

Operations Note 045

Updated: 19 December 2025

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

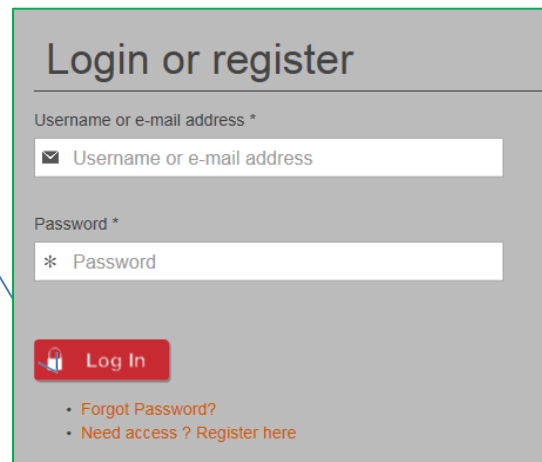
1 First time users

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.

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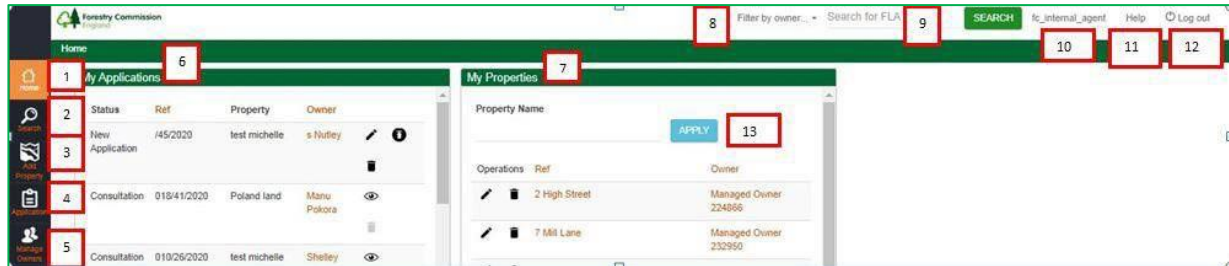
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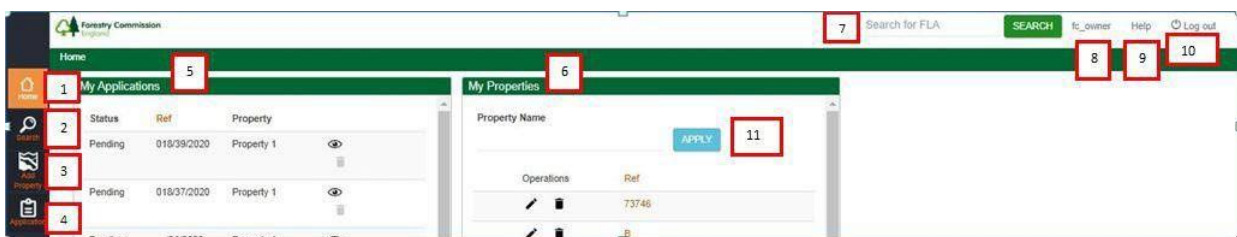
2 Getting to know your Agent or Owner home screen

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.
- Search** - Provides the ability to search for an application by criteria.
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.

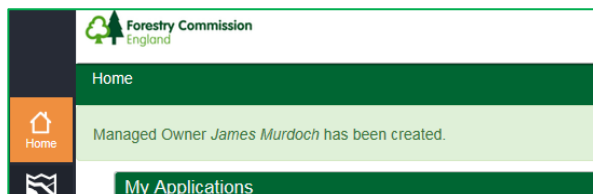
At the bottom of the Home screen is a pager 1 of 20 next > which enables you to move on to the next screen or back to the previous screen. However, if you have more than 20 applications on the system please see [Section 12 Search for your existing applications or properties](#).

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 – 'Create property' page</u>	<u>Owner – 'Create property' page</u>
<p><i>In the Managed Owner 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>	<div data-bbox="815 1272 1259 1314">Home / Create Property</div> <div data-bbox="815 1317 1259 1413"> Property Name * <input type="text"/> </div> <div data-bbox="815 1435 1259 1532"> Nearest Town * <input type="text"/> </div> <div data-bbox="815 1554 1259 1650"> Local Authority * <input type="text" value="- Select a value -"/> </div> <div data-bbox="815 1673 1259 1769"> Woodland Management Plan <input type="text"/> </div> <div data-bbox="815 1792 1259 1888"> Grid Ref * <input type="text" value="e.g. ST 625 785"/> </div> <div data-bbox="831 1910 959 1960"> <input checked="" type="button" value="SAVE"/> </div>

Agents must add a managed owner (see [Section 3 Add a Managed Owner – Agents Only](#)) 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.

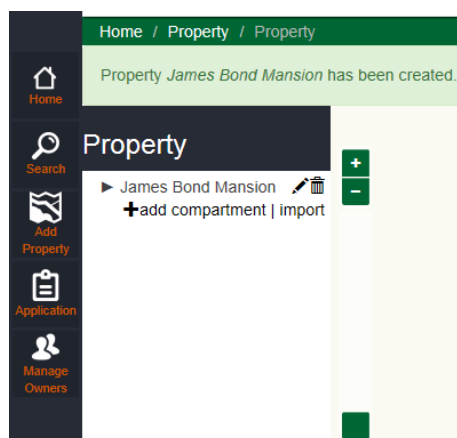
You can edit the property profile up to the point of submitting your application. Once your application has been submitted, all compartments that are part of the application will be locked. The compartments will become editable if the application is returned to you for amendments. Once the licence is 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:



Add compartment

Compartment *

Sub-Compartment

Total Ha *

Ha

Woodland Name

Designation

Constraints

CANCEL SAVE

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

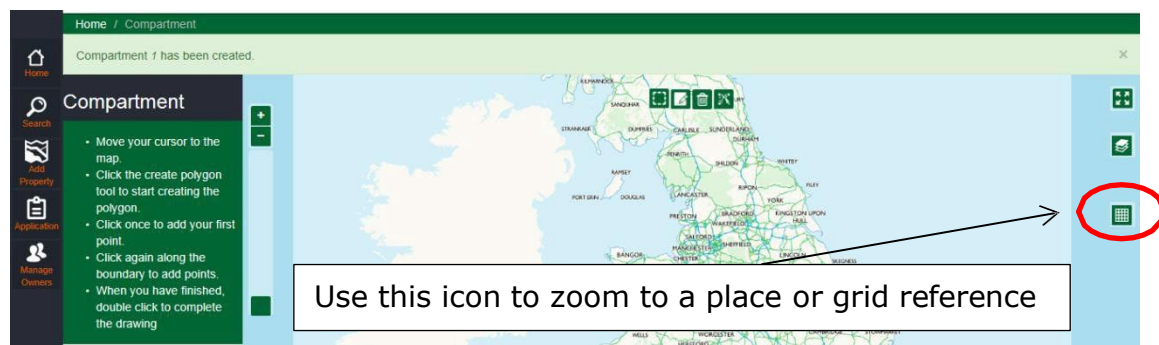
you draw the compartment map/polygon. Ensure you enter all relevant designations and constraints.

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

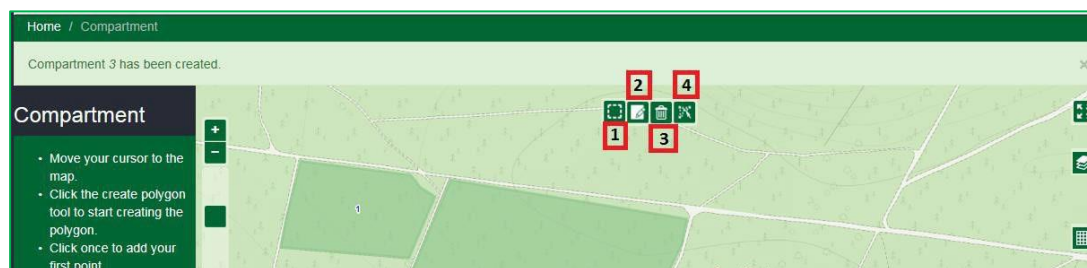
The screen will refresh, and a message will appear confirming that the compartment has been added, you must now draw the compartment boundary.

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:

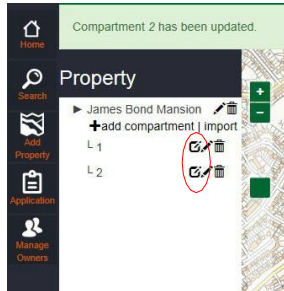


1. **Draw a polygon** – click this icon, then click on the map to draw your compartment. Use a series of single clicks to define the edge of the compartment. Avoid clicking and dragging. Double click your mouse to complete the compartment boundary; you do not need to return to the first waypoint. If 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.

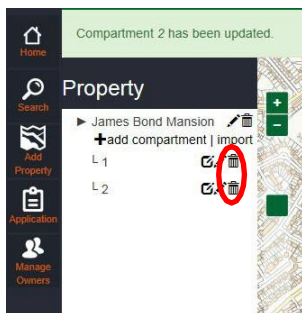
Click **SAVE** and the screen will refresh, confirming the compartment has been added:

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

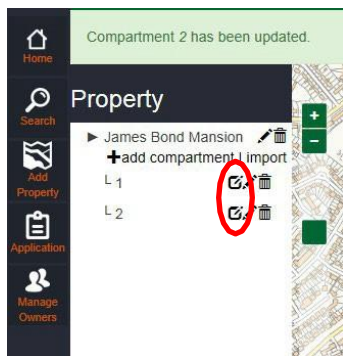
Clicking on the property name will refresh the map and display the compartments.



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.

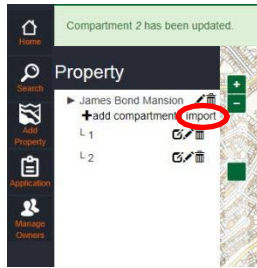


You can amend the shape of the compartment by clicking on the draw icon

5.2 Adding compartment detail using import (manually draw cpts)

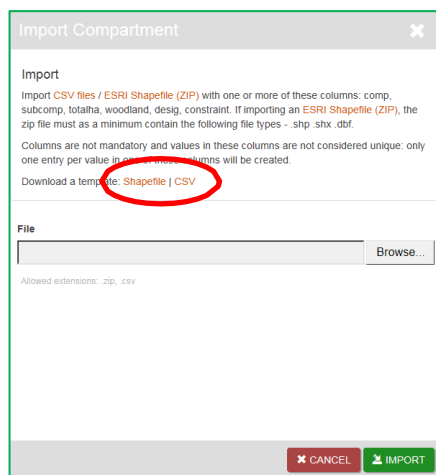
Choose this option if you wish to import compartment information (text only), but manually draw the compartment boundaries. You cannot use a combination of shapefile and CSV files.

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:



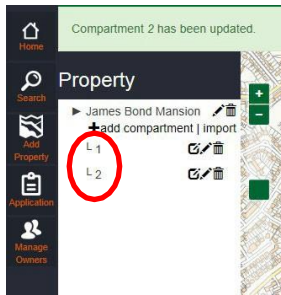
Note that a template CSV (circled red above) is available to download for you to complete.

 A screenshot of a Microsoft Excel spreadsheet titled 'csv_template'. The spreadsheet has columns A through G. Row 1 contains headers: 'comp', 'subcomp', 'totalha', 'woodland', 'desig', and 'constraint'. Row 2 contains example data: '1 a', '1.25 Game Wo', 'SSSI', and 'Powerline'. Row 3 is empty.

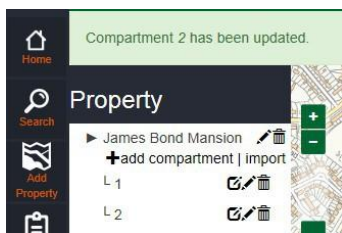
	A	B	C	D	E	F	G
1	comp	subcomp	totalha	woodland	desig	constraint	
2	1 a		1.25 Game Wo	SSSI		Powerline	
3							

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

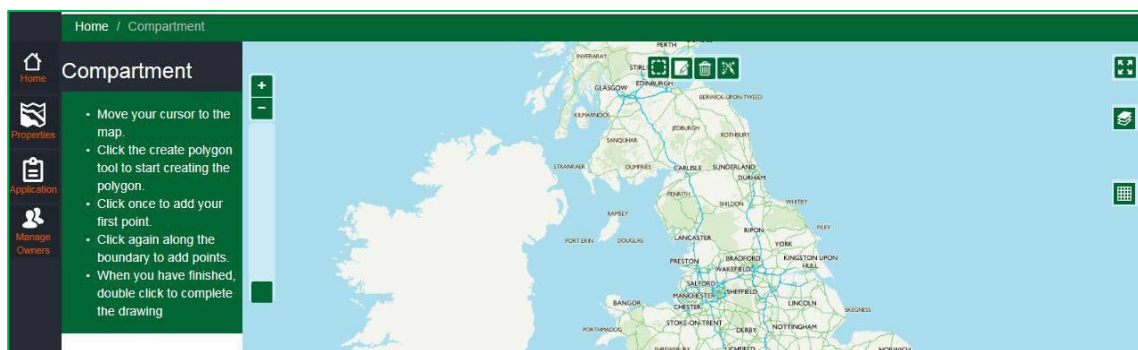
The screen will refresh, and the compartments will be listed under the property name:



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



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

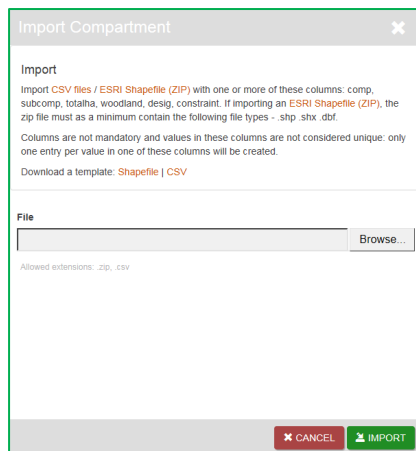


Draw your compartments as set out in [Section 5.1 Adding compartments manually](#).

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.

The screenshot shows the 'Property' tab of the 'Create Felling Application' form. The form includes fields for 'Owner' (with a dropdown menu), 'Property' (with a dropdown menu), and 'Felling Licence Application entered by' (with a text input field containing 'michelle snowball'). At the bottom, there are buttons for 'PREVIOUS', 'SAVE', 'NEXT', and 'DONE'.

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:

The screenshot shows the 'Operations' tab of the 'Create Felling Application' form. A green banner at the top of the main content area displays the message: 'Felling Application /103/2019 has been created.' Below this, the 'Operations' section is visible, including a 'General FLA Notes' field with a red instruction: 'Please provide further information about the proposed felling and restock, including protected species:'. The left sidebar shows the 'Application' tab selected, and the breadcrumb trail indicates the current path is 'Home > /103/2019 > Edit'.

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:

Home / 1/03/2019 / Edit

Felling Application 1/03/2019 has been created

Application / 1/03/2019

Property Operations Restocking Shared Application Documents

Operations

General FLA Notes

Please provide further information about the proposed felling and restock, including proposed timings and any measures you are taking to safeguard protected species:

Felling Start / Completion Date *

As a mandatory requirement (*) of the Felling Licence Application Process, you are required to enter a proposed start date for the Felling operations and the planned completion date.

PREVIOUS SAVE NEXT > DONE

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** be 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:

IMPORT FELLING DETAILS									
Felling Details									
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:

Compartment	Restocking Proposal	Area (Ha)	% of total restock area	Restocking Density	Species	Operations
1	Replant The Felled Area	2.00	2	1100	beech	
2	Replant The Felled Area	4.00	4	1100	beech	
3	Replant The Felled Area	2.00	2	1100	beech	

Click a compartment on the map to add restocking details.

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.

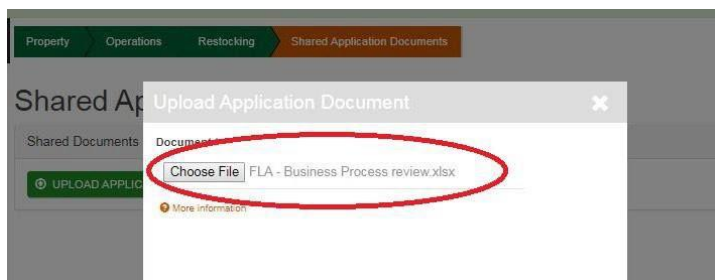
Click Next to move to the **Shared application documents** tab.

If you have an additional document (for example, a Supplementary Notice Operations) that you need to send to the Woodland Officer please upload them using this tab.

> Click **Upload Application Document**

Now click **Choose File**

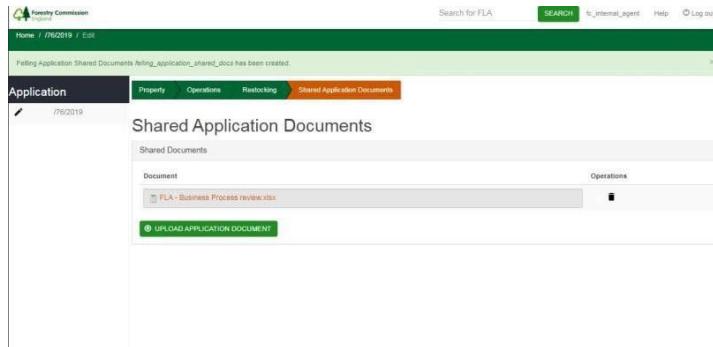
Once the correct document is selected click **Save**



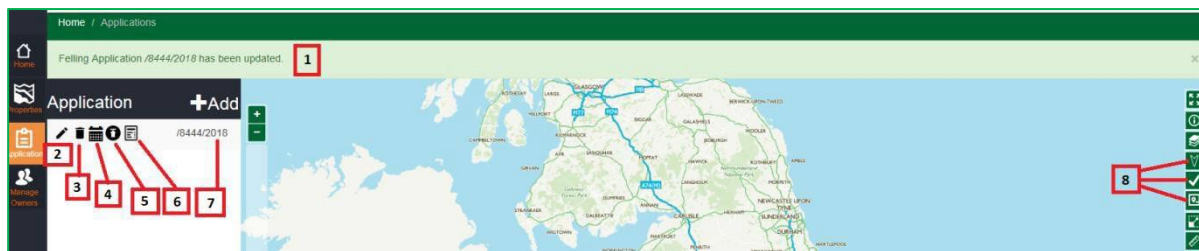
N.B – click the More Information button for file size and file types allowed located directly below Choose File.

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:



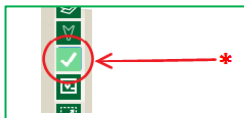
1. This banner confirms the FLA has been updated.
2. **Pencil** icon – to further edit the application.
3. **Dustbin** - this icon will delete the whole application. However, once the application has been submitted this icon will be greyed out and you will not be able to delete it.
4. **Calendar** – 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.

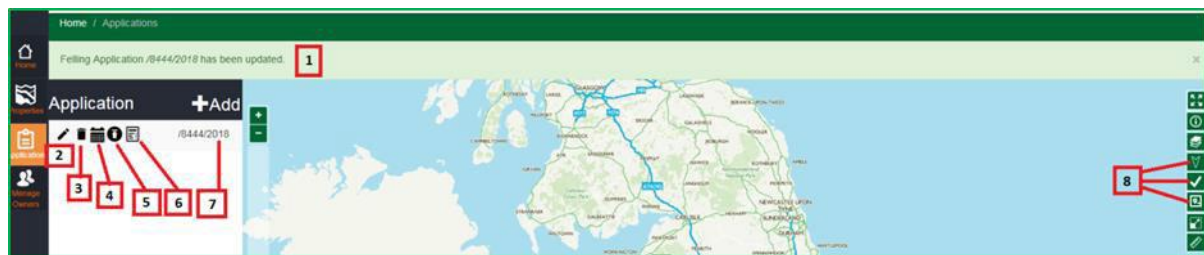
Ensure that all species that account for more than 20% of the timber that will be felled are listed as separate species. This is to ensure compliance with the EU Timber Regulation (EUTR). A list of the main tree species have been provided in this guide.

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

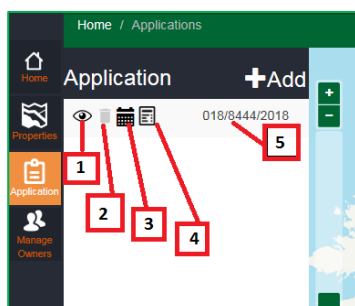
Once you have finished creating the application, and are satisfied all the details for felling and restocking are correct, go to the Application screen, locate your application and click **Submit** application (icon 5 below).



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.

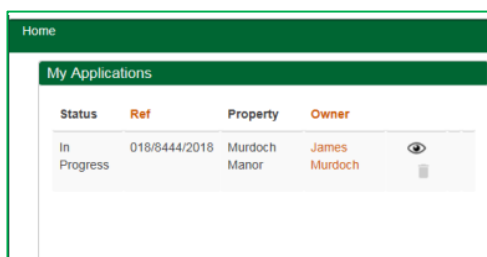
The screen will refresh, and you'll see a change to the icons in the application screen:



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):

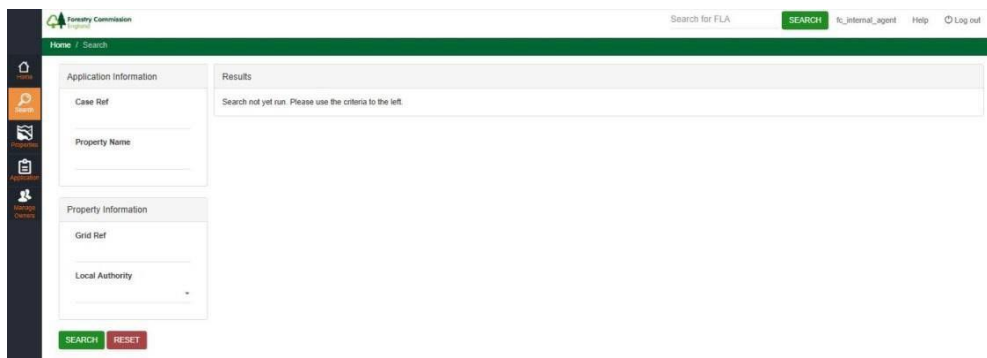


Status	Ref	Property	Owner	
In Progress	018/8444/2018	Murdoch Manor	James Murdoch	

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.

Results

EXPORT

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.

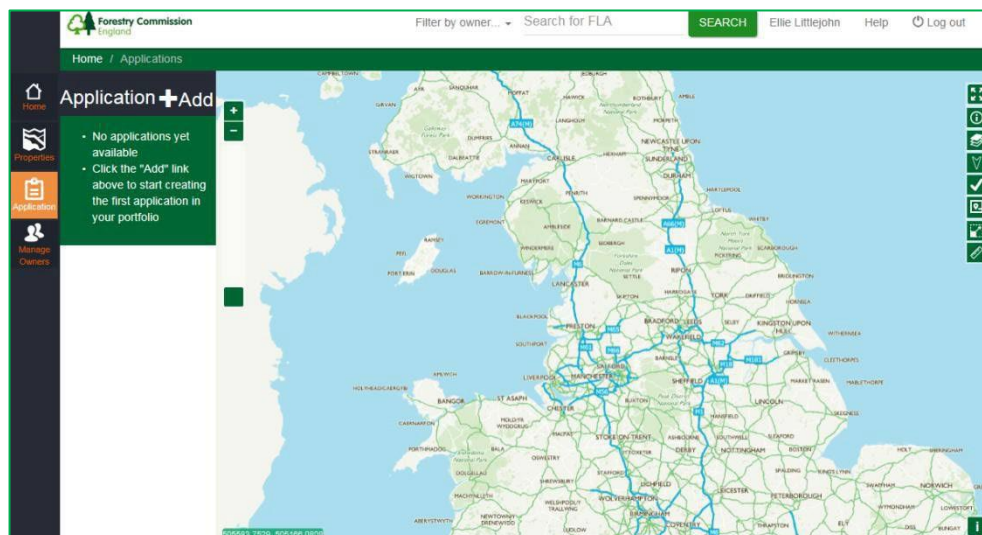
15 User checklist

FLA ref:	010/001/2018	Property:	Manor Hall	Completed
AGENT ONLY				
Obtain Agent Authority				
Create owner				
ALL USERS				
Create property				
Add compartments				
Add compartment detail				
Draw compartment polygons				
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)				
APPLICATION SUBMITTED				
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	
ADDITIONAL INFORMATION REQUEST	
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	
APPLICATION APPROVED	
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	
FELLING LICENCE APPLICATION PROCESS COMPLETED	
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)

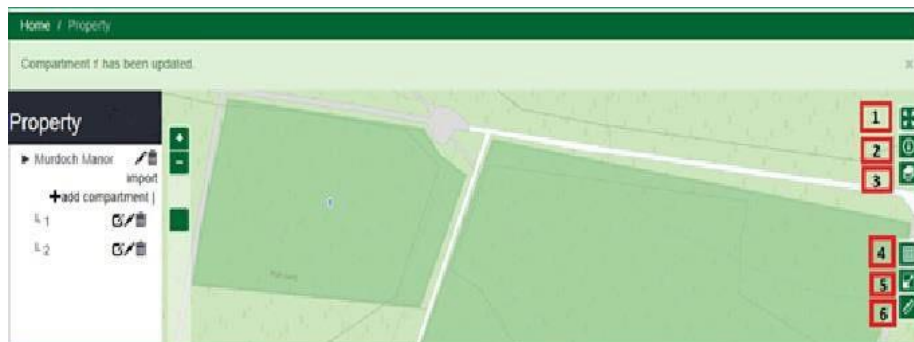
- You can drag the map to the area you need by clicking and holding with the left mouse key, and then by moving the pointer around. Double click to zoom in.
- You can move the map around on your screen by holding the left mouse key, even as you are drawing points of a polygon.

- 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:

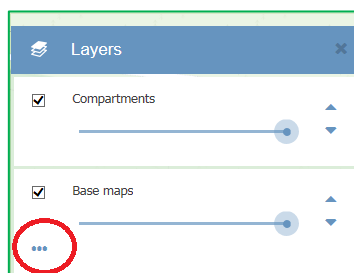


16.2 Mapping in the Properties screen

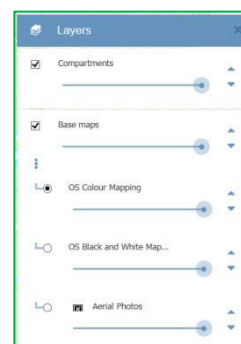
In the properties screen, on the right hand side are a number of icons:



- 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.

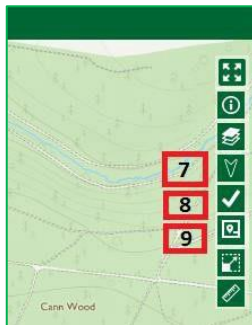


- Zoom to coordinates** – a search function which allows you to search by either grid reference, place name search or OS map coordinates.
- Measure an area** – select this icon to measure an area in Hectares. Once you select the icon, click on the map and draw the area you want to measure. Double click 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

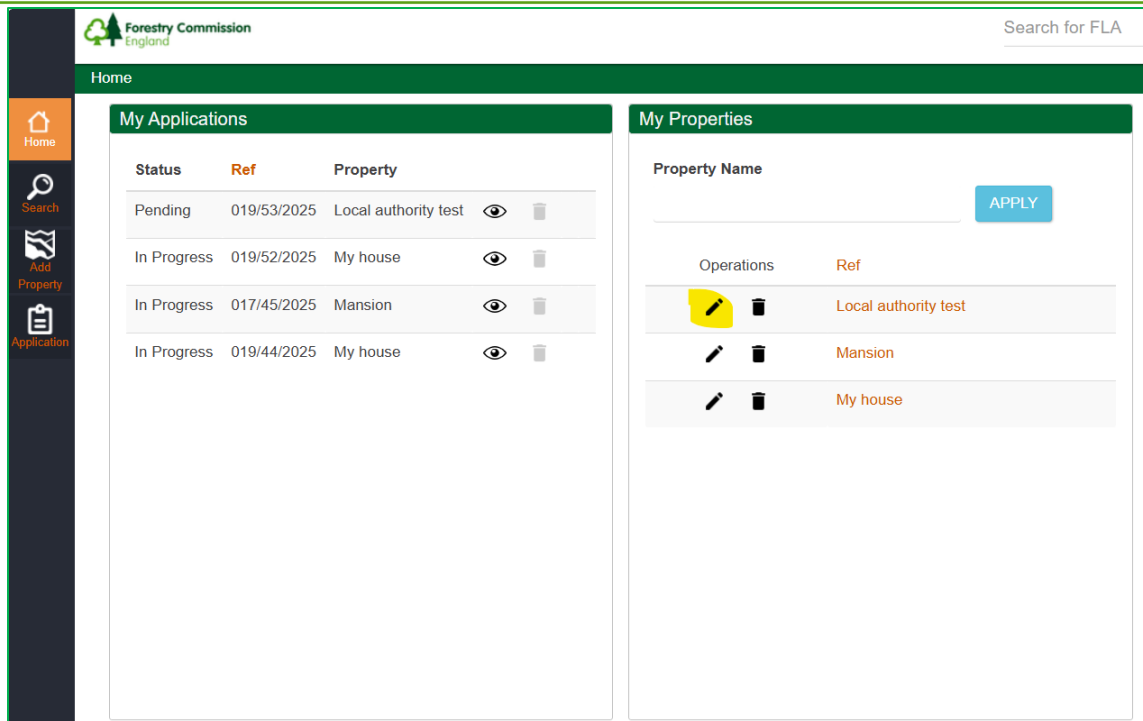
17.1 Overview

If you have created spatial data – for example, shapefiles or feature classes – in Geographic Information System (GIS) software while preparing your application, you can import directly into Felling Licence Online. This can save you time and help speed up the application process.

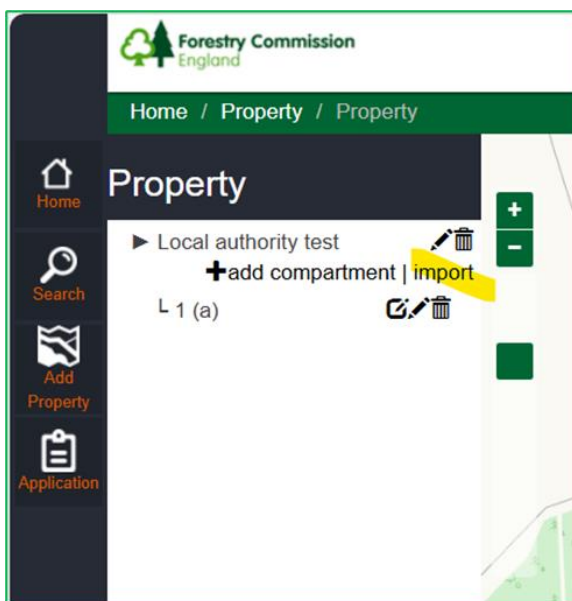
There are two options for importing your felling and restocking compartments into Felling Licence Online. You can either import a **Shapefile** (or similar file type containing spatial data, such as a feature class), and / or a **CSV** file.

Shapefiles

To import a **Shapefile**, first click on the pencil icon next to the relevant property under “**My Properties**”:



Then click "**Import**" in the Property tab:



At this point, the "Import Compartment" window will appear. In that window, click "**Shapefile**" to download and save a **ZIP file** template folder to your desktop. This download will ensure the correct file format (and attribute data, if applicable) are collected from your GIS software.

Import Compartment

Import

Import **CSV files** / **ESRI Shapefile (ZIP)** with one or more of these columns: comp, subcomp, totalha, woodland, desg, constraint. If importing an **ESRI Shapefile (ZIP)**, the zip file must as a minimum contain the following file types - .shp .shx .dbf.

Columns are not mandatory and values in these columns are not considered unique: only one entry per value in one of these columns will be created.

Download a template **Shapefile** **CSV**






File

Choose File No file chosen

Allowed extensions: .zip, .csv

CANCEL **IMPORT**

The **ZIP file** contains the file types you need to create the required spatial data:

Name	Type
 shapefile_template.dbf	DBF File
 shapefile_template.prj	PRJ File
 shapefile_template.qpj	QPJ File
 shapefile_template.shp	SHP File
 shapefile_template.shx	SHX File

The “shapefile_template” files inside the **ZIP file** can be read by GIS software (for example, ArcGIS Pro or QGIS).

Using your GIS software, export your spatial data (shapefiles, feature classes) from your GIS map to the **ZIP file** template. The “shapefile_template” file|s will ensure the exported data are in the correct format and include the required attribute data (fields).

Any spatial data you upload must match the specification outlined in [Section 17.2 Data specification](#).

CSV

There is also an option to upload a **CSV** file.

You can upload a **CSV** file *instead of* spatial data (shapefiles, feature classes), if you wish. But if you do this, you will have to map your compartments separately in Felling Licence Online. This is because **CSV** files only contain attribute data – they do not contain spatial data.

You can also upload a **CSV** file *in addition to* your spatial data (shapefiles, feature classes). If you do this, please ensure the same sub-compartment references **do not** appear in both files, as this will create duplicate data.

Please note, you do not have to submit a **CSV** file at all. It is simply an alternative, or a supplement, to submitting spatial data (shapefiles, feature classes).

17.2 Data specification

Any spatial data you upload must meet the data specification, including mandatory fields (outlined below). Failure to follow the specification can create extra steps for our mapping team, which can result in delays to your application.

Read more about how best to [create and submit your spatial data and compartment maps](#).

Spatial data requirements

Your spatial data:

- ✓ **must be within the boundary of England** (includes offshore land part of England)
- ✓ **must be projected in the British National Grid coordinate system** (EPSG code: 27700)
- ✓ **may contain holes** ('doughnut polygons') if desired
- ✗ **must not contain self-intersecting polygons** (shapes that overlap themselves)
- ✗ **must not be multi-part geometry** (one row must equal one discrete sub-compartment)
- ✗ **must not contain duplicate compartments or sub-compartments**

Spatial data containing non-polygon shapes (for example, points or lines), including data taken from GPS devices, cannot be imported into Felling Licence Online.

Please ensure your compartment referencing (labels) matches across all your application documents. Consistency is essential. If a compartment is labelled as '**1a**', it must be recorded exactly as '**1a**' in all associated spatial data files.

Mandatory fields

Spatial data (shapefiles, feature classes) must contain three mandatory fields: **comp**, **subcomp**, and **totalha**.

1. Compartment

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.

2. Sub-compartment

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

3. Total hectares

Field name	totalha
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. We recommend using 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

You may wish to use the Felling Licence Online tool in [myForest](#). This will automatically generate the zipped Shapefile, as well as felling and restocking CSVs, in the correct format for uploading into Felling Licence Online. This will avoid any import errors.









17.3 Check your spatial data


Once you have created your spatial data and exported it into the **ZIP file**, you must complete some checks before you upload into Felling Licence Online.

The following steps will ensure your data imports correctly.

1. Save the **ZIP file** 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. Check the **ZIP file** contains, as a minimum, the following files: **.dbf**, **.shp**, **.shx**.
3. Check the **ZIP file** does not contain an **.XML** document.

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 and the error message below will appear.

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

 Forestry Commission
England

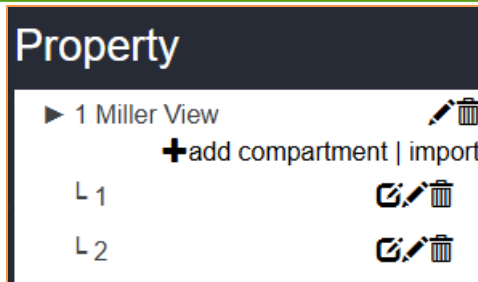
Home / Property / Property

Found more than one dataset in the uploaded file. Please upload a file with only one dataset.

17.4 Upload your spatial data

Now that you have completed your checks, you can import your spatial data into Felling Licence Online.

1. Navigate to Home and click on the property record in **My Properties**.
2. Select **Import** from the property tab to open the Import compartment window.



3. Select **Choose File** within the window to open the upload file screen.

4. Select your **ZIP file** and press **Import**.

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

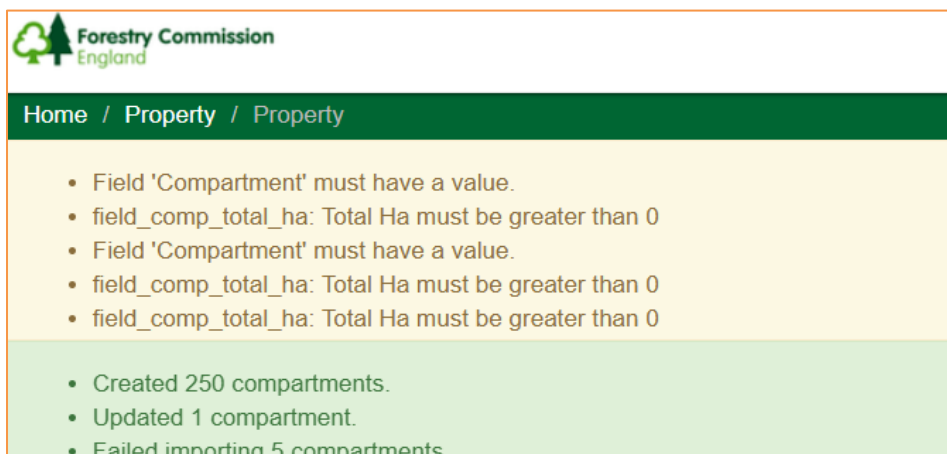


When the file upload bar has completed, you will be returned to the “Properties” tab.

17.5 Errors when uploading your spatial data

If your spatial data contains a data error, Felling Licence Online will display an error message after a **ZIP file** upload has been attempted.

For example,



A **ZIP file** import may fail to upload due to the spatial data having an error such as:

- a missing or incorrect Compartment reference
- a Total (Ha) value may not have been added against a compartment record

If the majority of the data was correctly imported from the spatial data file, you can manually update or create those additional compartments that did not import correctly in

Felling Licence Online.

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 in Felling Licence Online.

If most of the spatial data did not import correctly:

- Delete any Compartments that did not import correctly.
- Correct the points of error in your GIS data as highlighted in the error message in Felling Licence Online.
- Create a new **ZIP file** and attempt another import of the spatial data.

The error must be resolved before attempting to upload the spatial data again. If the error is not resolved, Felling Licence Online will return the same error message and you will be unable to upload your data.

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:

Mandatory field	Description	Examples of acceptable entries
comp	Compartment reference number. Whole numbers only.	1 2 3
total	Total (gross) Hectarage. Numerical only, can be a decimal number.	0.5 1 1.5
Optional field		
subcomp	Sub compartment reference. Use text only, not case sensitive.	a A b
woodland	The name of the woodland. Not case sensitive.	Game Wood
design	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
Constraint	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

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

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.

Mandatory field	Description	Examples of acceptable entries
Compartment ref	Compartment reference number. Whole numbers only.	1 2
Subcompartment ref	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
areatobefelled	The area that is to be felled or thinned in hectares. Numerical only, can be a decimal.	1 20 2.2
volume	The total volume of trees expected to be felled. Numerical only, whole numbers only.	1 15
operation	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

species	<p>Tree species to be felled. Text only, case sensitive.</p> <p>Recommend copy & 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>
Optional fields		
nooftrees	<p>The number of trees that will be felled.</p> <p>Numerical, whole numbers only.</p>	<p>5 10</p>
treemarking	<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.

Mandatory field	Description	Examples of acceptable entries
Compartmentref	Compartment reference number. Whole numbers only.	1 2
Subcompartment ref	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
area	The area that is to be restocked in hectares. Numerical only, can be a decimal number.	5 50
restockingarea	A % value of the area to be restocked. Numerical, whole numbers only.	50 100
density	The stocking density across the area.	You should use one of the following: 1100 2250 1600B/2500C
proposal	What type of restocking proposal is to be used.	You must 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
species	<p>Tree species to be felled Text only, case sensitive.</p> <p>Recommend copy & 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>	Norway spruce oak beech

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
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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.

Version 2.6 issued 19 December 2025 – amended Shapefile guidance section.