

# **Felling Licence Online**

**System walkthrough**

**November 2017**

To show steps of new FL application process

- User registration,
- Creating a Property
- FL application submission
- FL Processing
- Felling Licence approval
  
- Detail the off-system elements.
- 'Minimum' Viable Product (MVP) requirements
  
- Outline the benefits of Felling Licence Online

Account details

**Username \***  
testMARK

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**E-mail address \***  
nigel.cooney@forestry.gsi.gov.uk

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**Confirm e-mail address \***  
nigel.cooney@forestry.gsi.gov.uk

Please re-type your e-mail address to confirm it is accurate.

**Password \***  
●●●●●●

**Confirm password \***  
●●●●●●

Provide a password for the new account in both fields. Password must be at least 6 characters.

**Owner or Agent \***  
Agent

Owner details

**Title \***  
Mr

**First Name \***  
test

**Last Name \***  
Mark

**Address**

**Address 1 \***  
1 Cucumber Lane

**Address 2**

**Town/City \***  
York

**County**

**Postcode \***  
YO1 7PX


CREATE NEW ACCOUNT

✕ CANCEL

Applicant registers as a new user on Felling Licence Online and selects Owner or Agent user role.

**Account details for NigeA at Felling License Application Manager (approved)**

fc\_admin@12storage.com

 This message has extra line breaks.

Sent: Wed 31/05/2017 13:56

To: 

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NigeA,

Your account at Felling License Application Manager has been activated.

You may now log in by clicking this link or copying and pasting it into your browser:

[http://52.211.194.80/portal/user/reset/11/1496235357/Jo9rMoGKV-OYNpMzINPKLpeuUua\\_j7m8WH1z5jz7KE0](http://52.211.194.80/portal/user/reset/11/1496235357/Jo9rMoGKV-OYNpMzINPKLpeuUua_j7m8WH1z5jz7KE0)

This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to log in at <http://52.211.194.80/portal/user> in the future using:

username: NigeA

password: Your password

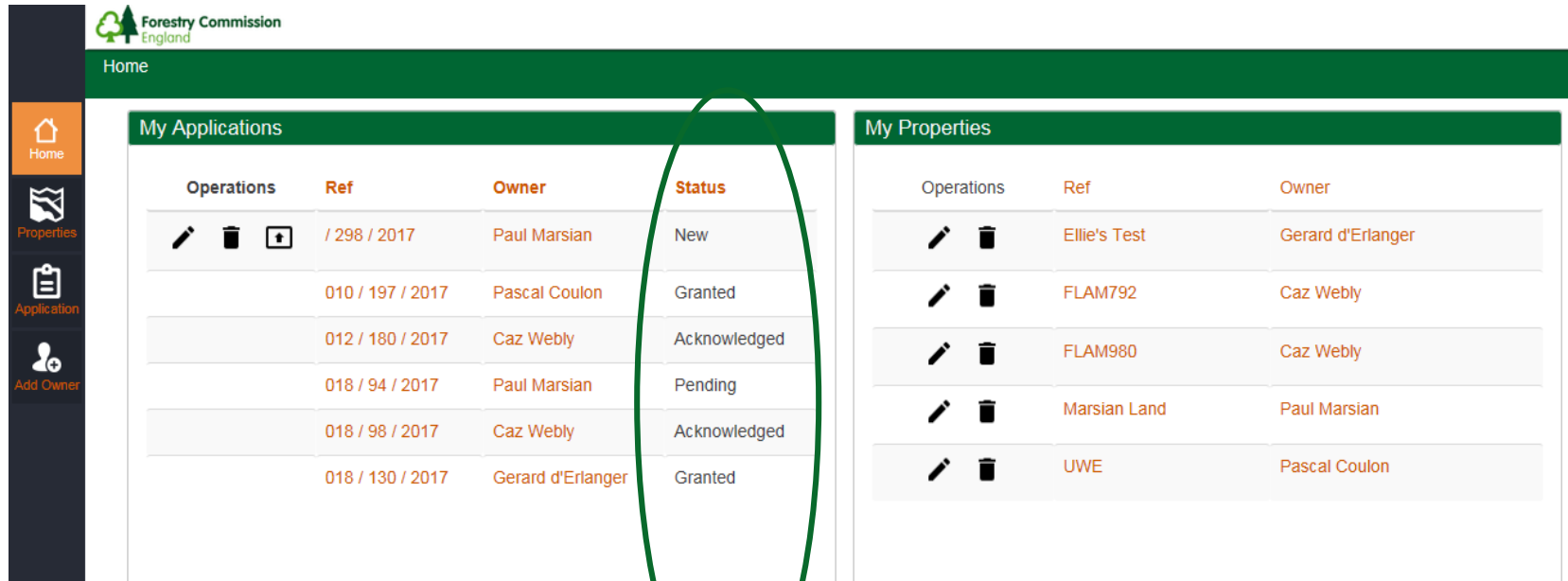
-- Felling License Application Manager team

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This email has been scanned by the Symantec Email Security.cloud service.  
For more information please visit <http://www.symanteccloud.com>

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Automated email to confirm account registration and inviting applicant to access system



Forestry Commission  
England

Home




Home

Properties











Application

Add Owner

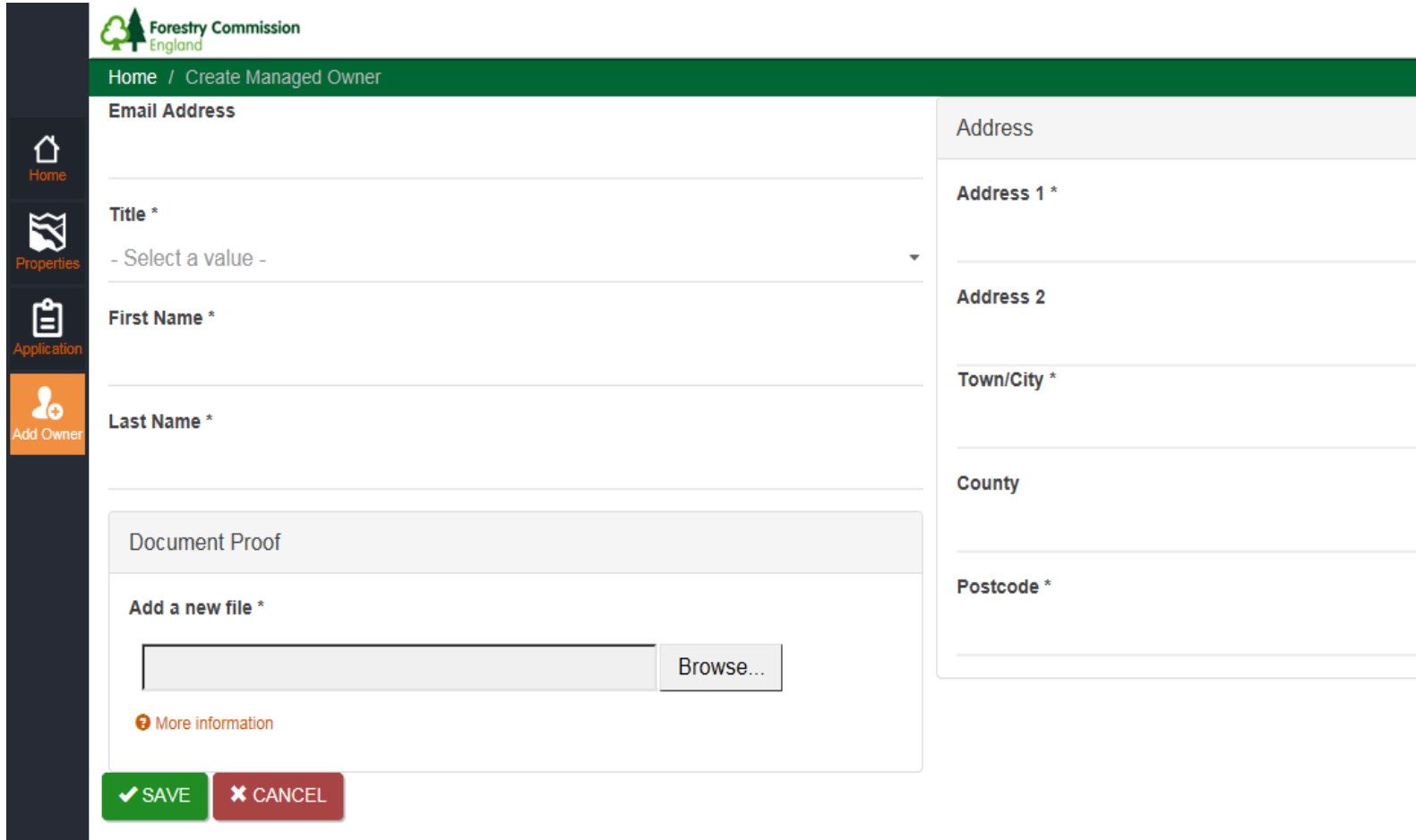
### My Applications

Operations	Ref	Owner	Status
  	/ 298 / 2017	Paul Marsian	New
	010 / 197 / 2017	Pascal Coulon	Granted
	012 / 180 / 2017	Caz Webly	Acknowledged
	018 / 94 / 2017	Paul Marsian	Pending
	018 / 98 / 2017	Caz Webly	Acknowledged
	018 / 130 / 2017	Gerard d'Erlanger	Granted

### My Properties

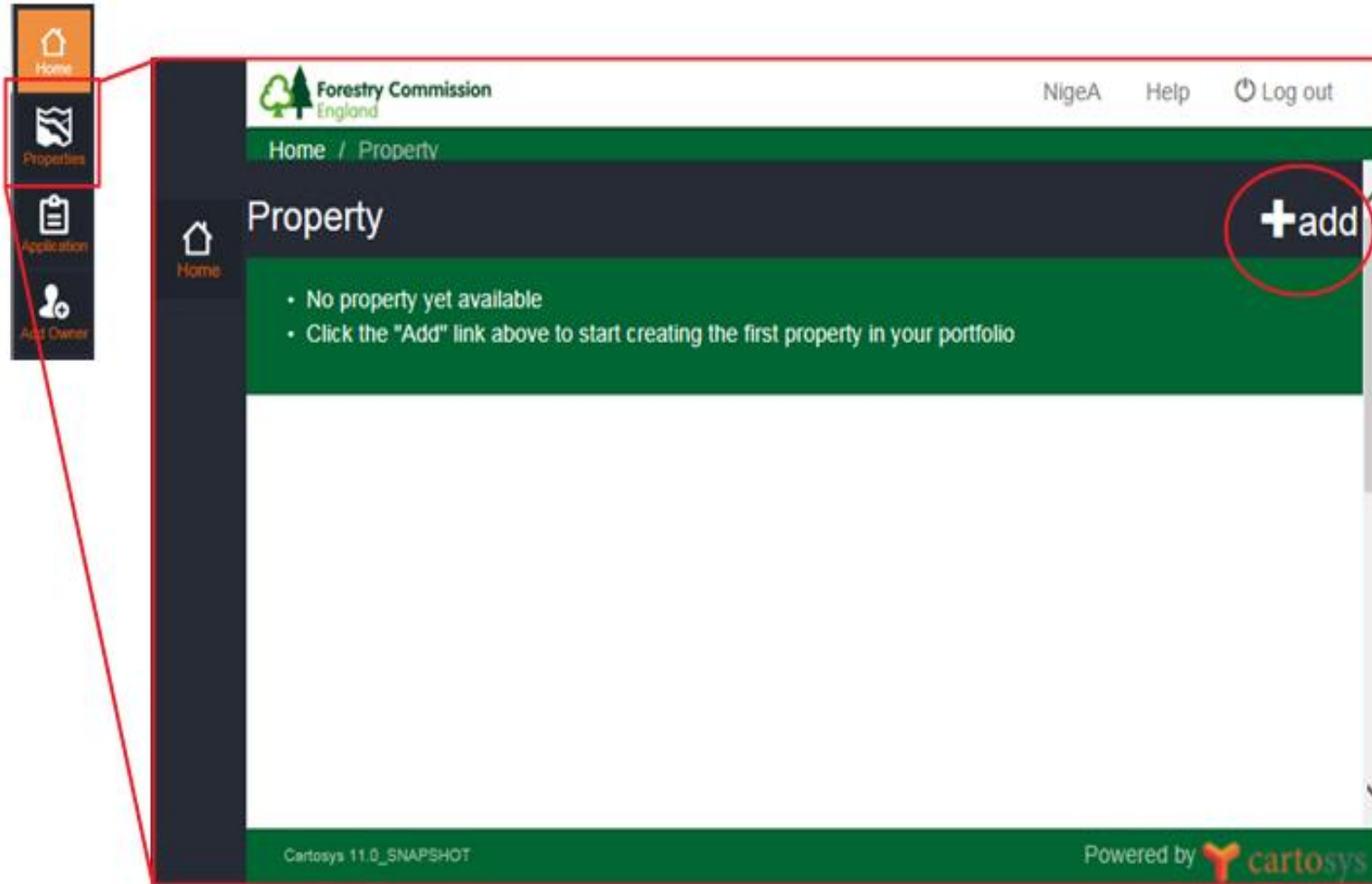
Operations	Ref	Owner
 	Ellie's Test	Gerard d'Erlanger
 	FLAM792	Caz Webly
 	FLAM980	Caz Webly
 	Marsian Land	Paul Marsian
 	UWE	Pascal Coulon

Land Owner/Agent accesses Felling Licence Online – home screen



The screenshot shows a web application interface for adding an owner or agent. On the left is a dark sidebar with navigation icons: Home, Properties, Application, and Add Owner (highlighted in orange). The main content area has a green header with the Forestry Commission England logo and the breadcrumb 'Home / Create Managed Owner'. Below the header are several form fields: 'Email Address', 'Title \*' (a dropdown menu currently showing '- Select a value -'), 'First Name \*', and 'Last Name \*'. To the right of these fields are address-related fields: 'Address', 'Address 1 \*', 'Address 2', 'Town/City \*', 'County', and 'Postcode \*'. Below the name fields is a 'Document Proof' section with a file upload area labeled 'Add a new file \*', a 'Browse...' button, and a 'More information' link. At the bottom of the form are two buttons: a green 'SAVE' button and a red 'CANCEL' button.

If applicant is an agent, the 'add owner' function will be used to create a new owner and to upload an AAF.



Applicant creates property by selecting the '+add'

Add Property ✕

**Managed Owner \***  
Pascal Coulon ▼

**Property Name \***  
UWE

**Nearest Town \***  
Bristol

**Local Authority \***  
Bristol City Council ▼

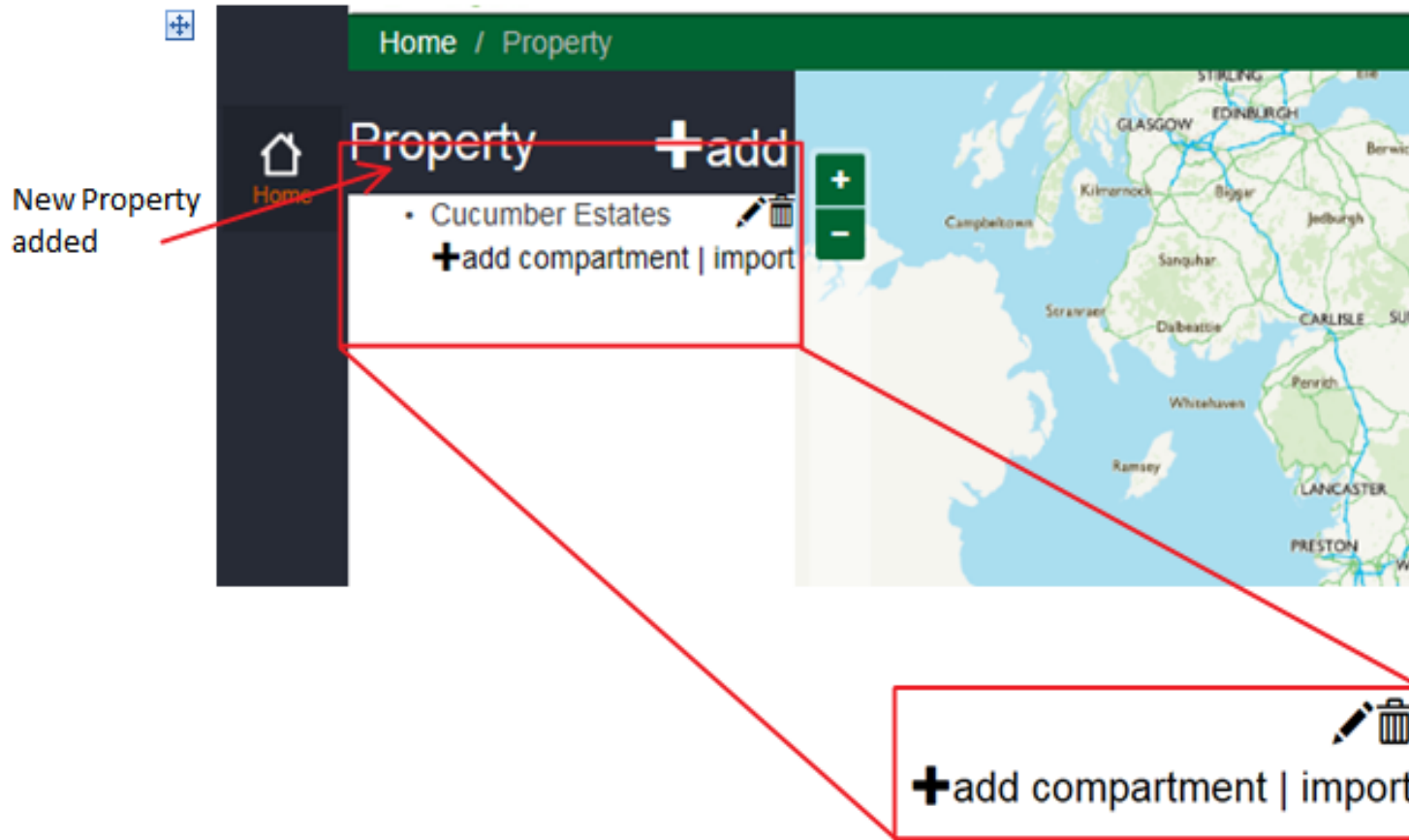
**Woodland Management Plan**

**Grid Ref \***  
12345

✕ CANCEL

✓ SAVE





An Applicant can create a Land Profile by plotting compartments manually or importing data from a CSV file /GIS Shapefiles. This Land Profile is linked to the Managed Owner and the uploaded AAF and any applications generated from it.



Once a Land Profile has been created, an applicant can add additional compartments as and when required.

That concludes –

- registering on system,
- creating owner / agent profile, and
- property profile

This is your information:

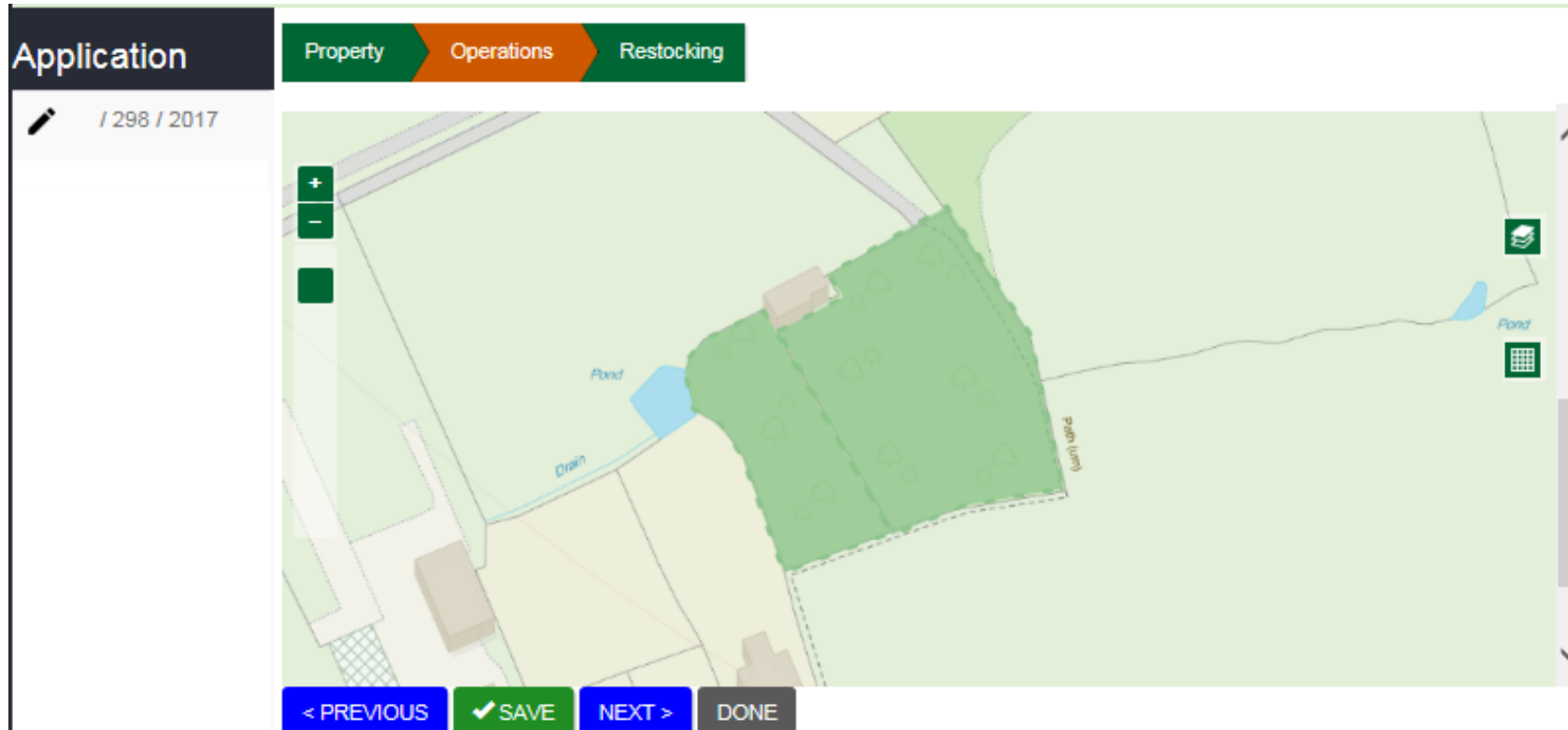
You can add to, update, delete as you want

The screenshot shows the 'Home' page of the Forestry Commission web application. The interface is divided into three main sections: 'My Applications', 'My Properties', and 'Map'. A vertical sidebar on the left contains navigation icons for Home, Properties, Application, and Add Owner. The 'My Applications' section contains a text block with instructions: 'If you do not have any property, you must first add property to your land portfolio. Once the properties have been added to your portfolio you can create a new application'. The 'My Properties' section displays a table with one property listed. The 'Map' section shows a geographical map of the region.

Edit	Delete	Ref	Owner
		Cucumber Plantation	Nigel Owner

**OR**

Create new application by selecting 'new application'



Compartments for inclusion in FLA - selected from Land Profile.

## Felling Details

Add new Felling Detail

**Compartment \***  
1 (a)

**Volume \***  
22

**No Of Trees \***  
80


**Tree Marking \***  
Orange Dot

**Operation Type \***  
Thinning

**Tree Type \***  
Broadleaf

**Species \***  
Aspen  
**Beech**  
Big leaf maple  
Birch downy

**CREATE FELLING DETAIL** **CANCEL**



The map view shows a green field with a road and a stream. A red dot on the map indicates the location of the felling detail. The map is partially obscured by the form fields.

Applicant adds felling details, Operation type, Species etc.

Property Operations Restocking

Ha

IMPORT FELLING DETAILS

Felling Details

Compartment	Operation Type	Tree Type	Species	Area to be Felled	Volume	No Of Trees	Tree Marking	Operations	
+	1	Thinning	Broadleaf	Beech	0.29Ha	20	0	NA	
+	1	Thinning	Conifer	Sitka spruce Norway spruce	0.61Ha	43	0	NA	
+	1	Selective Felling	Conifer	Sitka spruce Scots pine	1.10Ha	21	0	NA	
+	2	Thinning	Conifer	Sitka spruce Norway spruce	0.50Ha	20	0	NA	
+	3	Thinning	Broadleaf	Oak robur Sycamore	2.00Ha	33	0	NA	

< PREVIOUS  SAVE NEXT > DONE

Applicant is able to import felling details (via a CSV file), confirm Operation type and Species breakdown.

Property
Operations
Restocking

## Restocking

Restocking Details

ADD NEW RESTOCKING DETAIL

IMPORT RESTOCKING DETAILS

< PREVIOUS
✓ SAVE
DONE

IMPORT RESTOCKING DETAILS

Restocking Details

Field Name	Compartment	Restocking Proposal	Species	Area (Ha)	% of total restock area	Stocking Density	Operations
NA	1	Replant The Felled Area	Scots pine	1.10	100	2500	✎ 🗑
NA	3	Replant The Felled Area	Scots pine	1.10	100	2500	✎ 🗑

Field Name \*  
NA

Compartment \*  
1 (a)

Area (Ha) \*  
1.1

% of total restock area \*  
100

Stocking Density \*  
1600  
Stems per Ha

Restocking Proposal \*  
DP

Tree Type \*  
Broadleaf

Species \*  

- Alder
- Ash
- Aspen
- Beech

CREATE RESTOCKING DETAIL
CANCEL

Applicant adds Restocking details, manually or by uploading a CSV file.



Dear Applicant


Your Felling Licence Application for Green Wood has been submitted to the Forestry Commission.

Your Felling Licence Application will now be reviewed by the Forestry Commission and you will be contacted direct if any further information is required.

Kind Regards

For and on behalf of the Forestry Commission

## My Applications

Operations	Ref	Owner	St
 	/ 298 / 2017	Paul Marsian	Ne

A plain text – automated email to be sent to applicant's registered email address to confirm that that the FLA has been received by the FC (Not acknowledged) just submitted.

The final action date will start from the date received which is following the email above.

Dear South - West Admin Hub

Mr John Smith has submitted a new Felling Licence Application for Green Wood.

The Felling Licence Application is ready for review and can be accessed via - [http://52.211.194.80/portal/user/login?destination=node/add/managed-owner&autologout\\_timeout=1](http://52.211.194.80/portal/user/login?destination=node/add/managed-owner&autologout_timeout=1)

Felling Licence Online.

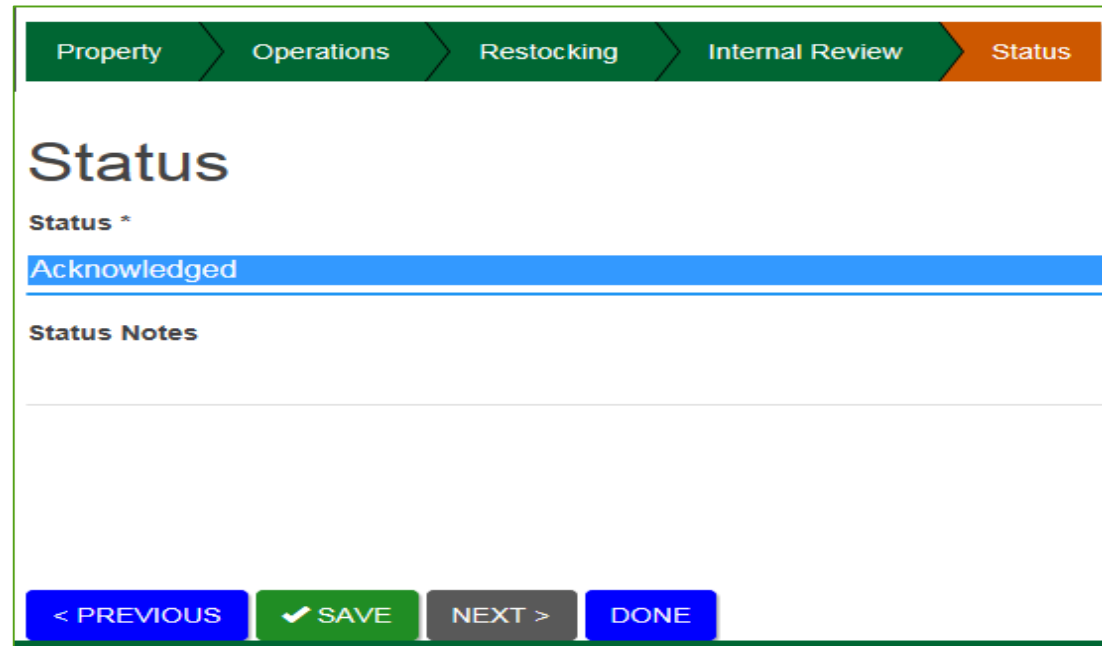
Automated email to be sent to the Admin Hub mailbox which will process the FLA. The Admin Hub box will be selected on the basis of the central grid ref number of a FLA.

The email will include a hyperlink to allow the AO to access Felling Licence Online and find and the relevant FLA.

You have now created and submitted a felling licence application

The next steps outline the broad process to getting your licence

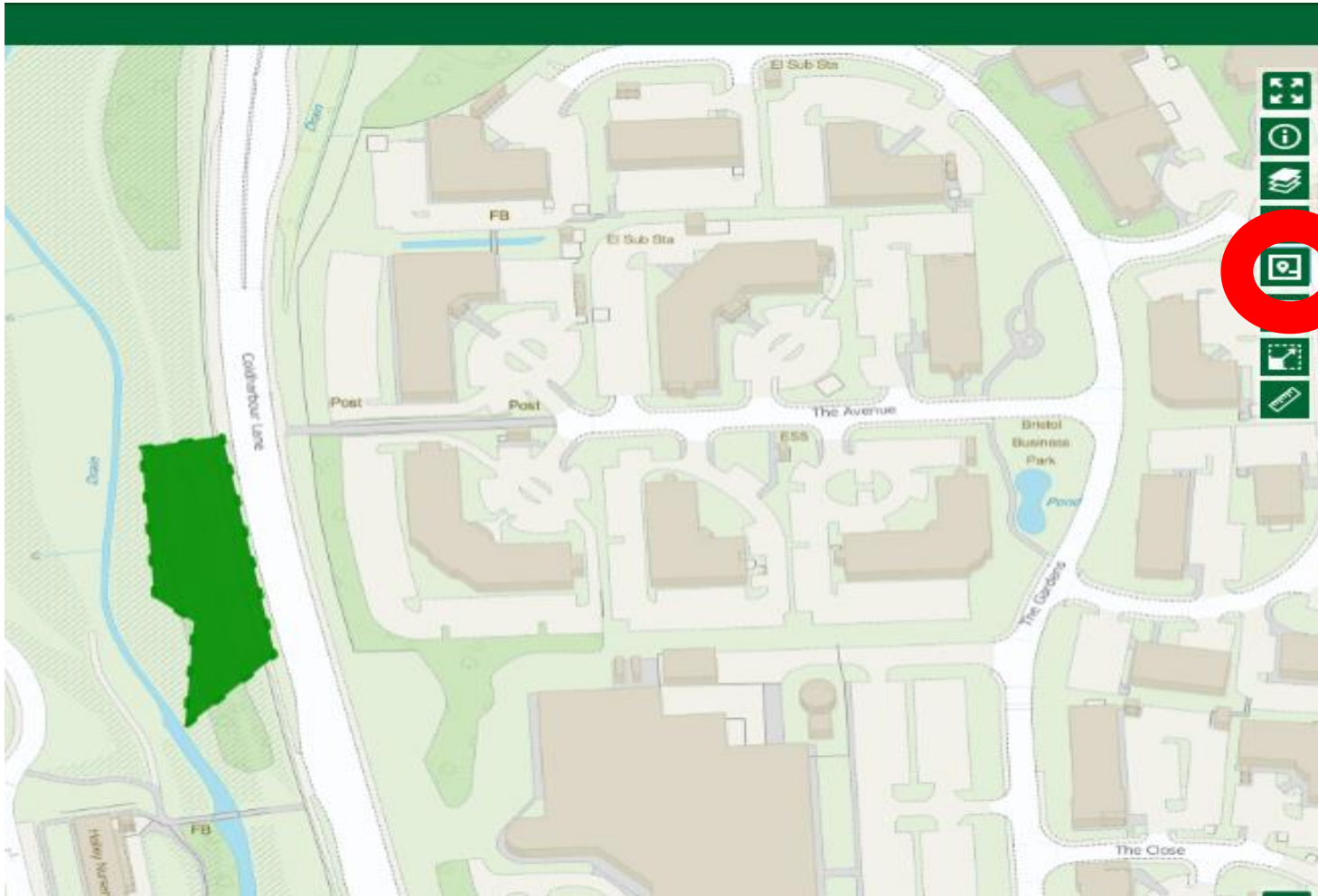
FLA allocated by Hub Manager to admin officer  
Admin Officer undertakes a completeness check



The screenshot shows a web interface for the FLA administrative check. At the top, there is a navigation bar with five tabs: 'Property', 'Operations', 'Restocking', 'Internal Review', and 'Status'. The 'Status' tab is currently selected and highlighted in orange. Below the navigation bar, the main content area is titled 'Status'. Underneath, there is a label 'Status \*' followed by a dropdown menu where 'Acknowledged' is selected. Below the dropdown is a text area labeled 'Status Notes'. At the bottom of the form, there are four buttons: '< PREVIOUS' (blue), '✓ SAVE' (green), 'NEXT >' (grey), and 'DONE' (blue).

- If AO check passes, AO changes status from received to acknowledged: specific FLA
- The Citizen's Charter date would start at this point
- FLA reference created (018/227/17-18 etc.)
- Automated email sent to applicant to confirm FLA ref and monitoring spreadsheet updated by AO to add FLA ref and CC date.

- If checks fail, AO contacts applicant confirming what information is missing or required
- Where required, AO would return application to applicant on Felling Licence Online, setting status to 'new'
- Applicant updates felling licence application accordingly
- Applicant resubmits felling licence application to FC





AO completes Constraints check, saves the constraints document and uploads a copy to the FLA. At any time, anyone can run this check during application processing.

- Email from AO to WO informing them an application is awaiting processing.
- Woodland Officer completes a technical check to ensure the FLA is complete with the correct information (Felling details, Restocking etc.)
- If technical checks fail, WO contacts the applicant detailing what information is required in order to proceed.
- Change of case status to 'With Applicant' 'stops the clock'



## Internal Review

Site Investigations

Inspection Date	Remarks	Operations
Wednesday, August 30, 2017	A wonderful Oak Tree.	 

[ADD NEW SITE INVESTIGATION](#)

- If technical checks are successful the WO prints out a PDF of the FLA
- WO then completes a site visit, adds site investigation notes to FLO and prepares the final felling, restock and Conditions details



fc\_admin\_officer   Help   Log out

x

Property > Operations > Restocking > **Internal Review** > Status

Compartment	Operation Type	Tree Type	Species	Volume	No Of Trees	Tree Marking	Total Area	Operations
1	Thinning	Broadleaf	Beech	20	0	NA	0.29Ha	
1	Thinning	Conifer	Sitka spruce Norway spruce	43	0	NA	0.61Ha	
1	Selective Felling	Conifer	Sitka spruce Scots pine	21	0	NA	1.10Ha	
2	Clear Felling	Broadleaf	Oak robur	11	0	NA	1.20Ha	
2	Thinning	Conifer	Sitka spruce Norway spruce	20	0	NA	0.50Ha	
3	Thinning	Broadleaf	Oak robur Sycamore	33	0	NA	2.00Ha	
3	Selective Felling	Conifer	Sitka spruce Scots pine	21	0	NA	1.10Ha	

< PREVIOUS   SAVE   NEXT >   DONE

Powered by mapbox

Uploaded 'Final' confirmed felling details'

A
This is a trial worksheet to see what Conditions Text can look like with the ability to add additional text to cover the licence
Use one cell below per paragraph - example text has been added to illustrate
<b>Text to go before the Conditions</b>
<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p>

Conditions text is added to Felling Licence Online.

Any additional text that may need to be added to the licence e.g. 'Larch Moratorium' can also be added.

TEXT APPEARS BEFORE CONDITIONS

~~Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.~~

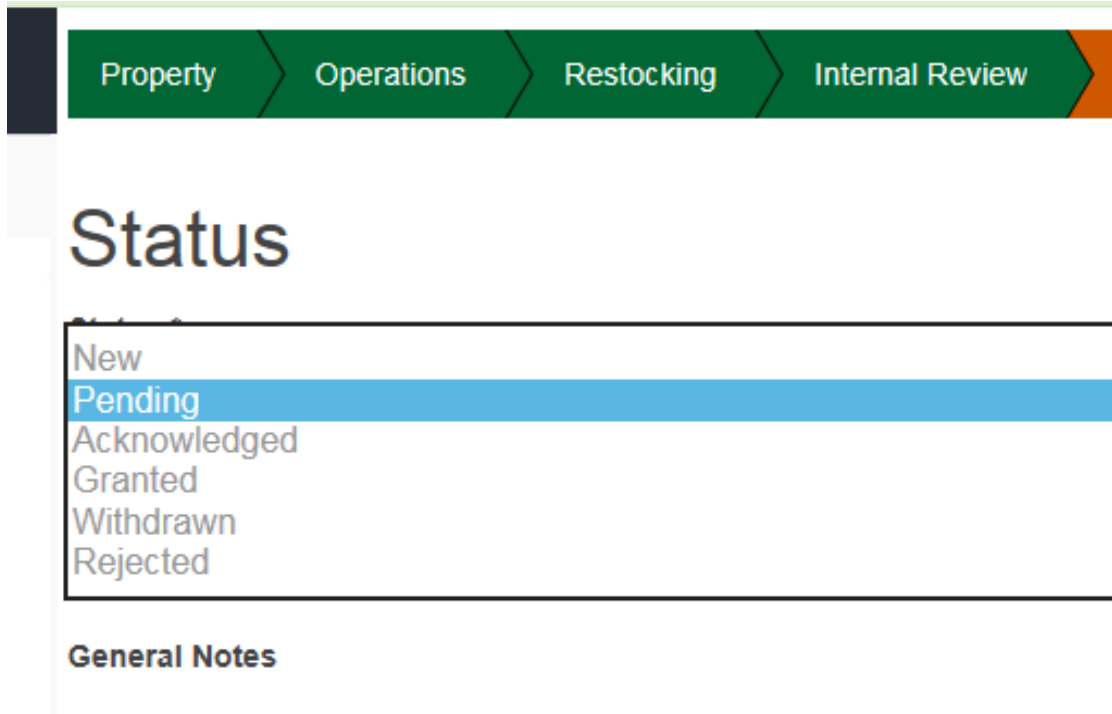
YOUR CONDITIONS START HERE

Condition A: Restock on felled area.  
The following conditions apply to the licenced felling in 1a.

1. Before 30th June 0 the land on which the felling took place must be:
  - ~~a.~~
  - ~~b.~~ Planted with 40% Norway spruce 20% woody shrubs 20% beech to achieve not less than 2500 plants per hectare evenly distributed over the site
2. For a period of 10 years from the planting:
  - ~~a.~~ The plants must be protected against damage and be adequately weeded.
  - ~~b.~~ Any failure or losses should be replaced as necessary to provide a stocking of not less than 2500 plants per hectare evenly distributed over the site.
  - ~~c.~~ Any must be maintained in accordance with the rules and practice of good forestry.

Condition A: Restock on felled area.  
The following conditions apply to the licenced felling in 1b.

1. Before 30th June 0 the land on which the felling took place must be:
  - ~~a.~~
  - ~~b.~~ Planted with 100% Scots pine to achieve not less than 2500 plants per hectare evenly distributed over the site
2. For a period of 10 years from the planting:
  - ~~a.~~ The plants must be protected against damage and be adequately weeded.
  - ~~b.~~ Any failure or losses should be replaced as necessary to provide a stocking of not less than 2500 plants per hectare evenly distributed over the site.
  - ~~c.~~ Any must be maintained in accordance with the rules and practice of good forestry.



The screenshot shows a process flow with four stages: Property, Operations, Restocking, and Internal Review. Below this is a 'Status' dropdown menu with the following options: New, Pending (highlighted), Acknowledged, Granted, Withdrawn, and Rejected. Below the dropdown is a section for 'General Notes'.

\* Consultation status to be added to the list as confirmed within original MVP requirements gathering phase.

FLA placed on Public Register for 28 days and FLA status changed to 'consultation.' The current PR process will also include information on the total hectares for conifer and broadleaf.

- An automated email is sent to the applicant when Conditions input into Felling Licence Online
- Email has a hyperlink to conditions as 'read only'
- If no response is received after 14 days, FC will deem that the applicant accepts the Conditions (**deemed approval**)
- Applicant can provide feedback on conditions via Felling Licence Online
- An audit trail will show notification of conditions to satisfy audit requirements

- If changes to conditions are suggested,
- Adjusted felling and restock details must be updated and re-input
- A new email will be sent to applicant to notify of revised conditions
  
- An additional 14 days will be given to respond to conditions

- The admin hub will confirm the removal of a FLA from the Public Register. They will record;
  - the agreement of the Conditions, (deemed approval)
  - any comments following Public Register period and other Consultation(s) completed, where applicable
- For major issues that require changes, FLA status changed to 'With applicant' - applicant contacted
- For minor changes, FC will make those with applicants approval

- Field Manager or Approving officer is advised an application is awaiting approval.
- FLA status changes to 'awaiting approval'
- Final review and checks are completed by third party reviewer not previously connected with the application

## **Licence is not approved:**

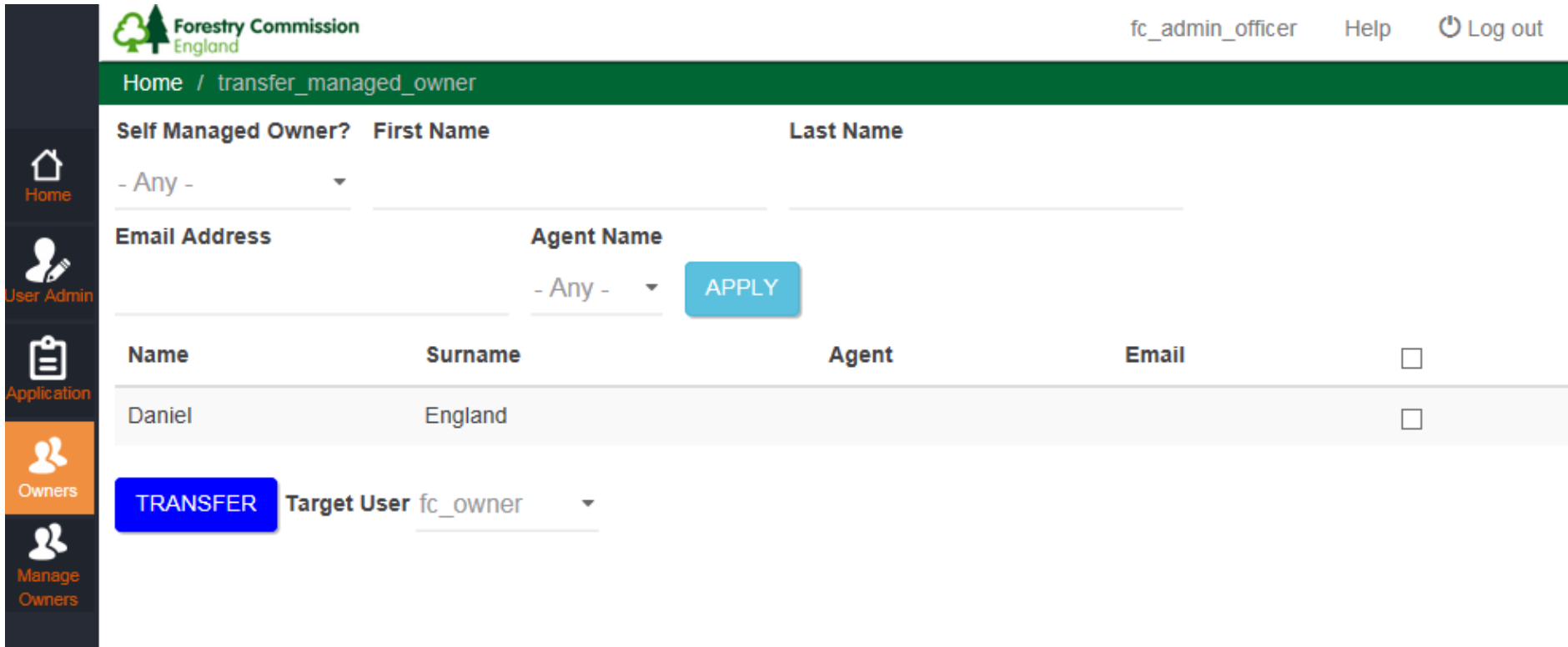
- Reasons for non-approval - Case is returned to WO
- Corrective actions will allow FL to be resent for approval

## **Licence is approved:**

- Automated email sent to applicant's registered email address with link to approved Felling Licence and maps.
  - Approved FLA will be a PDF and will include
    - A felling map,
    - A restocking map
    - An EUTR form
- \* If FLA is Refused or Withdrawn, the status will change
- \* Once approved, FL Conditions cannot be varied



- Felling associated with a Plan of Operations, approved as part of a Woodland Management Plan, will be incorporated into Felling Licence Online.
  - FC will do this.
- The FC will;
  - Create an Owner / Agent profile and a Land Profile on behalf of an applicant.
  - Plot compartments and create the FL application on behalf of an applicant.
  - Process the application through to Approval
- At the point when the new FL application is passed to the WO, the FC will 'transfer' the Property and the FLA to the user account for the Agent/Owner



The screenshot shows the Forestry Commission England user interface for registration transfer. The top navigation bar includes the user 'fc\_admin\_officer', 'Help', and 'Log out'. The breadcrumb trail is 'Home / transfer\_managed\_owner'. The main form area contains a 'Self Managed Owner?' dropdown menu currently set to '- Any -'. Below this are input fields for 'Email Address' and 'Agent Name', with the latter set to '- Any -' and an 'APPLY' button. A table lists the available agents for transfer:

Name	Surname	Agent	Email	
Daniel	England			<input type="checkbox"/>
				<input type="checkbox"/>

At the bottom, there is a blue 'TRANSFER' button and a 'Target User' dropdown menu currently set to 'fc\_owner'.

Following transfer to applicant the application process will mirror the standard felling licence application process.

**General system capability:**

- Better information/data
- Clear audit trail
- Digital by default
- Integration
- Compliance with legislation

**Land Profile:**

- Time saving for applicants
- Time saving for Mapping team
- Time saving for Admin Officers

**Mapping tool:**

- User satisfaction
- Digital solution
- Shapefile import feature