

Please read these notes as they will help you understand the application process.

Applying to hold an event on Forestry Commission Land

The Forestry Commission operates a permissive access policy for walkers, cyclists and horse riders to come and enjoy this wonderful environment as individuals or in small groups. People on foot also have a legal right of access to Forestry Commission freehold land under the Countryside & Rights of Way Act 2000.

All organised group events require formal permission. As the event organiser you are personally responsible for your activity, the participants and the potential impact it could have on other people around you. However because of general public access, the needs of forest operations and environmental legislation, events must be properly planned to guarantee that it passes off safely and enjoyably for everyone concerned.

Your event cannot run without a signed license or permit in place; otherwise it will be in breach of Forestry Commission byelaws and your insurance will become invalid. Please work with us to get your event planned properly.

Environmental Factors

Organisers need to note that:

- Events can be restricted during bird breeding season, between 1st March and 1st August.
- Avoid areas of young trees under 15 years old.
- Sensitive areas marked on permission maps need to be avoided by both participants and spectators. Marshalling needs to be adequate to ensure that control of spectators, children, dogs etc. is achieved.
- Where necessary taping off or signing should be carried out to ensure sensitive areas are not disturbed/damaged.

Before making an enquiry

Be clear about what your event is.

- What is the activity?
- How many people, cars, bikes or horses could be involved. Not just the competitors, but marshals, route planners, first aid vehicles etc.?
- Amount of parking space you might need.
- Time of year & duration of the event.
- Will you need access to the site before the actual event to set-up, mark a route etc?
- Where would you like to hold the event?

What you will need to provide for us

- A minimum of 6 weeks advance notice of your wish to run an event; but the longer the better to ensure good planning and to accommodate changes.
- Risk Assessment of how you will manage your event to reduce the risk of injury to your participants and other people.
- Public Liability Insurance. A minimum value of £5million for activities is required. Applicants should always double check with their insurers that the planned activity fits within the existing terms of their policy.

What we will do for you

- Identify any environmental, operational or access issues that might affect whether or not the event can proceed.
- Discuss any issues with you and help seek to identify alternatives where necessary.
- Issue the event organiser with a license to run the event.

Application for use of Forestry Commission Land

1. Woodland Name:

- Mardyke Woods Pages Wood Tylers Wood Folkes Lane Woodland
- Bonnetts Wood Berwick Glades Cely Wood Harold Court Woods
- Ingrebourne Hill Thames Chase Forest centre

2. Part of woodland to be used and OS Grid Ref. if holding a routed activity. Please state start and finish points.

3. Type of event, eg Sponsored Walk, Horse Ride, Cycle Event etc.

4. Club name (if applicable).

5. Contact details of event organiser:

Name:

Address:

Post Code:

Telephone No:

Email Address:

6. Date and start/finish time of event:

Date and start/finish time of set up:

Date and start/finish time of take down:

7. Markings to be used (if any)

PLEASE ENSURE MARKERS ARE NOT NAILED TO TREES OR SIGNS AND THAT THEY ARE REMOVED AFTER THE EVENT (INCLUDING ANY FIXINGS).

8. Approximately numbers of participants expected.

9. Where do you intend to park vehicles (organisers, competitors and spectators)?

Please estimate vehicle numbers:

10. Vehicular Access

Details of any vehicles to be used in the set up/take down or management of the event must be provided. (Please refer to FC East of England policy on 'Motorised Vehicle Use for set up, Take Down and Safety Management at a Recreation Event').

Please list all vehicles requiring access.

Vehicle Type (Car, Van, 4WD)	Make /Model	Reg No.	Reason for access

11. Please indicate if:

- Police will be notified.
- Marshals on course.
- Portaloos are being hired.
- Barrier key is required.

12. Please confirm that necessary insurance cover has been obtained _____ .

A minimum of £5million Public Liability Insurance cover and a photocopy of the insurance certificate is required.

If you would like to include any additional information, please continue on a separate sheet.

Please complete checklist below.

Please complete the following checklist; tick (yes) and cross (no) as appropriate:

- I have read and understood the Landowner Risk Assessment produced by Forestry Commission East of England.
- I enclose a route map for the event, produced on the coloured constraint map supplied by Forestry Commission East of England.
- I enclose a copy of my insurance certificate for the event.
- I enclose a copy of my risk assessment for the event.

Date _____

Name _____

(Event Organiser)

Signed _____

(Event Organiser)

Please return your completed application to:

Administration Officer, FREEPOST The Forestry Commission
Pike Lane, Cranham
Essex RM14 3NS

Please allow 2 weeks for your application to be processed. You will receive formal confirmation by post. However, if you have not heard any confirmation 1 week prior to your event please contact 01708 642968.

Forestry Commission Landowner's Site Risk Assessment

The main site hazards for forest land are listed below, along with appropriate controls to reduce the risk. The list of controls is not exhaustive and must be made relevant to each activity.

The Forestry Commission require you to adhere to the bylaws at all times, except where you have specific permission to carry out an activity which contravenes the bylaws. If you require a copy of the bylaws please contact our office on 01708 642968.

In particular please note that -

- You must not leave any litter.
- You must not leave materials or equipment in the woodland without the prior agreement of the Forestry Commission.
- Vehicles (by prior arrangement only) may only enter the woodland through the barrier, which must be closed and locked after use.
- Barriers must be locked open when passing through, using the locking posts provided.
- Vehicles must be kept to tracks and rides within the woodland.
- The speed limit of 15mph must be obeyed.
- A copy of the site risk assessment will be included in with your confirmation.

Risk Assessment and Emergency Planning

Event organisers should undertake an event specific risk assessment taking into consideration the landowners risk assessment above, any site-specific constraints identified and the actual event activity. Emergency planning is essential for any event.

Consider -

- Emergency assess and egress points.
- First aid provision.
- Who does what.
- Record it.

Accidents -

- All accidents that occur on FC land must be reported to the Forestry Commission within 24 hours of the incident. 01708 642968.

Motorised Vehicle Use for Set Up, Take Down and Safety Management at a Recreation Event

Forestry Commission (FC) bylaws prohibit the use of motorised vehicles on FC land without written consent and it is FC policy to minimise access to motorised vehicles. The forest is essentially an environment for access on foot, cycle or horse.

It is acknowledged that to set up, take down and manage safety at a recreation event a vehicle of some type may be required. This note sets out the policy of FC East of England on the use of motorised vehicles by event organisers:

1. Written permission is required for the use of any type of motorised vehicle at a recreation event (this includes pre-event and post-event use as well as on the day itself). Permission should be requested via the recreation event application form detailing the number and type of vehicles. (See section 10 of the Application Form)
2. Event organisers should plan the management of their event around the use of standard vehicles (cars, vans, 4WD). It is the event organiser's responsibility to ensure that such vehicles are roadworthy (MOT), insured and the driver has an appropriate license (see section 3). Motorbikes and quad bikes are prohibited within all FC woodlands in Thames Chase.
3. Event organisers must ensure that there is sufficient and appropriate insurance in place in respect of the use of a vehicle on Forestry Commission property (this applies to standard vehicles). Please note that standard motor insurance or event insurance may not provide sufficient cover so please check with insurers. Evidence of public liability insurance will be required – minimum cover for vehicular access £2 million (the event itself may require a higher level of insurance).
4. The event risk assessment must cover the use of any vehicle to be used at an event.
5. The maximum speed limit for motorised vehicles on FC land is 15mph.
6. This note covers vehicle use by event organisers in the management of an event. Participant and spectator vehicles will be permitted onto FC property via approved access routes to designated parking areas agreed as part of the event permission process. Event organisers are responsible for ensuring that participant and spectator vehicles comply with the 15 mph speed limit and that they Keep to agreed routes and areas.
7. Event organisers must not undertake any type of route maintenance (for example by hand tools, chainsaw, clearing saw, quad, tractor) without the written permission of the Forestry Commission. A risk assessment, insurance and evidence of training would be required for this type of activity.



Special Recreation Risk Assessment

Time Period Covered		Event Location	
Event			
People covered by risk assessment:			

E
X
A
M
P
L
E

The Hazard	Location of the Hazard	Who could be harmed?	Level of risk	Controls	Implementation/ Monitoring
<i>Woodland Environments</i>	<i>Pages Woodland</i>	<i>Permit holder, member of public</i>	<i>LOW</i>	<i>Pre event check Awareness of risk</i>	<i>Organiser check proposed route and ensure observations are recorded</i>
The Hazard	Location of the Hazard	Who could be harmed?	Level of risk	Controls	Implementation/ Monitoring

Assessment by: Approved by:

Signed: , Date..... Signed: Date