

# Guidance note - Application for a Tree Felling Licence

## Part 1 – Applicant who will be the licensee

The Applicant can be the Owner(s), Lessee(s) or Occupier(s) of the land or an Agent of the Owner, Lessee or Occupier.

The applicant is required to complete either Part 1a or 1b:

- **Part 1a Individual**  
Where there is only one applicant e.g. home owner or farmer.
- **Part 1b Legal entity**  
Where there is more than one applicant (licensee), e.g. multiple owners, details of the person or legal entity to which the licence should be sent should be entered in part 1a or 1b below. Form *Felling Application 2* should be used to submit details of each additional applicant. It must be submitted together with this application.

### Details Requested:

**Surname:** *Surname of the applicant for postal correspondence.*

**First name:** *First name of the applicant for postal correspondence.*

**Address:** *Applicant's Postal address for correspondence*

**Postcode:** *Ireland's postcode identifier (Eircode).*

**Telephone:** *Landline and/or mobile telephone number to contact applicant.*

**Email:** *Email address for corresponding with applicant.*

**Felling Licence Applicant Number:** *This number is a unique identifier in the Felling Licence database given to Felling Licence applicants. First time applicants will not have this FLO No. In the absence of a Felling Licence Applicant Number, any of the following three sources of information will enable the allocation of a Felling Licence Applicant Number.*

1. **Herd No:** *A Herd/flock number is issued by the Department of Agriculture, Food and the Marine to a distinct herd/flock; or*
2. **FO No:** *A FO number (or Forest Owner Number) is issued by the Department of Agriculture, Food and the Marine to a land owner who has applied to the Department for approval to afforest land and/or has applied under a forestry related Department scheme; or*
3. **PPSN & DOB:** *Personal Public Service Number (PPSN) is a unique reference number that is to be used by you in all dealings with Public Service Agencies, including Revenue. Date of birth (DOB) is also required.*

**CRO No:** *For legal entities such as companies, a unique identifier is provided by the Companies Registration Office.*

### Land Ownership Status:

- **Freehold** - *The full owner of land (who is usually registered as such).*
- **Leasehold** - *A person who holds rights to the land by some form of agreement from a lessor.*
- **Occupier for the time being** – *Any person who is for the time being the occupier of the land.*

## **Part 2 – Forester/Agent Details**

Only complete where an agent prepares the application on behalf of the applicant – the agent must not declare himself or herself to be the applicant/licensee. An Agent can be a forester, forestry company, farm manager, a relative of the landowner or any other person, company or legal entity authorised by the owner to apply for a tree felling licence on behalf of the owner.

**Surname:** *Surname of the agent for postal correspondence*

**First name:** *First name of the agent for postal correspondence*

**Legal Entity Name:** *Full name of the legal entity that the agent is employed by; or of any company or legal entity that is applying on behalf of the owner.*

**CRO No.:** *For legal entities such as companies, a unique identifier is provided by the Companies Registration Office.*

**Address:** *Agent's postal address for correspondence (including where the agent is a private individual such as a relative or a farm manager, etc.).*

**Postcode:** *Ireland's postcode identifier (Eircode).*

**Telephone :** *Landline and/or mobile telephone number to contact forester/agent.*

**Email:** *Email address for corresponding with forester/agent.*

**FLR No:** *Felling Licence Agent number if the agent applying on behalf of the owner is not a registered forester or registered forestry company. This FLR No. will only be available to people or companies (legal entities) that have previously applied for a felling licence under the Forestry Act 2014.*

**Felling Licence Agent Number:** *This number is a unique identifier in the Felling Licence database given to Felling Licence Agents. First time applicants will not have this number. In the absence of a Felling Licence Agent Number, any of the following three sources of information will enable the allocation of a Felling Licence Agent Number.*

1. **Herd No:** *A Herd/flock number is issued by the Department of Agriculture, Food and the Marine to a distinct herd/flock.*
2. **FO No:** *A FO number (or Forest Owner Number) is issued by the Department of Agriculture, Food and the Marine to a land owner who has applied to the Department for approval to afforest land and/or has applied under a forestry related Department scheme.*
3. **PPSN & DOB:** *Personal Public Service Number (PPSN) is a unique reference number that is to be used by you in all dealings with Public Service Agencies, including Revenue. Date of birth (DOB) is also required.*

## Part 3 – Trees Proposed to be Felled

Location of trees:

Townland, Electoral Division, County: *Defined geographic divisions of land within the State.*

**Felling information:** *Details describing the area and trees to be felled are entered into the felling information table (see table below as an example). Please note that if an applicant requires a 10-year licence, details of all proposed felling operations for the 10 year period must be supplied in felling information table. Otherwise a licence will only be issued to cover the fell operations and years specified in the felling information table.*

Plot Details				Species Details						
Plot No.	Land Use Type	Harvest type	Total Area (Ha)	Species		No. of Trees to be felled		Fell Year	Fell Age	Estimated volume (m <sup>3</sup> )
				Name	Canopy (%)	Per hectare	Actual			
1	TH3	CHF	5	SS	100	300	-	2017	26	82
1	THS	CHF	5	SS	100	250	-	2022	31	92
1	CF	CHF	5	SS	100	500	-	2026	35	420
2	TH1	CHF	7	SS	80	630	-	2018	16	53
2	TH1	CHF	7	JL	20	105	-	2018	16	6
2	TH2	CHF	7	SS	80	381	-	2021	19	66
2	TH2	CHF	7	JL	20	74	-	2021	19	8
2	TH3	CHF	7	SS	80	267	-	2024	23	60
2	TH3	CHF	7	JL	20	51	-	2024	23	5
3	TH1	CHF	4	NS	100	653	-	2018	20	36
3	TH2	CHF	4	NS	100	465	-	2021	24	68
3	TH3	CHF	4	NS	100	327	-	2025	26	80
4	TH1	CHF	2.5	DF	100	555	-	2018	19	41
4	TH2	CHF	2.5	DF	100	389	-	2024	25	46

## Part 4 – Areas proposed to be Replanted (where applicable, e.g. clearfell)

Plot Number	Total Area (Ha)	Reforestation Objective	Restock Species Name	Restock Species Canopy %	Number of Trees to be replanted	
					Per hectare	Actual
1	5	CF	SS	70	1,750	
1	5	CF	SP	20	500	
1	5	CF	SBI	10	250	

*Felling Forms 3 & 4 should be used to submit details of additional felling and restock details.*

## Felling and Restock table attribute description as numbered above:

Please note that all fields are compulsory

### 1. Plot No.

The plot number specified in the felling information table should correspond with the supporting map, i.e. each plot illustrated on the map should be referred to in the table.

### 2. Land Use Type

Please enter the Land use type code on the application form

Code	Land use Type	Land use type Description
CHF	Conifer High Forest	A forest comprising more than 80% (by canopy cover) coniferous trees.
BHF	Broadleaf High Forest	A forest comprising more than 80% (by canopy cover) broadleaved trees.
MHF	Mixed High Forest	A forest comprising broadleaved and conifer species, the minor category making up at least 20% of the canopy.
Blown	Blown	A forest where more than 80% of the canopy has been blown, i.e. wind damaged.
Other	Other	Trees located outside of a forest e.g. on a farm or in a garden.

### 3. Harvest type

Please enter the harvest type code on the application form.

Code	Harvest Type	Harvest Type Description
CF	Clearfell	The felling of all trees on an area.
TH1	First thinning	A first thinning to fell of a portion of trees from the canopy to promote growth and greater value in the remaining trees.
TH2	Second thinning	A second thinning to fell of a portion of trees from the canopy to promote growth and greater value in the remaining trees.
TH3	Third thinning	A third thinning to fell of a portion of trees from the canopy to promote growth and greater value in the remaining trees.
THS	Subsequent thinning	A subsequent thinning to fell of a portion of trees from the canopy to promote growth and greater value in the remaining trees.
TD	Tending	The felling of undesirable trees in the early stages of forest development to promote growth in the remaining trees.
CCF	Continuous Cover Forestry	The felling of a portion of trees from the canopy to promote the regeneration of young trees.
WB	Windblow	The felling of trees on a site following wind/storm damage.
OS	Open space	The felling of trees to create small open areas within the forest, e.g. an aquatic buffer zone.
ST	Single Trees	The felling of individual or isolated trees.
LT	Line of Trees	The felling of a line of trees, e.g. Hedgerow.

### 4. Total Area (Ha)

Total area (ha) of plot, as identified on the map submitted with the felling licence application. Where the harvest type is Single Trees or Line of Trees this information is not required.

## 5. Species Name

Please enter the species abbreviation.

### Conifer Species List

Botanic name	Abbreviation
Austrian pine	AP
Corsican pine	CP
Coast redwood	CR
Douglas-fir	DF
European larch	EL
Grand fir	GF
Hybrid	HL
Japanese larch	JL
Lawson cypress	LC
Leyland cypress	LEC
Lodgepole pine	LP

Botanic name	Abbreviation
Monterey pine	MP
Monterey cypress	MC
Noble fir	NF
Norway spruce	NS
Serbian spruce	SES
Silver fir	SF
Scots pine	SP
Sitka spruce	SS
Western hemlock	WH
Western red cedar	WRC

### Broadleaf Species List

Botanic name	Abbreviation
Ash	ASH
Aspen	ASP
Beech	BE
Cherry	CH
Common alder	ALD
Downy birch	DBI
Eared willow	EWL
Elm	ELM
Eucalyptus	EUC
Field maple	FM
Goat willow	GWL
Holly	HOL

Botanic name	Abbreviation
Italian alder	ALDC
Lime	LIM
Norway maple	NM
Pedunculate oak	PO
Poplar	POP
Red oak	RO
Rowan	ROW
Sessile oak	SO
Silver birch	SBI
Southern beech	SBE
Spanish (Sweet) chestnut	SC
Sycamore	SYC

## 6. Species Canopy %

Species canopy is the percentage of the area occupied by each tree species in the forest. The canopy cover for each species must be estimated to the nearest 5%. The total canopy for each plot must sum to 100% (see the example tables on Page 3).

## 7. Number of Trees to be Felled

Where the harvest type is Single Trees or Line of Trees, the actual number of trees to be felled must be stated. For all other harvest types (such as thinning or clearfell), an accurate estimate of the number of trees per hectare to be felled for each species must be stated on the application form (e.g. Total clearfell number of trees per hectare of 500; comprised of SS - 450 & JL - 50).

## 8. Fell Year

The year in which the felling operation is planned to take place. Please note that felling operation refers to all of the harvest types specified in point 3 above, not just the final clearfell.

## 9. Fell Age

Fell age is defined as the total number of years the tree will have been present in the forest/location at the proposed fell year.

Tree Age Estimation for trees with a stem diameter at 1.3m from ground greater than 50cm.

Species	Conversion factor	Formula to estimate age
Oak	2.3	Stem Diameter at 1.3m from ground (cm) Multiplied by Conversion Factor  E.g. Oak, 70cm: 70 x 2.3 = 161 years.
Beech	2	
Ash/Sycamore	1.5	
Conifer	1.3	

## 10. Estimated volume of timber

Where the harvest type is Single Trees or Line of Trees, the estimated volume of all trees to be felled must be stated for each species. For all other harvest types (such as thinning or clearfell), an accurate estimate of the volume per hectare to be felled for each species must be stated on the application form.

The table below provides an estimate of tree volume for a given stem diameter and height.

For individual trees the following tables provide an estimate of individual tree volume.

Broadleaf		
Stem Diameter at 1.3m from ground (cm)	Total Height (m)	Tree Volume (m <sup>3</sup> )
10	5	0.024
10	8	0.034
20	10	0.168
20	18	0.287
30	10	0.381
30	20	0.7
40	10	0.67
40	21	1.274
50	13	1.295
50	25	2.271
60	15	2.078
60	27	3.438
70	16	2.949
70	28	4.76
80	17	4.009
80	29	6.327
90	18	5.269
90	30	8.151
100	20	7.048
100	31	10.245

Conifer		
Stem Diameter at 1.3m from ground (cm)	Total Height (m)	Tree Volume (m <sup>3</sup> )
10	5	0.021
10	12	0.05
20	8	0.114
20	20	0.329
30	10	0.312
30	25	0.829
40	15	0.785
40	27	1.443
50	20	1.528
50	30	2.314
60	20	2.058
60	40	4.166
70	25	3.32
70	45	6.02
80	25	4.122
80	45	7.466
90	25	4.987
90	45	9.026
100	25	5.912
100	45	10.694

## 11. Reforestation Objective

Please enter the Reforestation Objective code on the application form. For further information on reforestation objective please see the Felling and Reforestation Policy document for further details, <http://www.agriculture.gov.ie/forests-service/tree-felling/>.

Code	Reforestation Objective Name	Further Info. Required
CF	Conifer forest for wood production	No
BF	Broadleaf forest for wood production	No
MF	Mixed forest for wood production	No
CCF	Reforestation for Continuous Cover (CCF)	Management Plan
Bio	Reforestation for Biodiversity and Water Protection	Management Plan
Other	Other (specify)	Management Plan
Defor	Forest removal	Yes

## 12. Number of Trees to be Replanted – Per hectare

Depending on the reforestation objective the following minimum initial planting density requirements apply. Please see the Felling and Reforestation Policy document for further details, <http://www.agriculture.gov.ie/forests-service/tree-felling/>

Reforestation Objective Name	Planting Density Required
Conifer forest for wood production	2,500 trees per hectare (planted at 2 m x 2 m spacing)
Broadleaf forest for wood production	3,300 trees per hectare, (planted at 2 m x 1.5m spacing)
Mixed forest for wood production	<b>Conifer Mixtures</b> 2,500 trees per hectare (planted at 2 m x 2 m spacing) <b>Broadleaf Mixtures</b> 3,300 trees per hectare, (planted at 2 m x 1.5m spacing)
Reforestation for Continuous Cover (CCF)	<b>Conifer</b> 2,500 trees per hectare (planted at 2 m x 2 m spacing) <b>Broadleaf</b> 3,300 trees per hectare, (planted at 2 m x 1.5m spacing) <b>Conifer/Broadleaf Mixture</b> 2,500 trees per hectare (planted at 2 m x 2 m spacing)
Reforestation for Biodiversity and Water Protection	To be proposed by the applicant (e.g. Trees per hectare to be planted
Other	1,100; comprised of SP - 550 & PO - 550).

## 13. Number of Trees to be Replanted – Actual

The actual number of trees to be replanted is only required where the Harvest Type is Single Trees or Line of Trees. For example, an owner proposes to fell 5 mature trees and proposes to plant 25 young trees in their place.

## Part 5 – Conversion from forest to another land-use

Where the forest area is being converted to another land-use type, please specify the land-use that you propose to create:

- 1. Overriding Environmental Imperative:** To achieve and maintain favourable conservation status for habitats and species which are considered at risk.
- 2. Supporting Renewable Energy and Energy Security:** This refers, for example, to any project to develop a renewable energy source (such as a wind farm) or to support existing energy production infrastructure, etc.
- 3. Commercial Development:** This refers to any type of commercial venture, such as the development of an industrial estate.
- 4. Conversion to agricultural land:** The Forest Service may consider conversion to agricultural land in limited instances, having regard to the scale and character of the area proposed for deforestation.
- 5. Other:** Please specify.

For further information and requirements on converting a forest area to another land-use, please see the Felling and Reforestation Policy document on the Department’s felling website, <http://www.agriculture.gov.ie/forests-service/tree-felling/>

Where it is proposed not to replant any or all of the plots felled but instead to plant an alternative site, please complete Part 5a as outlined below.

14	15	16	17
Address of Alternative Planting Site(s)	Forest Service Pre-Planting Approval Number	Name and Address of Owner of Alternative Planting Site	Any Other Details (e.g. Commitment to purchase an Alternative Site)

**14. Address of Alternative Planting Site(s)**

Address of the alternative lands being proposed for afforestation.

**15. Forest Service Pre-Planting Approval Number**

Any alternative planting area(s) must be formally approved by the Forest Service before a felling licence is granted. The areas being afforested should comply with the guidance on operations that is outlined in the [Forestry Standards & Procedures Manual](#). Areas approved for afforestation will be given a unique Pre-Planting Approval Number e.g. CN 12345.

**16. Name and Address of Owner of Alternative Planting Site**

Name and address of the individual or legal entity that owns the alternative lands being proposed for afforestation.

**17. Any Other Details (e.g. Commitment to purchase an Alternative Site)**

It is accepted that in some instances the alternative site may not yet have been acquired, therefore not all the details requested may be available. In such cases, provide all the details available and a brief explanation of the situation in the space provided at “Any Other Details (e.g. Commitment to purchase an Alternative Site)”.

**Part 6 – Planning Permissions**

If the area where the trees are located is the subject of a Planning Permission Application or has had Planning Permission granted, please supply the following information.

**Planning Authority:** *The planning authority to which the planning permission application was submitted.*

**Planning Register Number:** *The unique reference that the local authority assigned to the planning permission application.*

**An Bord Pleanála Case Reference number:** Where the planning application has been the subject of a determination by An Bord Pleanála, the Case Reference number is required.

**Development Description:** *A short description of the development that is the subject of the planning permission application.*

**Current status of Planning Permission Application:** *A short description on the status of the planning permission application e.g. granted.*

**Date Planning Permission Granted:** *Where planning permission has been granted enter the decision date.*

Note: Where planning permission has been granted submit a hardcopy of any Notification of the Decision to Grant Permission as well as any Schedule of Conditions from these authorities with the felling licence application.

## **Part 7 –Declaration**

Where an agent has completed the application form on behalf of an applicant and the applicant would like the agent to receive a copy of the licence that may issue, the applicant must give their consent. The tree felling licence application form has a tick box that allows an applicant to give consent to the Forest Service to send a copy of the licence to the agent.

### **Signature of the Applicant**

The Applicant can be the Owner(s), Lessee(s) or Occupier(s) of the land or an Agent of the Owner, Lessee or Occupier.

The felling licence application must be signed and dated by the Applicant who is the **person applying to be the licensee, as specified in Part 1.**

### **Where the applicant is not the owner:**

1. The signatory must state in what capacity the application is made (e.g. agent, forester, son, etc.)

AND

2. The owner must sign, to authorise the applicant to apply for a licence in the applicant's name.