

Application for a Licence to Fell Growing Trees

Forestry Act 1967 as amended

Applying for a felling licence

You should read the Forestry Commission's booklet "Tree Felling - Getting Permission", before you apply for a licence. The information in that booklet and in the notes below are for guidance only and is not a legally binding interpretation of the legislation. Copies of the Forestry Act 1967 as amended and the Regulations affecting felling can be obtained from booksellers. The felling legislation is listed in "Tree Felling - Getting Permission". This booklet also gives the address for your local Forestry Commission office. Speak to the Woodland Officer if you have any questions.

To allow time for our Woodland Officer to look at the site and carry out any necessary consultations, send your application in at least 3 months before you want to do the felling.

Do not start any felling until you have a licence. Any felling carried out without either a licence or other permission is an offence, unless it is covered by an exemption.

Felling trees in special areas

Sites of Special Scientific Interest

You must tell English Nature, Scottish Natural Heritage or the Countryside Council for Wales if you are proposing any work which may affect an SSSI.

Scheduled Ancient Monuments

You must tell English Heritage, Historic Scotland or CADW if you are proposing any work which may affect a Scheduled Ancient Monument.

Tree Preservation Orders

If there is a Tree Preservation Order (TPO) affecting the trees, or they are in a Conservation Area (under the Town and Country Planning Acts), we will decide whether to grant the felling licence after consulting with the local planning authority. You must give details of any TPOs in Part 4 of this form. Before you submit your application, you must ask your local planning authority if there is a Tree Preservation Order on the trees or if they are in a Conservation Area.

A felling licence will not cover the felling of trees to which a TPO applies or which are in a Conservation Area if you have not declared the existence of the Order or Area in the application.

Any licence granted as a result of this application will apply only to the trees and the type of felling described in this application.

How to complete your application

You need to fill out this form and give us 2 COPIES of the map, signed and dated, showing the area covered by the application. We will return one copy of the map to you with the licence and keep the other copy.

The Map

You must use an original map or a good quality photocopy. We will have to send back maps which are not acceptable. Before you mark the map, check that:

- it is an up to date Ordnance Survey map
- it is at a scale of either 1:10000 or 1:2500
- the scale is shown on the map
- at least 2 horizontal and 2 vertical grid lines are shown
- any relevant details are not hidden by folds or other marks

You must mark clearly the location of the trees to be felled or thinned. You must also mark the grid reference of the centre of the felling area. This must lie within the woodland or the area of trees to be felled. If the point of access to the area is not obvious, show this on the map also.

PART 1 – Applicant's details

We can issue a licence to:

- the owner of the land on which the trees are growing
- a tenant whose lease entitles him to fell the trees

An agent may also complete the form but must give the name of the owner or tenant as the applicant, because we can only issue the licence in their name.

PART 2 – Trees to be felled

Grid Reference - 2 letters and 6 figures are required. Most OS maps explain how to do this.

Felling Site/Cpt - enter the number of each compartment (Cpt) or the name of the wood or field. Use a separate line for each compartment. Use NA if not applicable.

Types of operation - tell us if your proposals are for

- T thinning
- SF selective felling
- F clear felling (to include group clear felling)
- FC cutting coppice
- FO felling other e.g. hedgerow trees and single isolated trees

Thinning is the removal of a proportion of trees in order to provide more growing space for the remaining trees. The trees which are left will grow to occupy the site fully. Selective felling on the other hand leaves gaps which require restocking.

Species - use a separate line for each main species. You can use MB for mixed broadleaves and MC for mixed conifers but you should give details of the actual species to be felled in the section below “Further information about proposed felling”.

Marking of trees - The trees to be felled must be clearly marked, before you send us this application. Give details of how you have marked the trees, e.g. yellow paint. Avoid permanent marking (e.g. by blaze) of trees of high conservation or amenity value. For clear felling, line thinning, or coppice, you need only mark the boundary trees as long as you mark the area to be felled clearly on the map. We may be prepared to accept a sample marking except in complex or sensitive cases when full marking will be required.

Further information about proposed felling - Tell us any extra information which will help assess your proposals. For example:

- thinning intensity (number, percentage or volume of trees) and type;
- if the trees to remain are to be marked;
- if any particular type or species of trees are to be felled or retained;
- how you plan to avoid damage to sensitive areas such as water courses or archaeological sites.

When do you wish to start felling? - We will try to issue the licence within 10 weeks of receipt. Unless your application is just for thinning with no other felling, we will put information about it on our public register. Details stay on the register for 4 weeks so that people may have an opportunity to comment on the proposal. We cannot issue a licence until that time has passed.

When do you expect to finish felling? - Tell us when you expect to complete the work. We normally issue a licence which runs for 2, 3, 4 or 5 years.

PART 3 – Proposed restocking

You must explain how you intend to restock the felled areas. You should give details of whether you intend to use planting, coppice regrowth or natural regeneration. You should state the species mix and the number of trees per hectare. You also need to include maintenance and protection measures, both silvicultural and environmental.

We may be prepared to accept planting of an alternative area. Explain why you want to do this. If you wish us to consider this possibility, we will need a map which shows the alternative area.

PART 4 – Tree Preservation Orders/Conservation Areas

If there is a TPO in force or if the trees are in a Conservation Area, you must give us details here.

PART 5 – Declarations

We may ask you to produce evidence that any necessary consents have been obtained. Note that an agent may only sign this form if they have the consent of the owner. Tenants and lessees may need the consent of the landowner. Work which may affect a scheduled site of conservation or archaeological value may require the consent of the relevant statutory body.

If you have any queries about filling in the form please contact your local Forestry Commission office.

Application for a Licence to Fell Growing Trees

PART 1 – Applicant’s details

Full name of applicant: _____

Address: _____

Postcode: _____

Tel: _____

Mobile: _____

Fax: _____

Agent’s name: _____

Address: _____

Postcode: _____

Tel: _____

Mobile: _____

Fax: _____

PART 2 – Trees to be felled

Name of property: _____

Name of wood: _____

Grid reference (*of centre of felling area*): _____

Nearest town or locality name: _____

Local authority: _____

Felling Site/Cpt	Type of Operation*	Species	Marking of Trees	Area ha	Approx Age of Trees	Total Number of Trees	Estmd Volume m ³
EXAMPLE Cpt 2	SF	Oak	Yellow Paint	0.5	150	45	67

*Refer to Part 2 of the notes, ‘Types of operation’ for abbreviation of codes.

Total Volume m³

Further information about proposed operation: _____

When do you wish to start felling? _____

When do you expect to finish felling? _____

PART 3 – Proposed Restocking

We normally expect the area felled to be restocked unless you are only thinning. Under the Forestry Act 1967 as amended, we usually attach conditions to the licence to secure restocking. We will discuss these conditions with you and will require your formal agreement to the conditions before the licence is issued. Tell us your proposals for restocking each area where felling is to take place. You may also wish to show these proposals on a map.

PART 4 – Tree Preservation Orders

If a Tree Preservation Order is in force or if the trees are in a Conservation Area (under the Town and Country Planning Acts), you must **either** confirm that none of these applies, or give the details below:

1. I certify that there are no Tree Preservation Orders on the trees to be felled, nor are they in a Conservation Area *please tick*
2. The following Tree Preservation Order applies to the trees in this application:

Order made by:

Name of the local district council if different:

Title and date of the Order:

Details of Conservation Area:

PART 5 – Declarations

I hereby apply for a licence to fell the trees described in PART 2, and I certify that:

- I have such an estate or interest in the land, on which the trees are growing, as enables me, with or without the consent of any other person, to fell the trees;
- any necessary consents from any other person(s) have been obtained;
- I have made the necessary checks with the local planning authorities regarding Tree Preservation Orders and Conservation Areas;
- to the best of my knowledge and belief the information given in this application is accurate and complete.

Signature: _____

Date: _____

DO NOT START ANY FELLING UNTIL YOU HAVE A LICENCE!

On completion, please detach this form from the notes and send it to your local Forestry Commission office together with 2 SIGNED AND DATED COPIES OF A MAP showing the area covered by the application.