

# APPLICATION FOR A GENERAL PERMISSION

OUR PERMIT REF .....  
OUR FILE REF .....

Thank you for your enquiry. In order to avoid clashing with other events and activities, or normal working operations in the forest, we request that applications are received a **MINIMUM OF 6 WEEKS** prior to the start of any activity or event. Please note there **may be a charge** depending on the type of activity - we will advise. Please include a covering letter if you feel there is insufficient space on the application form to explain your activity or event.



**Title of event or activity** .....

**Brief description**.....  
(For example wildlife study, organised walk, educational visit etc.)

**Location**..... **Date (from)**..... **(to)**.....

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**It is ESSENTIAL that a map of the area(s) or route(s) to be used is returned with this application form where appropriate** (we can provide maps if necessary, please inform us if a map is required).

**Organisation**.....

**Name of contact** (Mr/Mrs/Ms/Miss).....

**Address**.....

**Postcode** .....

**Telephone**..... **Fax**.....

**E-mail**..... (if regularly checked)

**Max. numbers**..... **Date of application**.....

## Comments

Please return this form to: Katy Harrison, Forestry Commission, Peninsula, Bullers Hill, Kennford, Exeter, Devon. EX6 7XR

Tel: 01392 834231 Fax: 01392 834989

1. Plan your visit in advance e.g. arrange a site visit.
2. Ensure you have permission from other landowners or authorities where relevant.
3. Ensure your proposed activity is compatible with environmental aspects of the forest e.g. no smoking or fires.
4. Confirm you have adequate resources for marshalling, car parking, toilets, emergency cover, etc.
5. Ensure adequate insurance cover is in place.
6. Remove litter and any signs, instructions, or tape you have put up immediately after the event.
7. Ensure any relevant emergency services are fully informed of all aspects of your activity (if required).
8. Ensure that races are not routed along or across public footpaths and/or bridleways.
9. Check whether you need permission from the local Highways Authority

## 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 event in advance** (we normally require at least 6 weeks notice)
- **Seek permission from other landowners or authorities** where relevant
- **Provide a map of your route** or the areas you would like to use when returning your application form

As an event organiser you should consider the impact your activity will have on the local landscape and wildlife. To help protect the forests 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. 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 fires.** These are not permitted in FC woods.

### **CHARGES**

Nationally the Forestry Commission has always had a policy to charge organisations and groups when holding events. Charges in Peninsula are not implemented in certain cases, and are sometimes negotiated locally. For all events the organisation or the participants themselves must hold valid third party insurance. Charges are implemented to try to recover at least some of the administration and management costs incurred when arranging permits to use FC land.

**Exceptions:** A charge will not be made if an event is on a small scale (under 20 people), and has a low-impact on the forest environment and other users. The decision whether to make a charge is at the discretion of the forester responsible for the area in question. Events staged to raise money for a registered charity are not subject to a charge, provided that all monies raised (after costs) are donated to that charity. The charity's name and registered number must be stated at the time of application. **Events where only a proportion of the money raised, or only a voluntary donation from competitors is required will still be subject to a charge.** See over for further details.

**NATIONAL AGREEMENTS:** Our headquarters in Edinburgh form 'national agreements' with umbrella organisations such as the British Orienteering Federation for orienteering events. In such cases we are obliged to implement the charges as per the national agreements agreed between those organisations.

Please find over the page **guideline charges** for some of the activities held on FC land. These charges **are for your information only** and may be increased or decreased as required for each individual permission request.

## Guideline charges as at 1<sup>st</sup> January 2009:

- **MOTOR CAR EVENTS**

As per national agreement with RAC Motor Sports Association

**CRoW Charge (where applicable): £111                      Event fee: £288**

Rallies also incur a per mile fee, e.g. **Special Stages: Primary Usage: £573    Secondary Usage: £340**

**For charging details of other categories, please call.**

**All other 4 wheel motor events**, including reliability trials, hill climbs, 4x4 events, etc will be charged the event fee of £288 for up to 90 participants, with a supplement of £3.00 per participant thereafter.

CRoW charges will be made for speed and competitive events.

- **MOTOR CYCLING EVENTS**

As per national agreement with ACU (**2008 charges**)

CRoW Charge (where applicable): £107

**Enduros:** £359 for up to 60 starters, plus £4.14 per starter in excess of 60

**Trials:** £237 for up to 60 starters, plus £2.37 per starter in excess of 60

CRoW charges will be made for speed and competitive events.

- **ORIENTEERING EVENTS / HASH RUNS**

As per national agreement with British Orienteering Federation (**2008 charges**)

**Minimum £25 for upto 5 small L5 events, maximum £1832 for a large L1 event. Please state category of event on application form, and number of competitors. For charging details of other categories, please call.**

There is no fee for small hash runs (under 20 people) but a £32 admin fee is charged for all larger runs and/or late applications.

- **CYCLING EVENTS**

EVENT RATE: £50

SUPPLEMENT: £1.50 per entrant

- **HORSE RIDING / DRIVING EVENTS**

EVENT RATE: £50

SUPPLEMENT: £1 per rider

- **WALKS / TALKS / EDUCATIONAL VISITS**

Ranger-led Visits            half day: £45    full day: £80

Talks: refer to Ranger

- **REGISTERED CHARITIES**

**Registered charities are exempt from payment of some of the above charges. Proof of charity status is required, such as a registered charity number. For large events where more than 2 hours of FC staff time is required to plan, prepare for, or help run an event, a charge of £17.50 ppph will be made. Where only a percentage of the money raised is going to charity, a reduced administration charge will be applied.**

- **MILITARY TRAINING / FILMING / PAINTBALLING / BEE-KEEPING**

**Please contact us for information on charges.**

- **OTHER EVENTS** not covered above

**Most other events will be subject to a £32 administration fee; exceptions include self-led educational visits or events/activities with under 20 participants. Please complete the application form as fully as possible and include a covering letter if required. We will advise you of any charges.**

- **GATE KEY DEPOSITS**

**Where a gate key is required to access the woods there is a £10 refundable deposit per standard key**