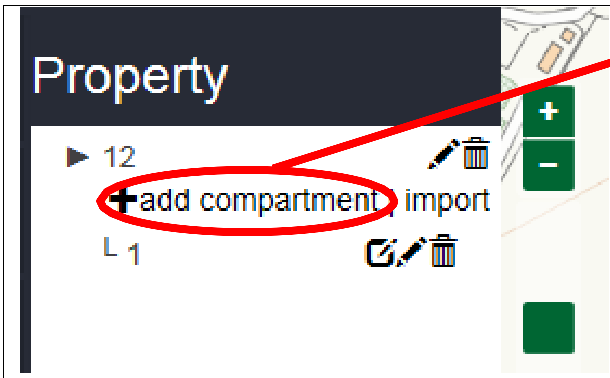
3 Add compartment(s) to a property

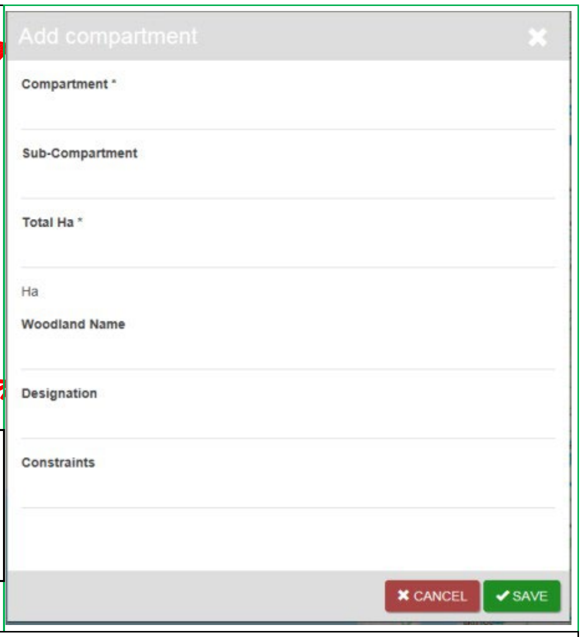
There are 3 ways to add compartments to a property:

Add compartment(s) manually	Go to step 1 below
Import a CSV file and manually draw compartment(s)	Click here
Import shapefile	Click here

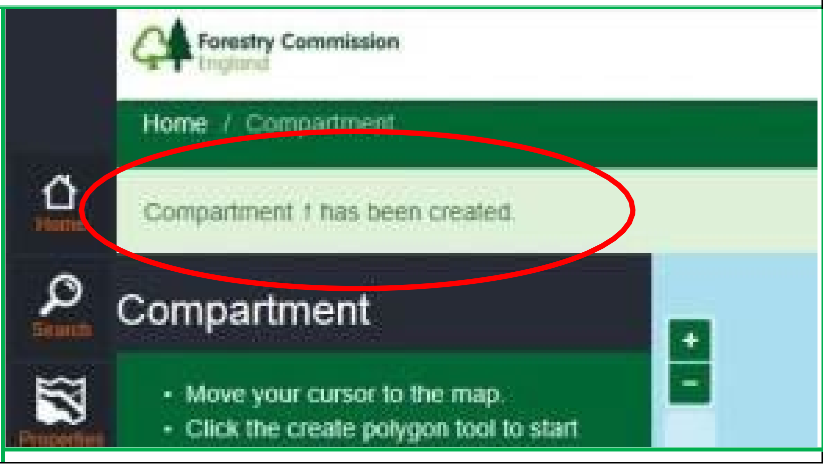
Add compartment(s) manually

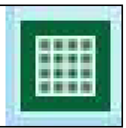
Step 1	Add a compartment Click **+add compartment** under the property created in section 2

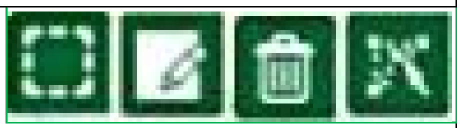
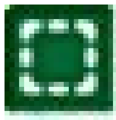




Designations are SSSI, SAC etc.

Step 2	Complete the **Add compartment** box as above (right image). Ideally, compartments should follow a numbering format of 1,2,3 1a,1b, etc. You do not need to complete the **Total Ha** field as this will be auto-populated when you draw the compartment polygon.	
Step 3	Click **SAVE** You will be taken to the 'Compartment' screen and a message will appear at the top to confirm that the compartment record has been created	

Step 4	Click on the **Zoom to Coordinates** located on the right hand side of the 'Mapping' page	

Step 5	**Zoom to Coordinates** opens Input either the **OS Grid Ref** (i.e. 6 digit number) or **Place Name** and click **GO** The map viewer will zoom to the **OS Grid Ref** or **Place name** Use the Zoom +/- tool on the left as necessary You can also use the mouse to move the map, hold left click and drag	
Step 6	Hover over each tool, text will appear naming the function they perform **Draw a compartment map/polygon** Select the dotted square tool and click point to point around the area of your compartment Plot a point on the map by a single click of the left mouse button When you are finished keep the cursor still and click left button twice to confirm Click **SAVE** To add another compartment, repeat by starting from step 1. Ensure all your compartments for this licence are mapped before moving on to the next step.	 

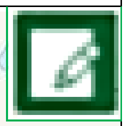
Compartment is created and area (ha) is calculated automatically

The **Total Ha** field will automatically populate for step 2

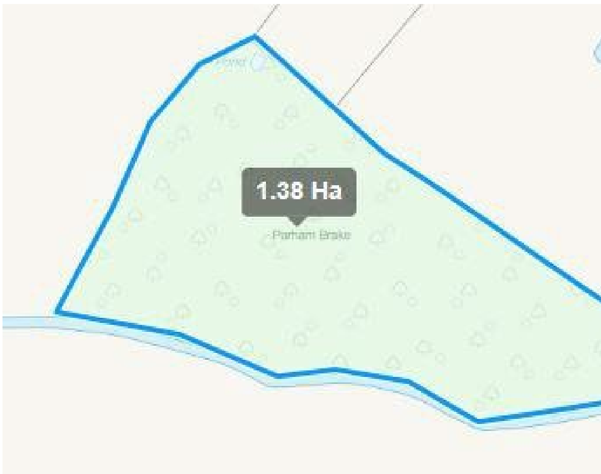
Step 7

Do you want to edit the compartment polygon?

Click **edit tool** with the pencil, a blue line will appear around the compartment polygon



Move the line by clicking and holding and draging the cursor



The **Total Ha** will change as the size of the compartment alters

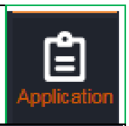
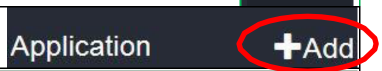
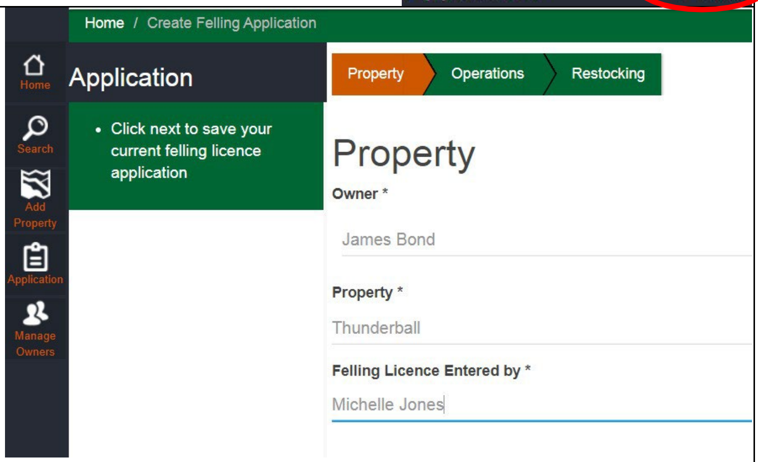
The **Total Ha** will update with the new compartment size

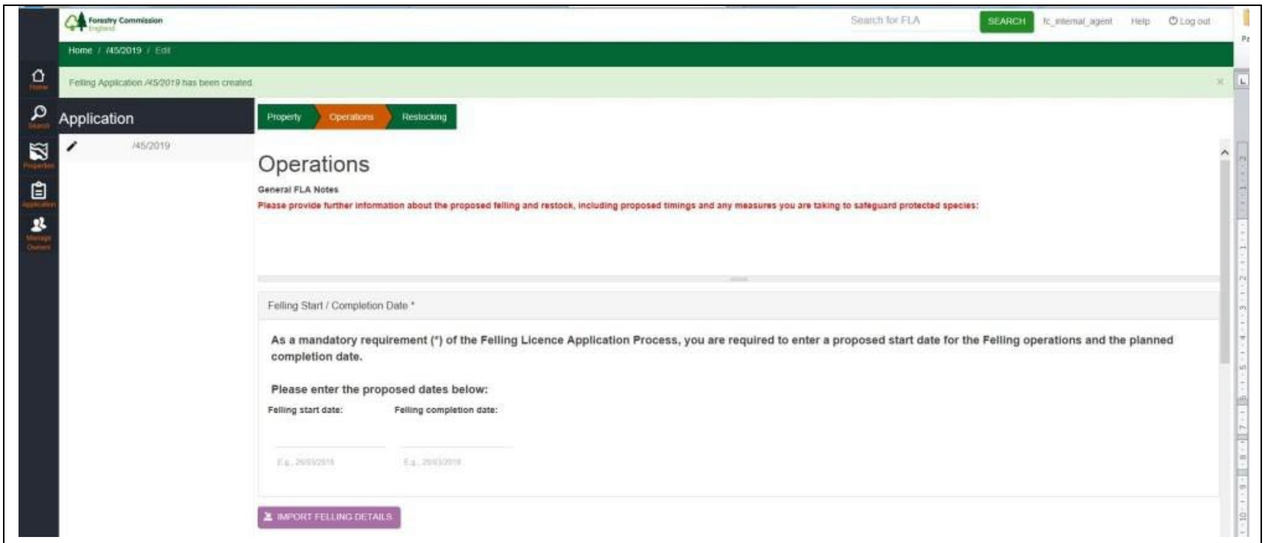
Click **Save**

If you want to delete the compartment click on the dustbin

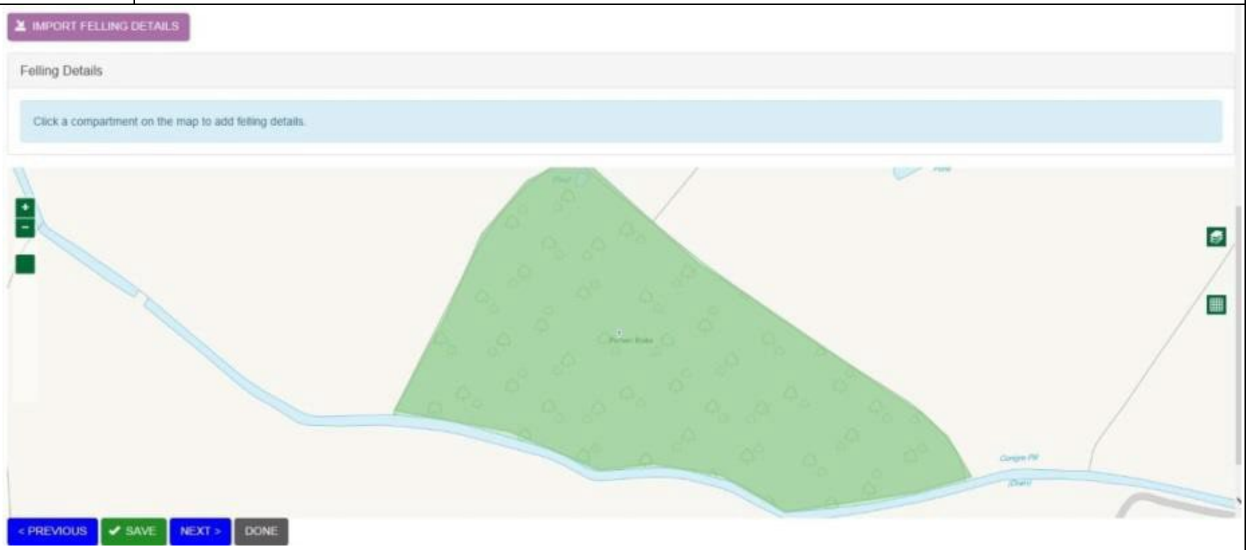
4 Apply for a felling licence

! Before applying for a felling licence - complete previous steps in sections 2 and 3

Step 1	Click the **Application** icon on the left hand side of the screen 
Step 2	Click the **+Add** button 
Step 3	Property tab  Type the name of the **Owner.** A list will appear. Select the owner from the list (Agent account only) Start typing the **Property** name. A list will appear. Select the property from the list. **Enter name of the person** completing the felling application (Agent account only) Click **SAVE or NEXT**
Step 4	Operations tab **General FLA notes** – provide any additional information relating to the application i.e. provide percentage of each species etc. If you urgently require a felling licence to prevent the spread of a pest/ disease and/or mitigate a public safety issue, you must provide further details here (and upload any supporting evidence under **Shared Application Documents** – see step 10). Click **SAVE**



Step 5	Enter the estimated **start and end dates** for the proposed felling
Step 6	Operations tab - scroll down to the felling details section A map will display the compartments for the property chosen Click on the compartment on the map you wish to add felling details to **! Map viewer screen will turn blue whilst processing**

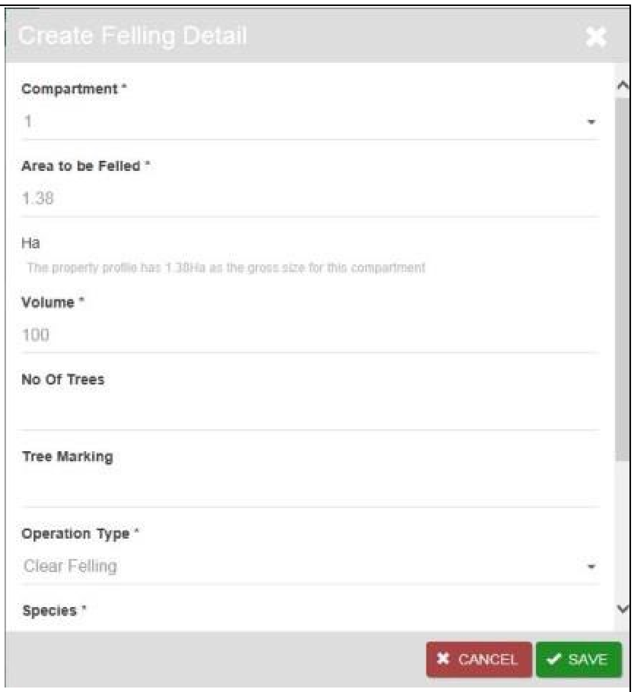


<table>
<tr>
<td>Step 7</td>
<td>
Create felling details screen will appear

Complete all fields marked with *

Area to be felled is auto-populated

To enter species, start typing the name of the species, then select from list. To add additional species, separate species name with a comma before typing the next species

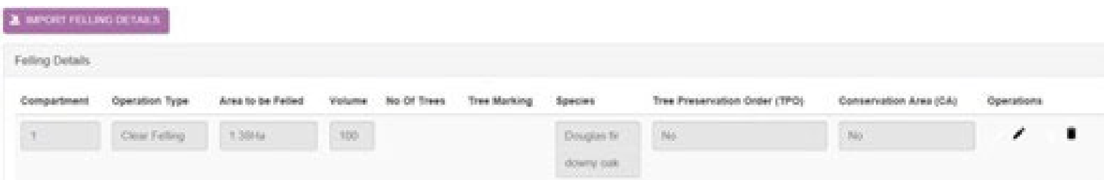


Use the scroll bar on the right to move down the input box

! To add more than one felling operation type to a compartment you must repeat step 6.

Click SAVE and repeat step 6 and 7 as required
</td>
</tr>
<tr>
<td>Step 8</td>
<td>
Operations tab

For each felling type a new line will be created with the details you've provided



! Thinning only applications click NEXT and then DONE go to step 10

Applications with operations other than thinning click Next> and go to step 9


</td>
</tr>
<tr>
<td>Step 9</td>
<td>
Restocking tab

! Do not complete this step if your application is for thinning only
</td>
</tr>
</table>

<table>
<tr><td></td><td>The restocking tab is similar to the Operations tab

Scroll down to the map, click the compartment you wish to restock, complete the restocking details form and repeat for each restocking compartment

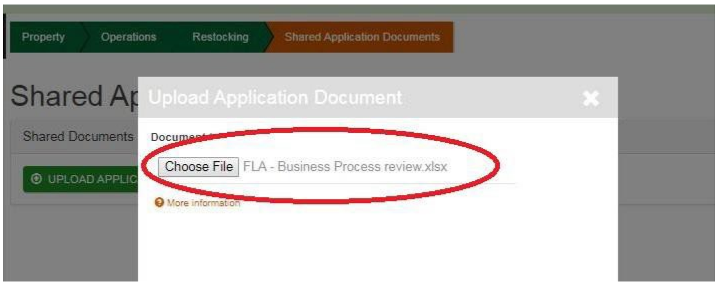
Click Save</td></tr>
<tr><td>Step 10</td><td>Shared application document tab

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

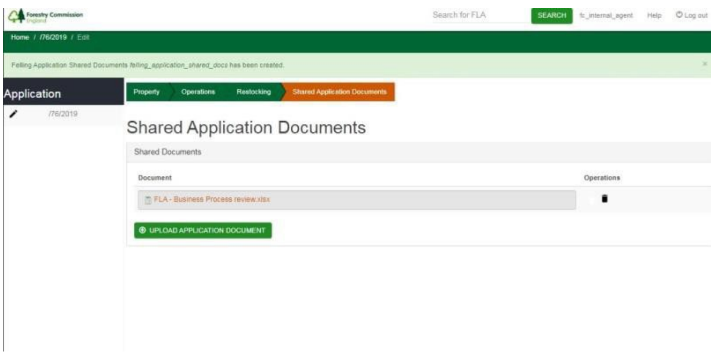
Click Upload Application Document

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

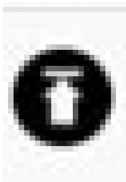
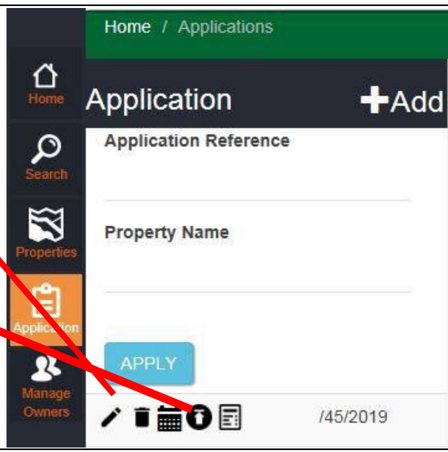


You will see that your file has been uploaded successfully

Click Done</td></tr>
<tr><td>Step 11</td><td>“Application” page

If you wish to review or edit your application click on the pencil

Once you are ready to submit your application click the Submit icon

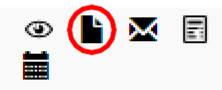
</td></tr>
<tr><td>Step 12</td><td>Terms and conditions box will appear</td></tr>
</table>

	Read and click **SUBMIT** if accepted
Step 13	An automated email confirming your application submission and reference number will be sent The acknowledgement email will confirm which admin hub is dealing with your application and their contact details **! Once an application has been submitted you will not be able to make any changes unless it is returned to you by the Admin Hub or Woodland Officer.** Contact the Admin Hub if you wish to edit your application once submitted.

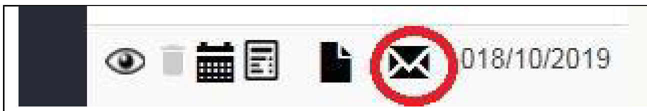
5 Felling application approval

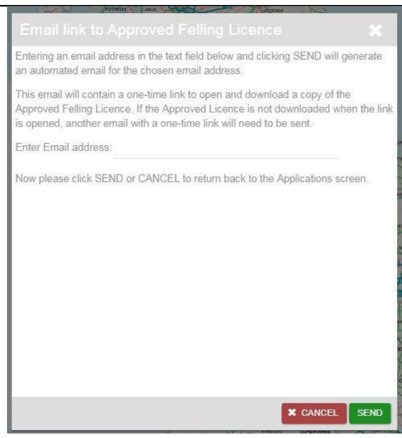
Once the Forestry Commission has approved your licence you will receive an automated email stating that your licence has been approved, and that you need to log in and download the approved licence.

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 icon next to the reference number, illustrated in the image below.



An **envelope icon** will also be present which will enable an agent or an owner to email a **'one-time only'** link of an approved felling licence.





The Admin 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.