



Contact Details

For more information on planning events please contact:
Forestry Commission
The Queen's House
Lyndhurst
Hampshire
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Fax: 023 8028 3929

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Web: www.forestry.gov.uk/newforest

Organising an event

A guide to help plan a successful event in the **New Forest**

Byelaws & Codes Of Conduct

Event organisers should ensure that participants follow the Forestry Commission byelaws and the advisory codes of conduct. These byelaws are displayed in every Forestry Commission car park or can be obtained from Forestry Commission offices. The codes are available from Tourist Information Centres, local shops, hire outlets and the Forestry Commission at The Queen's House, Lyndhurst. Tel. 023 8028 3141.

Forest Code

- Guard against all risk of fire
- Protect trees, plants and wildlife
- Leave things as you find them, take nothing away
- Keep dogs under control
- Avoid damaging buildings, fences, hedges, walls and signs
- Leave no litter

To help protect the New Forest, 'Codes of Conduct' are available for:

- Dog Walking
- Cycling
- Horse Riding
- Out and About (a general guide)



Conserve
Protect
Enjoy



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Enjoy



What is an event?

An organised event is the bringing together of a group of people, at a particular place and time, for an activity that has been specifically planned for them.

The New Forest is an attractive area for informal recreation and well-managed sporting or challenging events, but it is also a protected conservation area. The Forestry Commission is keen to help organisers run a successful event but also seeks to minimise the potential impact on the forest and avoid conflict with other users.

Examples of events requiring permission are: Duke of Edinburgh Award Scheme activities, organised cycle and horse rides, orienteering, scout visits and commercial photography or film-making.



What you need to do

■ Advance planning

You need written permission to hold an event on Forestry Commission land. This permission should be obtained before you begin advertising the event. Initial contact should be made with the Forestry Commission at least two months before a proposed event. This allows for different events to be scheduled in, avoids clashes and will help you with planning.

■ Identify suitable areas/routes/dates

Check the ground and plan the most suitable route for your event, always keeping in mind the need to protect the forest. At certain times of the year, you may be asked to avoid areas which are particularly popular, or which provide a home for sensitive wildlife.

The Forestry Commission can help you identify a suitable location for your event.

■ Consult others

The Forestry Commission can advise organisers on who should be informed about their event e.g. – statutory authorities, landowners, farmers or police. They can also help you to obtain relevant contact numbers and addresses.

■ Consider the appropriate number of people

Specific guidelines on suitable numbers cannot be given at this stage, as this depends on such factors as: the nature of the activity; time of year; and the preferred location and routes. The Forestry

Commission will advise on suitable numbers for your particular event.

■ Consider the provision of parking and toilets

The Forestry Commission provides over 130 car parks in the New Forest, including nine with toilet facilities. Please consider the availability of car parking and toilet requirements when choosing a location for an event. The Forestry Commission will advise you on the locations of suitable car parks.

If participants require motorised transport to and from the event venue, please try to minimise the impact of traffic by using public transport, minibuses or by car sharing.

Local bus details can be obtained from Lyndhurst Tourist Information Centre.

Train stations within the forest include Ashurst, Brockenhurst, Sway and New Milton. Call National Rail Enquiries on: 08457 484950.

■ Arrange camping or caravanning

No wild camping is permitted – please remember you are only allowed to stay at designated campsites. There are a number of private campsites across the forest as well as ten run by the Forestry Commission.

For private campsites, contact Lyndhurst Information Centre on: 023 8028 2269.

For Forestry Commission campsites, contact Forest Holidays on: 0131 314 6505 or www.forestholidays.co.uk ■

Enjoy your event...

If you are in any doubt whether you need permission for your event please contact the Forestry Commission on: 023 8028 6838/3141