



Community Access Scheme (CAS)

Welcome to Westonbirt

'to connect people with trees and improve the quality of life'

The National Arboretum, Westonbirt, located in Gloucestershire, is an internationally important tree collection and grade 1-registered landscape. With over 15,000 specimen trees and areas of ancient semi-natural woodland, the arboretum has been managed by the Forestry Commission since 1956. The arboretum attracts over 600,000 visitors a year, enabling the public to engage with the tree collection and develop an understanding of its care and conservation.

Westonbirt Arboretum, Community Access Scheme (CAS) was established to support community groups and organisations with a wellbeing and mental health focus that support people that would otherwise face barriers to visiting the arboretum independently. It aims to enable these groups / individuals to access the arboretum and help them to enjoy the therapeutic benefits it can offer.

What can Westonbirt Offer?

Please see our website for more information about the Community Access Scheme:

[Community Access Scheme at Westonbirt Arboretum | Forestry England](#)

And what Westonbirt has to offer:

[Westonbirt, The National Arboretum - Activities | Forestry England](#)

or contact: westonbirt@forestryengland.uk

Once a group has joined the scheme they will be provided with a resource document which lists facilities, activities and trails that can be used by your group on site.

Who can join Westonbirt CAS?

Eligible groups and organisations include organisations that support

- people with learning or physical disabilities
- people with a mental health condition
- people living with dementia, or
- organisations supporting excluded, vulnerable, or isolated members of society

What are the criteria?

To be eligible your organisation must be based within a 20-mile radius of Westonbirt Arboretum and be:

- a registered charity or
- a community interest company (CIC) or
- a community benefit society or
- an organisation whose primary objective is to provide services directly to people who face physical, sensory, psychological, or social barriers.
- Larger organisations such as national bodies, working with individuals that fit the target audience outlined above, within the 20-mile radius, can purchase 60/120 visitor admissions per eligible branch each year, with a separate registration required for each branch.

How does the scheme work?

- Registered groups or organisations can purchase either 60 or 120 visits to the arboretum at a reduced rate of £30 per set of 60 admissions.
- You will then be sent an email confirmation, containing details of information that your members / service users and group leaders need to give on arrival at our Welcome Building (including: that they are from a CAS group; the name of your group that you registered with us; how many participants and group leaders are coming into the arboretum).
- Once you have reached your allocated number of visits, additional visits can be purchased for either 60 or 120 visits.
- Group leaders/teachers/counsellors/support workers, accompanying visitors with additional support needs, are admitted free of charge and this does not count towards your 60/120 visitor admissions.
- Children aged four years and under are admitted free of charge and do not count towards your 60/120 visitor admissions.
- There is no need to book to visit the arboretum but we do ask that you let us know of large group visits or visits planned during the autumn period by emailing: westonbirt@forestryengland.uk.
- Additional resources such as mobility scooters and wheelchairs will need to be booked in advance by calling Customer Relations: 0300 068 0400 (option 1 for ticketing, events, accessibility) or by emailing: customerrelations@forestryengland.uk.
- Please see the website for accessibility information: [Access information at Westonbirt, The National Arboretum | Forestry England](#)
- On arrival at Westonbirt, participants make their way to the admissions desk at the Welcome Building to register their arrival. They need to say that they are from a CAS (Community Access Scheme) group and give the name of your group (as you gave in your CAS application) and the number of people in their party over 4 years of age.

It's important that your participants know the exact name of your group, as we have around 60 CAS groups, some with very similar names. Your group leader or participants (if they are visiting independently / without a leader) might like to show the acceptance email (but please reassure them not to worry if they can't find it, as long as they say they're from a CAS group and your group name).

- The person on the admissions desk will record how many people are visiting in the CAS file, so that we can keep a track of how many tickets you have used from your ticket allocation.
- You cannot carry over any unused visits to the next financial **CAS** year (1st April to 31st March).
- Our aim is to make the scheme run smoothly so we love to hear your feedback!

CAS fees

CAS tickets can be purchased as:

- **60 admissions** for £30 (incl. VAT)
- **120 admissions** for £60 (incl. VAT)

If you find that you need further tickets during the course of the year, you can purchase an additional 60 or 120 visits by emailing: westonbirt@forestryengland.uk.

The **CAS** year runs from 1st April to 31st March, and applications can be made at any time. The visit quota (60/120 visits) can be used at any time within the **CAS** year and, therefore, the **CAS** fee does NOT reduce *pro rata*. Refunds are not available for any unused CAS admissions.

Exclusions

- The scheme is for the service users and their accompanying group leaders/teachers/counsellors/support workers only. It is NOT for staff or volunteers of the organisation, unless accompanying their clients, or their additional family members. Tickets are NOT intended to be used as a 'thank you' for volunteers, nor for fundraising by way of you charging your clients for their entry.
- Entry is NOT included for any ticketed events within the Arboretum (e.g. Christmas at Westonbirt, Forest Live).
- We reserve the right to revoke your CAS card at any time, without financial compensation, if you commit any breach of these terms.
- We reserve the right to alter the conditions of the scheme at any time, subject to a minimum of 30 days' prior notice by email.
- We reserve the right to close the scheme at the end of any financial year, subject to a minimum of 30 days' prior notice by email.

How do I join?

- Complete the attached application form and send it to us (details are on the form).
- Please include all the information required in your application.
- If you require further information about the scheme, please email: westonbirt@forestryengland.uk

Next Steps

Once your application to join Westonbirt Arboretum CAS has been validated by our community team, you will receive e-mail confirmation with an invoice. You will then need to make payment electronically by BACS (bank transfer). Details of how to pay will be provided in the email. Once payment has been received you will be sent an email of confirmation and can start visiting the arboretum.

New applications and renewals may take up to 28 days to be processed.

Renewal

We will contact you prior to the end of March to remind you of the number of tickets remaining, before they expire on 31st March. You will be contacted again at the beginning of April with details of how to continue to access the scheme.

Proof of Purchase

You will need to make sure that your participants are able to give the following details to the admissions team when they visit:

- That the visit is part of the Community Access Scheme (CAS)
- Name of your group/organisation (as written on your application form)
- Number of participants
- Number of group leaders/teachers/counsellors/support workers

The admissions team will record the number of tickets allocated for group participants/ service users and group leaders/teachers/counsellors/support workers and the name of the organisation.

Visitors who cannot provide this information may be required to pay the general visitor entrance fee, which will not be refunded.

Application Form

Westonbirt Arboretum Community Access Scheme (CAS)

How we will use your information

We need to collect personal information about your organisation and lead booker to be able to manage your application to CAS. These details will be used to process your application and will only be used to contact you about other Forestry Commission activities when you have confirmed you would like to receive this communication (there is the option to hear more from the Forestry Commission below). We will store your information securely and will not share it with any other organisation.

The Forestry Commission is a data controller under UK data protection legislation. The Forestry Commission's privacy policy and contact details of our Data Protection Officer can be found here: www.forestryengland.uk/privacy. We will keep a copy of your financial data for 7 years, as per our retention policy.

We will use your details to contact you about the scheme and to gather feedback on it.

Tick here if you agree to receive this information from us. []

*Westonbirt Arboretum would like to occasionally contact you about relevant events and activities aimed at your target audience and help us develop Westonbirt as an **inclusive** visitor attraction. You will not receive information about wider Forestry Commission events.*

Tick here if you agree to receive this information from us. []

We respect the privacy of your data. Data will only be accessible by Forestry Commission employees at Westonbirt Arboretum. Non-financial data will be stored on file for 6 months after the end of the financial year to enable us to gather feedback on the scheme.

I confirm that I have read and agree to the CAS conditions. []

Please note that Westonbirt Arboretum reserves the right to withdraw an organisation's participation in this scheme in the event of misuse and may alter or close the programme at any time.

Name of the organisation/community group:				
Select number of CAS tickets required	60 visits - £30 (incl.VAT) YES / NO		120 visits - £60 (incl. VAT) YES / NO	
	registered charity (C)	community interest company (I)	community benefit society (B)	service provider to people with additional needs (S)
Type of Organisation <i>(please tick)</i>				
Charity registration number <i>(if applicable)</i> :				
Address: <i>line 1</i>				
Address: <i>line 2</i>				
Address: <i>line 3</i>				
Postcode:				
Contact name and job title:				
Contact email address:				
Contact telephone number:				
Contact person & telephone number for Finance:				

Please provide a description of your organisation's aims/objectives, your service users and the purpose of the organisation's support work. (Please attach additional information if you need to, such as your annual report, charitable objectives etc).

This should be general information; please do not include personal information about any third parties in this section.

How did you hear about the Community Access Scheme? <i>(please tick)</i>	Website	Magazine	Word of mouth	Contacted by Westonbirt	Previous Visit

Date of application:

Please return your completed application by email to:

westonbirt@forestryengland.uk

Or by post to:

Westonbirt, The National Arboretum
Tetbury
Gloucestershire
GL8 8QS