

Apply to amend a Felling Licence

If you would like to make any changes to your approved Felling Licence, you will need to apply for an amendment.

Apply for an administrative change to your Licence (Schedule A – Administrative Change)

You will need to apply for an administrative change to your Felling Licence in the following circumstances

a) Where the licence holder is a registered company:

- Any change in the licence holders trading name, registered name or registered office address: and
- Any steps taken with a view to the licence holders going into administration, entering into a company voluntary arrangement or being wound up

b) Where the licence holder is a corporate body other than a registered company:

- any change in the licence holders name or address: and
- any steps taken with a view to the dissolution of the licence holders.

c) In any other case:

- the death of any of the named licence holder (where the licence holders consist of more than one named individual);
- any change in the licence holders name (s) or address(es); and
- any steps taken with a view to the licence holders, or any of them, going into bankruptcy, entering into a composition or arrangement with creditors, or , in the case them being in a partnership, dissolving the partnership.

You will need to apply to Natural Resources within the following timelines:

For operational sites within 14 days of the change

For non-operational sites 28 days before commencement of works

Apply to amend a felling Licence (Schedule B - technical change)

In exceptional circumstances we will consider requests to amend an approved felling licence, examples of where we may consider amendment are:

- To remove, add or amend an environmental condition
As a holder of an approved Felling Licence, you may request to have an environmental condition added or varied from the Licence.
- Minimal changes to felling area not more than 10%

- Minimal changes to tree numbers/volume not more than 10%
- Extension to the duration of the felling period that has been approved, to a maximum of two felling seasons
- Extension to a restocking deadline where there have been exceptional weather conditions
- Consideration of requests from Licence Holders to amend conditions with the objective of enhancing biodiversity and in so doing promoting the resilience of ecosystems

We may not allow the following

- Removal of conditions where the site situation has not changed since the application was considered and approved

You will need to apply to Natural Resources within the following timelines:

For operational sites within 14 days of the change and not within 3 months of the expiry of an existing licence

For non-operational sites 28 days before commencement of works

You will need to complete [\(insert link to application form\)](#) and submit to [\(insert email address\)](#). We will aim to acknowledge receipt within 3 days and complete the amendment, subject to all information being made available, within 10 days for Schedule A amendments and 45 days for Schedule B amendments.

When a Felling Licence has been amended we will issue you with a letter which sets out the changes to your Licence as well as a revised Felling Licence.

NRW Amending a Licence

In certain circumstances we may also amend or revoke a condition on your felling licence without seeking your consent, though you do have the right of appeal to our decision to do so.