

# Event Guidelines

Forestry Commission woodlands play host to numerous activities ranging from pop concerts and car rallies to horse rides and sponsored walks. Demand has increased markedly over the past few years as have our visitor numbers.

With this in mind we are trying to improve the management of events to avoid conflict with other forest users. This involves ensuring event organisers create well-managed and safe events from start to finish.

## Event planning

For us to fully assess an event and how it will run on Forestry Commission land we will require a basic outline of how and when the event will run.

This will include:-

- nature of event
- numbers involved
- potential for spectators
- parking areas
- routes
- style of way marking
- safety provision
- infrastructure e.g. marquees.

We need to be sure that any event is well organised and does not compromise the safety or visitor experience of forest users.

For most events we require proof of public liability insurance (this is usually provided by your governing body if you are a sporting organisation). The level of insurance will vary depending on the event.

- Low risk events – minimum requirement of £2 million (e.g. guided walks)
- Standard requirement - £5 million (e.g. horse rides, cycle races)

Please note the event permit will *not* be granted without a copy of your insurance. If you run regular events one copy will suffice for the annual period.

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Where required, we expect the event organiser to take full responsibility for informing both the residents of the immediate area and the forest visitors about the event. Advice on whom and when to contact will be given for each area.

To help you with the planning of the event we may provide you with maps of the area, which will include recreational facilities, rights of way and general constraints such as underground cables. Additionally we will also supply you with an application form and guidance. Event maps and proposals will be assessed by the relevant area team and if necessary, they will discuss issues with you such as event routes.

*We require at least eight weeks notice to process an event application. We need details well in advance of the event so that revisions can be made, if necessary.*

Charges for events will vary depending on scale and nature. Commercial activities will be dealt with separately to amateur events and are likely to attract higher charges. There will be little or no charge for registered charity events if written proof is provided at the time of booking.

All revenue from the events will be reinvested into the management of local facilities, services and projects.

## Route planning

Inevitably you will need to visit routes or trails to assess the suitability for your event. If this is done on foot or bike there is no need to contact the office, as long as you observe Forest signage for operational works on site. If you require equestrian or vehicular access you will need to obtain permission from the area team. This may require the issuing of a permit or agreeing a specific date and access point to avoid conflict with forest operations or other events

When it comes to transferring your routes onto maps please ensure that you have accurately marked these as errors may cause problems in assessing routes and emergency planning provision.

## Waymarking and signage

This is a crucial element of any event and we would ask that it is clear and unambiguous. We ask that all your signs be attached to separate posts or tied onto trees with string and sawdust is used for any marking of the ground. If you intend on using spray paint on the ground, please ensure it is biodegradable and cleaned up after the event. Please do not spray on trees or tarmac.



**Spray paint on trees or signs attached to Forestry Commission infrastructure will NOT be tolerated as this causes damages and may lead to a bill for repairs.**

The use of motorcycles and quads for route marking is prohibited, but cars may be used if practicable.

On the day we also expect to see a large number of visible and well designed signs to inform people as they enter the site. These play a crucial role in reducing confusion, complaints and ensuring your event runs smoothly.

Additionally marshals may be needed at key points to ensure participants stay on route or to ensure the safety of the general public.

## Facilities

Thought should be given as to the need for additional facilities.

- Will you need some form of shelter, i.e. building or gazebos?
- Will you require toilets, perhaps the use of onsite facilities or portaloos?
- How will you communicate with other event organisers, marshals or participants, i.e. radios or PA systems?

### Emergency Provision

On the day you have a duty of care to provide first aid or emergency provision for your event participants or guests. This will vary depending on the scale of the event but we will expect to see this in the event application. You will find it helpful to fill out an emergency plan for the site or the event quoting procedures and contact details. Guidance on creating an emergency plan can be found on the [HSE website](#).

If there are any accidents during the event, we require full details of injured parties as soon as possible along with a brief description of the circumstances surrounding the accident.

### Camping

In some locations we may allow camping or overnight stays during events. A charge may be made either as a whole or per tent depending on the scale. At no time will we allow campfires at events but barbecues may be permissible in designated areas.

### Stalls and concessions

If you intend to have people trading at your event e.g. stands or cafes you must seek permission prior to the event. The scale and nature of these must be explained in the application.

For example for a mobile refreshment concession we will require details of their local authority registration, insurance and a risk assessment. It is advisable that you check their food hygiene certificates and track record. We may charge a fixed fee for these stalls and concession depending on their size and nature.

### Additional consent

Certain sites or activities will require additional external permission, such as local highway permission if using roads, or Temporary Event Notices (TEN) from the local council if there is to be live entertainment, sale of alcohol or music.

### Advance warning signs

As a rule, if the event is likely to affect the visiting public we will ask the event organisers to install warning signs at the major access points to the woodland. Please discuss this with the relevant team so that we can ensure they are situated safely and appropriately.

These need to be large, brightly coloured and visually attractive. You must include details and nature of the event, ideally with a contact number or email address. These must be attached to your own posts and not nailed or stapled to trees or any Forestry Commission infrastructure.

Warning signs may need to be placed at least two weeks prior to the event and these will need to be replaced if they are damaged or removed. Please ensure that they are removed after the event.



### Litter and clean up

Please ensure all signage and litter is removed after your event. If an event leaves signs and debris around it reflects badly on your sport or pursuit and may compromise future events.

If you require further time to clear up after an event please mention this in the event application as the permit can be extended to include this period.

If litter and debris is not removed it will be cleared by the Forestry Commission and a charge will be made for the operation. This will be a minimum of £500 and will be invoiced to the permit holder.

Forestry Commission woodlands provide an excellent resource for recreational activities. We are always pleased to receive feedback and will act on any suggestions which will help us deliver quality recreational opportunities.

## Event Timeline

### 1: Initial Enquiry



Contact us to find out whether the proposed activity is permissible and whether the site is available. This will then be provisionally booked onto a Recreation calendar. Application forms can be downloaded from the website, or be sent out together with the relevant site maps. (Please note we can supply the maps for all except orienteering events).

If you require access to the woodland it is advisable that you contact the area team to ensure that there are no forest operations which may limit access. Vehicular access must be negotiated with the area team and a risk assessment and letter will be issued.

### 2: Event Proposals returned to office – at least 8 weeks before event



Once we receive your application the event details are assessed by the relevant management teams to ensure that the event can proceed safely and without conflict.

If there are no problems with the application the permit will be issued. If revisions are required e.g. routes, we will contact you to re-work details.

### 3: Permit Issued – at least two weeks before event



When the permit is issued, both copies must be signed and returned to the office. It is important at this point to clarify times and access to the site. Keys may also be required for barriers and must be requested well in advanced of the event.

We will then supply you with a list of tenants, neighbours and other interested parties that you need to notify of your event. We will notify our timber harvesting operation managers and contractors working within the area covered by the permit. Ensure you have an emergency contact for the Forestry Commission; this varies depending on the woodland you are using.

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## 4: Event



The event goes ahead on the site and may be monitored by Forest Commission staff to ensure that the event is managed appropriately.

Site clean up then follows.

## 5: Feedback



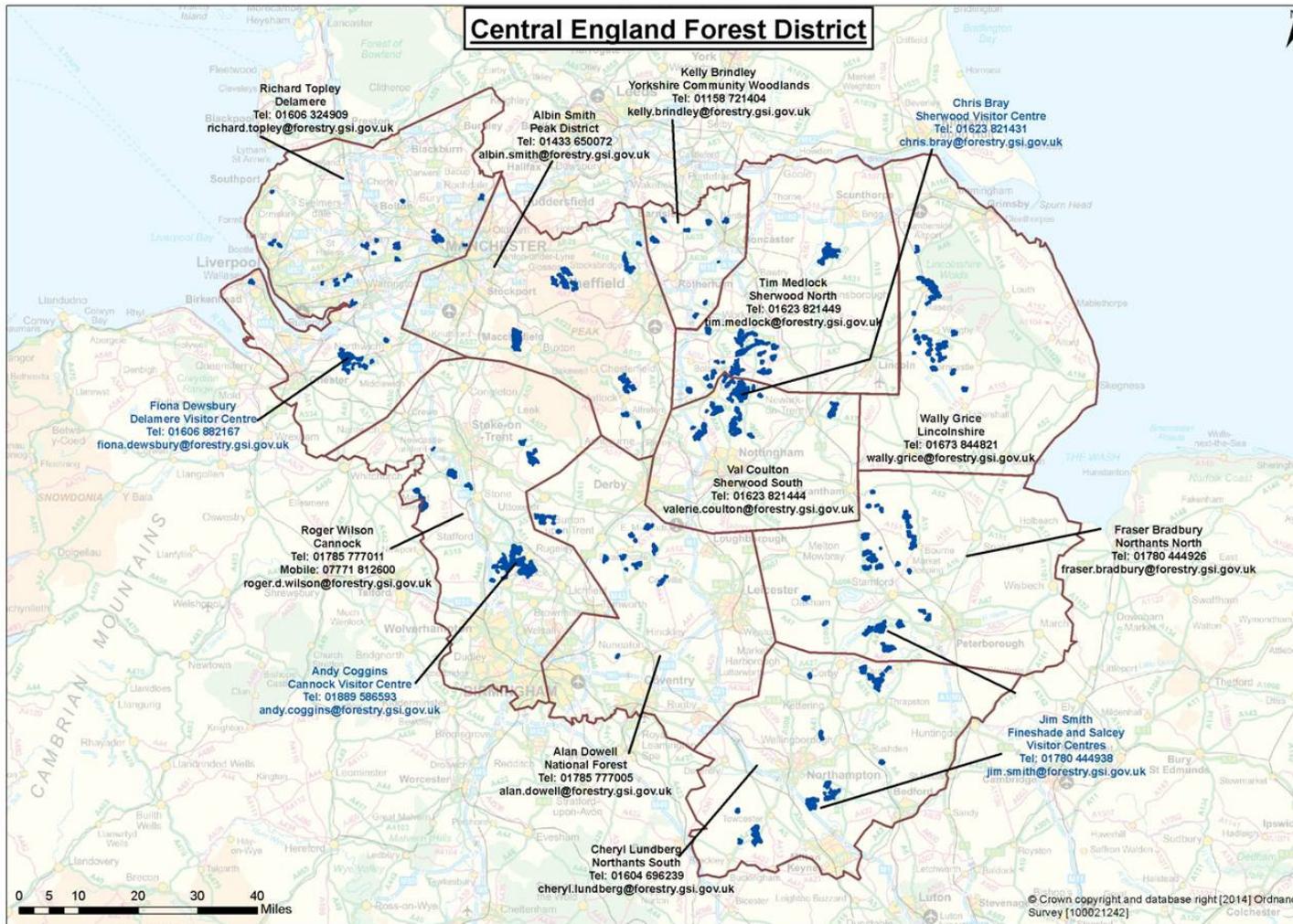
After the event any problems, accidents and points to note can be made via letter or email. This information is essential for future event planning.

We hope this system will ensure the safe running of events on Forestry Commission land and will help everyone enjoy their visit to the woods. We would value your comments at any time about the management of events.

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## Comments and enquiries

<p><b>Central England District office</b></p> <p>Sherwood Pines Forest Park Kings Clipstone Mansfield, Notts NG21 9JL</p> <p><b>Tel:</b> 01623 822 447 <b>Email:</b> <a href="mailto:enquiries.sherwood@forestry.gsi.gov.uk">enquiries.sherwood@forestry.gsi.gov.uk</a></p>	<p>North Nottinghamshire</p> <p>South Nottinghamshire</p> <p>Sherwood Pines</p> <p>South Yorkshire</p> <p>Lincolnshire</p> <p>Peak District</p>	<p>Tim Medlock</p> <p>Val Coulton</p> <p>Chris Bray</p> <p>Kelly Brindley</p> <p>Wally Grice</p> <p>Albin Smith</p>
<p><b>Central England sub-office</b></p> <p>Cannock Chase Lady Hill, Birches Valley Rugeley, Staffs WS15 2UQ</p> <p><b>Tel:</b> 01889 586 593 <b>Email:</b> <a href="mailto:Info-cannock@forestry.gsi.gov.uk">Info-cannock@forestry.gsi.gov.uk</a></p>	<p>Cannock</p> <p>Birches Valley</p> <p>National Forest</p>	<p>Roger Wilson</p> <p>Andy Coggins</p> <p>Alan Dowell</p>
<p><b>Central England sub-office</b></p> <p>Delamere Forest Linmere, Northwich Cheshire CW8 2JD</p> <p><b>Tel:</b> 01606 882 167 <b>Email:</b> <a href="mailto:Delamere@forestry.gsi.gov.uk">Delamere@forestry.gsi.gov.uk</a></p>	<p>Delamere</p> <p>Delamere Forest</p>	<p>Richard Topley</p> <p>Fiona Dewsbury</p>
<p><b>Fineshade Wood</b></p> <p>Top Lodge, Fineshade Near Corby, Northamptonshire NN17 3BB</p> <p><b>Tel:</b> 01623 822447 <b>Email:</b> <a href="mailto:enquiries.sherwood@forestry.gsi.gov.uk">enquiries.sherwood@forestry.gsi.gov.uk</a></p>	<p>Northants North</p> <p>Northants South</p> <p>Top Lodge Salcey Forest</p>	<p>Fraser Bradbury</p> <p>Cheryl Lundberg</p> <p>Jim Smith</p>



For further information please contact [enquiries.sherwood@forestry.gsi.gov.uk](mailto:enquiries.sherwood@forestry.gsi.gov.uk)

or call 01623 822 447