

## South England Forest District

The King's House, Lyndhurst  
Hampshire, SO43 7NH

Tel: 0300 067 4601

### APPLICATION FOR A RECREATION EVENT PERMISSION

In order to avoid clashing with other events and forest operations, we request that applications are received a **minimum of 8 weeks** prior to any event. A **risk assessment, public liability insurance cover, volunteer policy** and **safeguarding policy** must be included with your application.

**Please read the conditions of issue overleaf and sign.**

Please note if this application is for an event on leasehold land it shall be subject to the landowner's agreement. A 10-week consultation period is required in such cases.

In many cases, there is an application charge of £79.00 (+ VAT where applicable) to process the permission, plus a permission fee. This will be dependent on the scale and nature of the event and will be advised during the permission consultation. The applications that will be free of charge will include scientific research, conservation surveys, and not-for-profit community activities and educational visits for example. We will assess each application and advise of the charge, if applicable.

Please return this form to the Recreation Permissions Team at the above address or email: [southern.permissions@forestryengland.uk](mailto:southern.permissions@forestryengland.uk)

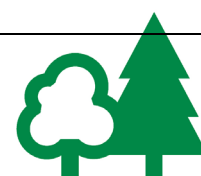
### Estimated Numbers involved:

Participants .....

Organisers / Volunteers .....

Spectators .....

<b>Name of Organiser</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>Email</b>	
<b>Organisation</b>	
<b>Title of Event</b>	
<b>Brief Description of Event</b>	
<b>Date of Event</b>	<b>If more than one date please attach a list</b>
<b>Start &amp; Finish Time</b>	
<b>Estimated number of participants</b>	



<b>Are canicross dogs involved please tick Yes or No</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Estimated number of dogs (Maximum number 40)</b>		
<b>Location</b>	<p>Please forward a map showing your route or the location or area of activity. Please note, the route must adhere to the Robust Tracks Map shown on our website:  <a href="https://www.forestryengland.uk/new-forest-planning-event-or-activity">https://www.forestryengland.uk/new-forest-planning-event-or-activity</a></p>	
<b>Other details/facilities. Portable toilet, Gazebo, Other</b>		

**Volunteer policy.**

If you have people helping with your event, that are not paid; whether they are acting as marshals, helping you set up, going out on the forest on your behalf to take part in monitoring or surveying, or helping you run the event, they are classed as a volunteer.

Forestry England as an organisation needs to know that all volunteers acting on their land are being looked after. Therefore, all permit holders who use volunteers in acting out their permissions need to provide Forestry England with a volunteer policy.

A policy demonstrates to Forestry England that you, as a permit holder, are serious and professional about the involvement of volunteers, and that their involvement is planned as part of your event.

<p><b>Recruitment:</b>  <i>How many volunteers will you have at this event and how do you get your volunteers involved?</i></p>
<p><b>Induction &amp; Training:</b>  <i>What welcome training &amp; pre-event training do you give your volunteers before an event? Is this ongoing training or one off?</i></p>
<p><b>Expenses:</b>  <i>Do your volunteers claim expenses from you? If so what can they claim and how much. E.g. can they claim mileage per mile and what is your rate?</i></p>
<p><b>Supervision &amp; Support:</b>  <i>What supervision &amp; support do you give to your volunteers, leading up to, during &amp; after your event?</i></p>

<p><b>Health &amp; Safety:</b>  <i>Do you offer training e.g first aid or conflict management? What welfare procedure do you have in place? This includes the provision of toilets, drinking water, had washing facilities etc.</i></p>
<p><b>Confidentiality &amp; data protection:</b>  <i>How do you make sure that any information kept on volunteers remains confidential and is the line with current data protections policy. See <a href="https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/">https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/</a> for further information.</i></p>
<p><b>Problem solving &amp; complaint procedures for volunteers:</b>  <i>What is your problem solving &amp; complaint procedures should a volunteer not be happy?</i></p>

**GUIDANCE FOR EVENT ORGANISERS**

Thank you for your enquiry about the use of Forestry England land for your event. We want as many people as possible to enjoy Forestry England woods and aim to do this in such a way as to allow permission requests to be granted where possible. Our permissions system allows us to manage these requests in a responsible and effective way. We hope you will find the following information useful when organising your event.

We are always happy to send maps and meet with event organisers to discuss appropriate routes through the woods and to give specific advice about sites and it always helps us if you:

- **Plan your visit in advance and submit details at least 8 weeks prior to your proposed event.**
- **Provide a map of your route or the areas you would like to use when returning your application form.**
- **Seek Permission from other landowners or authorities where relevant.**
- **Ensure your proposed event is compatible with environmental aspects of the forest.**
- **Confirm you have adequate resources for marshalling, car parking, toilets, emergency cover etc.**
- **Ensure adequate insurance cover is in operation. Cover must for a minimum of £10million.**
- **Remove litter and any of your signs or instructions immediately after the visit.**
- **Ensure any relevant emergency services are fully informed of all aspects of your event (if required).**
- **Ensure that races are not routes along or across public footpaths and/or bridleways.**
- **Check whether you need permission from the local Highways Authority.**

As an event organiser you should consider the impact your event will have on the local landscape and wildlife. To help protect the forest you might like to think about:

- **The numbers of participants, spectators and vehicles. What affect might they have on the verges and tracks, and on the wildlife?**
- **Parking - vehicles may not be parked in front of gateways and access points under any circumstances, as they may be the only access point in the event of an emergency. No verge parking. Will there be sufficient space for parking?**
- **Public Rights of Way, including bridleways. These should not be obstructed in any way. There may be other people using the forest at the same time and they should be allowed to enjoy their recreation.**
- **Smoking and the lighting of forest. These are not permitted in Forestry England woods.**

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Members of the public are permitted to enter Forestry England land and buildings entirely at their own risk and on the condition that they will have no claim whatsoever against the Forestry England for any loss, damage or injury however suffered or caused, subject to the Unfair Contract Terms Act 1977 as amended by the Occupiers' Liability Act 1984.

**Signed:** ..... **Date:**.....

Forestry England may share the personal and contact information of the lead permit holder 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 permissions you have, and will be done to ensure public safety on Forestry England land. This is an essential element of safely managing permits in the forest.