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UNAUTHORISED FELLING REPORTING FORM

Quick Links:

- Section 1 – Record of Discovery
- Section 2 – Summary of Facts
- Section 3 – Record of Decisions
- Appendix 1 – Additional Information
- Appendix 2 – Additional Detail Boxes

SECTION 1 - RECORD OF NOTIFICATION OR DISCOVERY

Reported/Discovered By:	Date:
Name: [redacted] Address: Unknown Phone Number: Unknown Email Address: [redacted]	Unknown **Time*:** Unknown

Brief Description	
Where is it Happening?:	
On land opposite the Asda in Robroyston	
Grid Reference:	NS 6353 6838
Who is doing it?[1]	
Suspected developer – PL Robroyston Ltd	
What are they doing?	
Cleared scrub which appears to be mostly willow, removed stems, dug out stumps.	
When did it start?	
Unknown	
Has it Finished?	
Yes	

[1] Ask if there are sign-written vehicles, or any vehicles that they could take a registration number from. Are the fellers wearing company clothing or anything particularly identifiable? Can the person get photographs without putting themselves in danger?

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Who else can give us information?	
Name: [redacted] - Agent Address: 7-9 North David Street, EH2 1AW Phone Number: Click here to enter text.	Name: Click here to enter text. Address: Click here to enter text. Phone Number: Click here to enter text.
Further Information (if available)	
Who Owns the Land?	**Name & Location of person receiving report:**
Name: PL Robroyston Ltd – Director [redacted] Address: As above Phone Number: Click here to enter text.	Name: Click here to enter text. Address: Click here to enter text. Phone Number: Click here to enter text.

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SECTION 2 - SUMMARY OF FACTS

Details			
Case Reference:	S6-1-2-22-23	**Name of wood:**	N/a
Conservancy:	Central	**Area felled*:**	2.38 hectares
Grid Reference:	NS 6353 6838	**No of trees felled:**	Unknown
Date Informed:	19/04/2022	**Volume felled:**	<5m³
Date felling commenced:	22/3/22	**Value of trees as** -**	
Date felling finished:	Unknown	**Product:**	Unknown
*Attach an OS map at a suitable scale to identify its location. Ensure the boundary of the site has been measured using a GPS unit and any GPS points where photographs have been taken are also included.		**Firewood:**	Unknown
		Amenity*:**	Unknown
**Ensure you append your detailed working for the valuation of the timber			
***Use Helliwell system for amenity valuations			

Felling Controls (Detail any permissions in place, e.g. forest plan, standalone application, dedication agreement etc.)		
Was a felling permission in place?	YES☐ NO☒	**Details:** Click here to enter text.
Had permission been applied for?	YES☐ NO☒	**Details:** Click here to enter text.
Had an application been refused?	YES☐ NO☒	**Details:** Click here to enter text.

If an application for felling permission had been made	
Would we have granted an unconditional permission?	YES☐ NO☒
Would the local authority have been consulted?	YES☒ NO☐
Details (Attach LA comments, where applicable): Planning application in progress but not finalised ref 21/03476/MSC	

Nature of Felling			
Type of felling:	CF ☒ SF ☐ T ☐ FI ☐	**TPO Present:**	YES☐ NO☒
Age Range:	0-15	**Conservation Area:**	YES☐ NO☒
Additional Details: Looks to be scrub self-seeded low stocking density on some wasteland. – mainly small diameter willow.			

Is the felling in a native woodland 0.1-0.5ha (inclusive)?:	YES☐ NO☒
Is the felling in a Caledonian Pinewood Inventory Site?:	YES☐ NO☒

Lead Investigating Officers			
Name:	[redacted]	**Name:**	[redacted]
Title:	Woodand Officer	**Title:**	Assistant Woodland Officer
Address: Central Conservancy		**Address:** Central Conservancy	
Tel:	[redacted]	**Tel:**	[redacted]
Signature:	[redacted]	**Signature:**	[redacted]

Additional Investigating Officers (where applicable)			
Name:	Click here to enter text.	**Name:**	Click here to enter text.

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Title:	Click here to enter text.	**Title:**	Click here to enter text.
Address: Click here to enter text.		**Address:** Click here to enter text.	
Tel:	Click here to enter text.	**Tel:**	Click here to enter text.
Signature:		**Signature:**	

Temporary Stop Notice (TSN) – Issuing Checklist		
Question	***Delete as appropriate***	
Are you **sure** there are no permissions (e.g. felling or planning) in place?	YES	
Are you **sure** or **beyond doubt** that the felling is not exempt?		NO
Is work ongoing or do you have reason to believe it is ongoing?		NO
Is it unsafe to access the site to carry out an investigation, due to ongoing operations?		NO
Did the work carry on, despite being asked to stop?		NO
If the answer to all of the above is YES, you should prepare a TSN. **The TSN must be signed by PB4 or above and issued on the day of signing.**		
TSN Issued?		NO
Insert Ref (if applicable): Click or tap here to enter text.		

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Site Description	
Total Area of Woodland:	2.38 Hectares
Total Area Felled:	2.38 Hectares
Woodland Type:	Native

Location							
Rural Area?	☐	Urban Area?	☒	Signs of active use by public?	☐	Partly visible in local area	☐
Suburban Area?	☒	Overlooked by houses?	☐	Highly visible in local area	☒	Not visible in local area	☐

Additional Information:
Click here to enter text.

Sensitive Sites			
Are any of the following present:			
Site of Special Scientific Interest	☐	Scheduled Monument	☐
National Nature Reserve	☐	National Scenic Area	☐
Special Protection Area	☐	National Park	☐
Special Area of Conservation	☐	World Heritage Site	☐
If one or more of the above are present consider EIA guidance and enforcement			

Visual evidence appended to this report	
☐	1:2,500 OS map of site with GPS boundary of felling area and photo points overlaid
☐	1:25,000 Location map of site
☐	Aerial photo map with GPS boundary of felling area overlaid
☐	1:25,000 Constraints map of site (showing SSSIs, SACs or other sensitivities)
☐	Supporting photos that are labelled and referenced on one of the above maps
☒	**Other:** Map and Photos on file
☐	**Other:** Click here to enter text.

Exemptions from requirement for a felling permission		
Forestry and Land Management (Scotland) Act 2018 Exemptions [see the Act for full wording]:	Exemption applies	Exemption does not apply
5 cubic metres felled in a calendar quarter	☒	☐
Trees not exceeding 10cm diameter at breast height	☒	☐
Trees in Orchards, Gardens, Churchyards, Burial Grounds, and Public Open Spaces	☐	☒
Trees posing an immediate danger to persons/property	☐	☒
Dead trees	☐	☒
Trees affected by Dutch Elm Disease	☐	☒
Local Authority planning consent	☐	☒
Trees on land occupied by a statutory undertaker etc.	☐	☒
Felling done in compliance with tribunal/court/act etc.	☐	☒
Dedication agreement in positive covenant	☐	☒
Obstructing or hindering aerodromes etc.	☐	☒
Scottish Water/Flood Management etc.	☐	☒
Electricity Operator proximity/danger etc.	☐	☒
Local Authority Consent to fell TPO tree	☐	☒

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Schedule of Measurements of trees felled

If the measuring convention is different than the one shown below, append additional sheets that detail what method was used and the results. Remember to reference source material.

Method Used:
Source literature:

Tree No:	Species:	Log length (m):	Mid-diameter (cm):	Photo:	Volume (m^3):	Remarks:

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Details of persons involved in the felling				
	Status			
Name	**On site:**	☐	**Owner:**	☐
Address: Click here to enter text.	**Felling Trees:**	☐	**Agent:**	☐
Tel: Click here to enter text.			**Contractor:**	☐
Date: Click here to enter a date.			**Feller:**	☐
Time: Click here to enter text.			**Other:**	☐
	Status			
Name: Click here to enter text.	**On site:**	☐	**Owner:**	☐
Address: Click here to enter text.	**Felling Trees:**	☐	**Agent:**	☐
Tel: Click here to enter text.			**Contractor:**	☐
Date: Click here to enter a date.			**Feller:**	☐
Time: Click here to enter text.			**Other:**	☐
	Status			
Name: Click here to enter text.	**On site:**	☐	**Owner:**	☐
Address: Click here to enter text.	**Felling Trees:**	☐	**Agent:**	☐
Tel: Click here to enter text.			**Contractor:**	☐
Date: Click here to enter a date.			**Feller:**	☐
Time: Click here to enter text.			**Other:**	☐
	Status			
Name: Click here to enter text.	**On site:**	☐	**Owner:**	☐
Address: Click here to enter text.	**Felling Trees:**	☐	**Agent:**	☐
Tel: Click here to enter text.			**Contractor:**	☐
Date: Click here to enter a date.			**Feller:**	☐
Time: Click here to enter text.			**Other:**	☐
	Status			
Name: Click here to enter text.	**On site:**	☐	**Owner:**	☐
Address: Click here to enter text.	**Felling Trees:**	☐	**Agent:**	☐
Tel: Click here to enter text.			**Contractor:**	☐
Date: Click here to enter a date.			**Feller:**	☐
Time: Click here to enter text.			**Other:**	☐

Additional persons involved detail boxes can be found in the appendices, if required.

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Details of non-Scottish Forestry witnesses				
	Status			
Name: Click here to enter text.	**Seen on site:**	☐	**LA Official:**	☐
Address: Click here to enter text.	**Contacted later:**	☐	**Public Agency Official:**	☐
Tel: Click here to enter text.			**Neighbour:**	☐
Date: Click here to enter a date.			**Bystander:**	☐
Time: Click here to enter text.			**Other:**	☐
	Status			
Name: Click here to enter text.	**Seen on site:**	☐	**LA Official:**	☐
Address: Click here to enter text.	**Contacted later:**	☐	**Public Agency Official:**	☐
Tel: Click here to enter text.			**Neighbour:**	☐
Date: Click here to enter a date.			**Bystander:**	☐
Time: Click here to enter text.			**Other:**	☐
	Status			
Name: Click here to enter text.	**Seen on site:**	☐	**LA Official:**	☐
Address: Click here to enter text.	**Contacted later:**	☐	**Public Agency Official:**	☐
Tel: Click here to enter text.			**Neighbour:**	☐
Date: Click here to enter a date.			**Bystander:**	☐
Time: Click here to enter text.			**Other:**	☐
	Status			
Name: Click here to enter text.	**Seen on site:**	☐	**LA Official:**	☐
Address: Click here to enter text.	**Contacted later:**	☐	**Public Agency Official:**	☐
Tel: Click here to enter text.			**Neighbour:**	☐
Date: Click here to enter a date.			**Bystander:**	☐
Time: Click here to enter text.			**Other:**	☐
	Status			
Name: Click here to enter text.	**Seen on site:**	☐	**LA Official:**	☐
Address: Click here to enter text.	**Contacted later:**	☐	**Public Agency Official:**	☐
Tel: Click here to enter text.			**Neighbour:**	☐
Date: Click here to enter a date.			**Bystander:**	☐
Time: Click here to enter text.			**Other:**	☐

Additional witness detail boxes can be found in the appendices, if required.

Details of other Scottish Forestry witnesses	
Name:	Click here to enter text.
Address:	Click here to enter text.
Tel:	Click here to enter text.
Email:	Click here to enter text.
Name:	Click here to enter text.
Address:	Click here to enter text.
Tel:	Click here to enter text.
Email:	Click here to enter text.
Name:	Click here to enter text.
Address:	Click here to enter text.
Tel:	Click here to enter text.
Email:	Click here to enter text.
Name:	Click here to enter text.
Address:	Click here to enter text.
Tel:	Click here to enter text.
Email:	Click here to enter text.

Vehicles on site or believed to be involved		
Make/Model	**Registration Number**	**Identifying Features**
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

Investigation Summary

Include a summary of the case, including reference to details above, for consideration by the Conservator

The site is subject to a planning application which hasn't been approved yet. The site had been cleared of what appeared to be mostly self-seeded willow at low stocking density. A pile of material was all that was left looking to be mostly the dug out stumps but there might be some stems in there also.. Material seen indicated that exemptions of <5m³ per quarter and <10cm dbh apply although there could have been dead trees too. See photos on file.

Recommendations
Advisory letter to landowner.

SECTION 3 – SUMMARY OF DECISIONS

Record of Conservators and Head of Operational Delivery's Decision			
Nature of alleged offence:		**Names of alleged offenders:**	**Involvement:**
Felling without permission	☒	PL Robroyston	Owner
Felling in excess of an active permission	☐	Click here to enter text.	Click here to enter text.
Felling by owner or tenant in excess of the exemptions	☐	Click here to enter text.	Click here to enter text.
Felling by other party in excess of the exemptions	☐	Click here to enter text.	Click here to enter text.

Conservators Decision:		
☐	**To pursue prosecution of**	**Name(s):** Click here to enter text.
☐	**To send warning letters to**	**Name(s):** Click here to enter text.
☐	**To send advisory letters to**	**Name(s):** PL Robroyston Ltd
☐	**To take no further action**	**Name(s):** Click here to enter text.
☐	**Issue Restocking Direction (Insert Reference: _____)**	

Reasons:
Volume felled below 5m3 and therefore covered by exemption.

Signed: Keith Wishart.	**Date:** 13/05/2022
Print: Keith Wishart	**Conservancy:** Central
Pass to Head of Operational Delivery?	**CONSULT** ☐ **NOTIFY** ☒

Head of Operational Delivery's Decision:			
Agree	☐	**Disagree**	☐

Reasons:
Click here to enter text.

Signed:	**Date:** Click here to enter a date.
Print: Click here to enter text.	

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Appendix 1 – Additional Information

Additional Information/Site Diary
Use this page, and additional pages where necessary, to record all details of your visits to the site and any interactions relevant to the case. **Record:** • **All information not captured elsewhere in this form** • **Hearsay evidence (what someone told you someone else did or said)** • **Details of any other evidence gathered**

Date	Time	Description

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Date	Time	Description

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Appendix 2 – Additional detail boxes

Details of persons involved in the felling				
	Status			
Name: Click here to enter text.	**On site:**	☐	**Owner:**	☐
Address: Click here to enter text.	**Felling Trees:**	☐	**Agent:**	☐
Tel: Click here to enter text.			**Contractor:**	☐
Date: Click here to enter a date.			**Feller:**	☐
Time: Click here to enter text.			**Other:**	☐
	Status			
Name: Click here to enter text.	**On site:**	☐	**Owner:**	☐
Add Click here to enter text. **ress:**	**Felling Trees:**	☐	**Agent:**	☐
Tel: Click here to enter text.			**Contractor:**	☐
Date: Click here to enter a date.			**Feller:**	☐
Time: Click here to enter text.			**Other:**	☐
	Status			
Name: Click here to enter text.	**On site:**	☐	**Owner:**	☐
Address: Click here to enter text.	**Felling Trees:**	☐	**Agent:**	☐
Tel: Click here to enter text.			**Contractor:**	☐
Date: Click here to enter a date.			**Feller:**	☐
Time: Click here to enter text.			**Other:**	☐
	Status			
Name: Click here to enter text.	**On site:**	☐	**Owner:**	☐
Address: Click here to enter text.	**Felling Trees:**	☐	**Agent:**	☐
Tel: Click here to enter text.			**Contractor:**	☐
Date: Click here to enter a date.			**Feller:**	☐
Time: Click here to enter text.			**Other:**	☐
	Status			
Name: Click here to enter text.	**On site:**	☐	**Owner:**	☐
Address: Click here to enter text.	**Felling Trees:**	☐	**Agent:**	☐
Tel: Click here to enter text.			**Contractor:**	☐
Date: Click here to enter a date.			**Feller:**	☐
Time: Click here to enter text.			**Other:**	☐

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Details of non-Scottish Forestry witnesses				
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Tel: Click here to enter text.			**Neighbour:**	☐
Date: Click here to enter a date.			**Bystander:**	☐
Time: Click here to enter text.			**Other:**	☐
	Status			
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Address: Click here to enter text.	**Contacted later:**	☐	**Public Agency Official:**	☐
Tel: Click here to enter text.			**Neighbour:**	☐
Date: Click here to enter a date.			**Bystander:**	☐
Time: Click here to enter text.			**Other:**	☐
	Status			
Name: Click here to enter text.	**Seen on site:**	☐	**LA Official:**	☐
Address: Click here to enter text.	**Contacted later:**	☐	**Public Agency Official:**	☐
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Date: Click here to enter a date.			**Bystander:**	☐
Time: Click here to enter text.			**Other:**	☐
	Status			
Name: Click here to enter text.	**Seen on site:**	☐	**LA Official:**	☐
Address: Click here to enter text.	**Contacted later:**	☐	**Public Agency Official:**	☐
Tel: Click here to enter text.			**Neighbour:**	☐
Date: Click here to enter a date.			**Bystander:**	☐
Time: Click here to enter text.			**Other:**	☐
	Status			
Name: Click here to enter text.	**Seen on site:**	☐	**LA Official:**	☐
Address: Click here to enter text.	**Contacted later:**	☐	**Public Agency Official:**	☐
Tel: Click here to enter text.			**Neighbour:**	☐
Date: Click here to enter a date.			**Bystander:**	☐
Time: Click here to enter text.			**Other:**	☐