# Forestry England Central District Permit Application Form

If you are thinking about holding any kind of organised group event, and/or activity, on Forestry England land you need to apply for a permit to do so.

This form should be used to apply to hold organised events, and/or activities, on Forestry England land within the Central England Forest District. The Central England Forest District manages the English public forest estate in the Midlands and North West which covers from Milton Keynes in the south, to Hull in the east and the Mersey Belt in the North West.

Completion of this form does not guarantee your application will be approved as each one will be assessed on a case-by-case basis to ensure they can be delivered safely at your site of choice and in line with Forestry England values.

Please refer to our ‘Permit Application Guidance’ document before completing this application form.

Forestry England may share the personal and contact information of the lead permit holder(s) with other permit holders or businesses operating in the forest. This will only ever be shared to ensure that you are notified of activity happening in the forest which may impact upon the permit(s) you have and will be done to ensure public safety on Forestry England land. This is an essential element of safely managing permitted activity in the forest.

Forestry England will share the personal and contact information of the lead permit holder(s) with the onsite Duty Ranger and local staff team. This will be done to ensure public safety on Forestry England land and is an essential element of safely managing permitted activity in the forest.

***Please note we will require your application, along with the necessary listed supporting documents below, a minimum of 8 weeks prior to the proposed date of your event. All paperwork must be received at this stage to proceed with the assessment of your application.***

1. **Organisers Details & Experience**

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| Organisation / group name:  |
| Organisers Name:  |
| Address:  |
|  | Postcode:  |
| Landline:  | Mobile:  |
| Email address:  |
| Please outline your experience & qualifications relevant to this application: |

1. **Event Details**

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| --- |
| Forest name:  |
| Start point:  |
| Areas of woodland utilised for event:  |
| Name of event:  | Estimated number of participants:  |
| Date(s) of event:  | Time(s):  |
| Description / details of event: |  |
|  |

|  |  |
| --- | --- |
| Car park location:  | Estimated number of vehicles:  |
| Approximately how much do participants pay to enter:  |
| Approximately how many volunteers do you intend to use & outline how many marshals will be utilised during the event: |
|  |

1. **Setup / Takedown Details**

|  |  |
| --- | --- |
| Date(s) of setup:  | Date(s) of takedown:  |
| Please give details of any infrastructure such as PA / music / gazebos / portaloos / showers / bike wash / retail / food concessions including details when these will arrive: **Does Construction, Design and Management Regulations apply to your event/activity? Yes / No****Will your event/activity require any licenses for Regulated Entertainment? Yes / No** Please note that the use of Music / PA systems may require you to apply for external licences and will be subject to noise limitations. You are responsible for the delivery and collection of portaloos / skips etc. failure to do so will incur extra charges. Retail / Food concessions will incur extra charges. |
| Type / colour of waymarking / signage used and how to do intend to put it up / what you intend to attach it to: |
| Details of any vehicle(s) use required for setup: |
| Do you require a barrier/ gate key or setup / takedown or emergency access? Yes **[ ]**  No **[ ]**  |

1. **Promotion / Marketing**

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| Would you like us to display posters to promote your event? Yes **[ ]**  No **[ ]**  |
| Are you happy for us to promote this event on our website / Facebook page? Yes **[ ]**  No **[ ]**  |

Please note it may not always be possible to support marketing efforts, but we will endeavour to support where possible. This may be different across different sites depending on resources available.

1. **Payment**

|  |
| --- |
| Do you require us to raise an invoice: Yes **[ ]**  No **[ ]**  |
| Invoice Address *(if different from address in section 1 above)*: |
|  |
|  |
|  | Postcode:  |

1. **We will require the following documents**

Please include a copy of your location map with your application form for us to begin processing. If you wish to send through certain documents at a later date (for example getting a route approved before providing risk assessment) please do let us know in advance. Please note that a final permit will only be issued subject to the following being submitted.

|  |  |
| --- | --- |
| **[ ]**  | Provisional route / course map (please include with application) |
| **[ ]**  | Your event Risk Assessment and Method Statement  |
| **[ ]**  | Your Emergency Action Plan |
| **[ ]**  | Your Cancellation Plan |
| **[ ]**  | Your Safeguarding Policy |
| **[ ]**  | Copy of your Public Liability Insurance - £10,000,000 minimum PLI |
| **[ ]**  | Evidence of Relevant Qualifications/Experience relevant to this application |
| **[ ]**  | Evidence of other landowner’s consent (if applicable) |
| **[ ]**  | Evidence of any Licenses for Regulated Entertainment (if applicable) |

1. **Signature**

|  |  |
| --- | --- |
| Sign Name: |  |
| Print Name:  | Date  |