



PLEASE READ THESE NOTES AS THEY WILL HELP YOU UNDERSTAND THE APPLICATION PROCESS

Applying to hold an event on Forest land.

The forest operates a permissive access policy for walkers, cyclists and horse riders to come and enjoy this wonderful environment as individuals or in small groups. These users have priority for access. As from December 2005, pedestrians will have a legal right of access under the Countryside & Rights of Way Act 2000. The forest does not close to general public access for private events.

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. 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.

The main bird nesting season is between 1st March and 30th September. Much of the forest is designated Site of Special Scientific Interest (SSSI) and Special Protection Area (SPA) under the European Habitats Directive.

For this reason event organisers need to note that:

- Motorised events are not permitted between the 1st March and 30th September.
- Events which involve competitors leaving the standard forest tracks need to avoid heaths and areas of young trees under 15 years old, between the 1st March and 30th September.



- 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.
- Parking areas need to be clearly marked in pre-agreed locations.

For one species, the Stone Curlew, we are legally obliged to close the forest around it under the terms of the Countryside & Rights of Way Act 2000. There is therefore a risk that some events may have to be changed, moved or cancelled at the last moment, underlining the need for good planning and a flexible approach to try and avoid this wherever possible. You will be personally liable under this legislation for any harm caused by your event.

Before you make 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 & the duration of the event.
- Will you need access to the forest 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 8 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.
- Evidence of roadworthiness, insurance & operator training (certificates of competence) for vehicles & machinery. Motorbikes and quad bikes are not encouraged in the forest other than for very specific events. You should plan the management of your event around standard vehicles.



- A first draft map of the forest area and any routes you wish to use. You should always be able to personally inspect any proposed route.
- Public liability insurance to a minimum value of £2 million for low impact activities (vegetation surveys, small group walking activities with <25 people). For all other activities the minimum insurance cover will be £5 million. 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:

- Run an internal consultation of your application.
- 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.
- Introduce you to any third party groups that you might need to liaise with.
- Include your event in our forest events diary and circulate it to internal and external partners.
- Issue you with a license to run the event.
- Monitor your event.
- Provide feedback on how your event ran.

This process takes time and you must allow for this in your event planning.

What it will cost you:

We must recover all administration costs associated with granting permissions for events. Therefore the minimum charge for any event is £50.00. Additional charges will be based upon either an administration charge of £30/hr to cover the time it takes to help you get your event ready, or 15% of the event revenue, whichever is the greater.

These guidance notes are subject to regular review and change.

G Drake-Brockman
District Forester
Forest Tourism & Development

July 2005.



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

Forestry Commission (FC) byelaws 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 Anglia 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 district's recreation event application form detailing the number and type of vehicles (Section 11 of Application Form).
2. Event organisers should plan the management of their event around the use of standard vehicles (cars, vans, 4 WD) rather than motorbikes or quad bikes (See section 3 below). It is the event organiser's responsibility to ensure that such vehicles are roadworthy (MOT), insured (see section 4) and the driver has an appropriate license.
3. The use of either motorbikes or quad bikes is not encouraged in the forest and permission for use will be strictly limited. Where permission is granted the conditions for use of motorbikes or quad bikes will be as follows:
 - Event organisers must ensure that quad bikes or motorbikes are adequately insured (section 4) and are roadworthy.
 - Event organisers must ensure that quad bikes or motorbikes are driven by trained and competent operators. Operators must as a minimum hold an appropriate driving licence.
 - Quad bike use must comply with the guidance given in AFAG (Arboriculture and Forestry Advisory Group) 701 - ATV quad bikes.
 - Drivers of motorbikes or quad bikes must wear a high visibility waistcoat or jacket and a suitable safety helmet.



- The use of quad bikes or motorbikes will be restricted to existing forest roads and tracks. Permission for off-road use will only be granted if the event organiser can demonstrate a clear need to use such vehicles off road and can provide clear evidence of off-road training.
- 4. 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, motorbikes and quad bikes). 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).
- 5. The event risk assessment must cover the use of any vehicle to be used at an event.
- 6. The maximum speed limit for motorised vehicles on FC land is 15mph.
- 7. 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.
- 8. 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.

Neil Kellett
May 2007