

### Application for a Recreation 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** and **public liability insurance** cover 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.

There may be a charge for this permission depending on the activity and number of participants.

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

**South England Forest District**  
 The Queen's House, Lyndhurst  
 Hampshire, SO43 7NH

Tel: 023 8028 3141  
 Fax: 023 8028 3929

**Deputy Surveyor**  
 Bruce Rothnie

<b>Name of Organiser: -</b>	
<b>Address: -</b>	
<b>Telephone:</b>	
<b>Mobile:</b>	
<b>Email:</b>	
<b>Organisation</b>	
<b>Title of Event/Activity</b>	
<b>Brief Description of Event/Activity</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>Location</b>	<b>Please forward a map showing your route or the location or area of activity</b>
<b>Other details/ Facilities</b>	

P.T.O

## GUIDANCE FOR EVENT ORGANISERS

Thank you for your enquiry about the use of Forestry Commission land for your activity. We want as many people as possible to enjoy Forestry Commission woods and aim to do this in such a way as to allow all 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 activity 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.**
- **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 activity (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 activity 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 FC woods.**

Members of the public are permitted to enter Forestry Commission land and buildings entirely at their own risk and on the condition that they will have no claim whatsoever against the Forestry Commission 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.

**Please return Form to: Forestry Commission, Queen's House, Lyndhurst, Hants SO43 7NH**

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