

## Notification Form

Please complete this form if you are an organised group carrying out DofE or similar group walking activities on the New Forest.

Note: we do not permit activities at night time or on bank holiday weekends.

Kindly complete and return the form to [dofe.newforest@forestryengland.uk](mailto:dofe.newforest@forestryengland.uk).

### Contact details

Name of Group/Organisation:

Email contact:

Tel:

### Activity details

Date(s) of your visit:

Total number of participants:

Total number of leaders:

Number of vehicles and coaches:

Drop off point(s):

*Please provide car park name or location details*

Pick up point(s):

*Please provide car park name or location details*

Check point(s):

*Please provide car park name or location details*

Campsite(s):

*Please provide campsite(s) name and dates*



**Please check the following:**

- ☐ Tick that you have checked the 'DofE robust tracks' map and that you are happy that your chosen walk routes follow the suggested routes.
- ☐ Tick that you have checked the website (<https://www.forestryengland.uk/new-forest-car-park-and-cycle-route-closures>) and your dates and check points do not coincide with any car park, cycle route or walking trail closures.
- ☐ Tick that you have no intentions to erect any infrastructure i.e. gazebos, banners and drop cards.
- ☐ Tick that you have risk assessment, public liability insurance and a safeguarding policy in place for this activity.

**Please return the completed form to [dofe.newforest@forestryengland.uk](mailto:dofe.newforest@forestryengland.uk), 6 weeks in advance of your visit.**

**Please help care for the forest by reminding all participants:**

- To read [The New Forest Code](#) before the visit.
- To be aware of the [Public Space Protection Orders \(PSPOs\)](#) that are in force.
- To ensure that reasonable care is taken to prevent disturbance to wild fauna and flora, and to agricultural livestock.
- To take your litter home.
- That wildfires, campfires and stoves are banned on Forestry England Crown land. It is a fineable offence to light fires of any type.
- Participants must follow all signs and stick to the wide, main gravel tracks and not to follow the little pony paths in bird nesting season. These often lead to sensitive wetland habitats and ground nesting bird areas. This will allow the birds to find quieter, less disturbed areas of the forest to breed and rest.
- Assessors, leaders and parents please do not to park in front of gateways on or on grass verges.

**Privacy information - how we use your personal information**

The personal information that you provide on this form is used by Forestry England to manage your activity notification. The information will only be used to ensure you are notified of activities happening in the New Forest which may impact upon your event, and will be done to ensure public safety on Forestry England land.

We will not disclose your personal information to any third parties outside of Forestry England except to help prevent fraud or if required to do so by law.

Forestry England is registered as a data controller under the Data Protection Act 1998 (Registration No: Z6542658). Your personal information will be held securely in the UK and will be held for 5 years.

You have a number of rights in respect of your personal data, including the right to access your personal data by contacting us. If you have a complaint about how your data is being handled or you want to report a data breach then please contact the Forestry Commission's Data Protection Officer.

You may also lodge a complaint with the supervisory authority which is the Information Commissioner's Office: <https://ico.org.uk/>

