



## Grants & Regulations news

Protecting, expanding and improving England's woodlands

This month, keep up-to-date with the changes that have been made to the Felling Licence process, including the application form and FC Agent Authority form.

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### Changes to the Felling Licence application process

**We have recently launched a new IT system to process your felling licence applications.**

This new system is online and will be available for everyone to use later this year. It will give you more control and visibility of the process of applying for a Felling Licence from the Forestry Commission. However, while we get to grips with the system over the next few months it may mean your licence takes some additional time to get to you. We will endeavour to issue licences within our agreed charter time of 77 days but please bear with us in the coming weeks.

#### Changes to the [application form](#)

Our staff are using the new system now to process current applications; the only change you should see is a slightly different looking licence at the end. However, we have needed to make some changes to the way you complete your application form so we capture the right information for inputting into the system.

#### What if you have recently submitted a Felling Licence application?

- For applicants who have already submitted felling licence applications, you do not have to re-submit your application, but it may mean that we will contact you to ask for some additional information, causing a temporary delay whilst we work with you to amend the application details.

#### What is the new information we need?

- Each compartment or sub cpt of proposed felling must be entered on a separate row on the application form (you can no longer group compartments or sub cpts by felling type)
- Each sub compartment needs to have a corresponding referenced area shown on the application map. You can use the same sub compartment reference

more than once if you are going to propose more than one felling type on that area of woodland. If this applies, each felling type must be clearly mapped within the compartment / felling map to show its location.

- Felling Licence applications for thinning only also need the [FC Agent Authority form](#) to be completed and submitted – more on this below.
- Applicants and Agents are asked to provide their email address

## **FC Agent Authority form (for supporting FL applications, legacy grant claims and legacy agreement amendments)**

We have made some changes to the [FC Agent Authority form](#). This is to help us provide a better service using our new Felling Licence System and to include authority to apply for thinning only operations.

### **What if I already have an existing Agent Authority form?**

- For those properties / customers for which the FC already has an Agent Authority form that allows the Agent to sign the Conditions for a Felling Licence, the FC will continue to use these for all applications including thinning only applications.
- However, we ask that you please replace this existing FC Agent Authority form when it is reasonable for you to do so, and to let your [Admin Hub](#) have the replacement once signed by your client.

For all other new relationships involving applying for a felling licence, an updated [FC Agent Authority form](#) is now available.

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#### **If you have any questions, please contact us:**

Email: [GRNationalTeam@forestry.gsi.gov.uk](mailto:GRNationalTeam@forestry.gsi.gov.uk)

Website: <http://www.forestry.gov.uk/england-grants>

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