



Commercial Activity Application Form – 2020/21

OFFICE USE ONLY:		
Permit No:	Payment method: CHQ no:	Date:

Please complete this form to apply for a commercial licence from the Conservators of Ashdown Forest. Before submitting please ensure that you have read and understand the Terms and Conditions.

All applications are subject to final approval by the Clerk to the Conservators. Please send the completed form to:
The Ashdown Forest Centre, Wych Cross, Forest Row, RH18 5JP or email conservators @ashdownforest.org
If you have any enquires, contact our office on 01342 823583

1. Your Details	
Company Name:	Website:
First name:	Last name:
Address:	
..... Postcode:	
Telephone number:	Email:

2. Timetable, Activity Type	
Please provide a detailed timetable setting out on which days of the week and at what times:	Please briefly describe your intended activity type: Please indicate whether your clients will be adults or children:

3. Licence Type - please tick	
Personal Licence (2 or less clients) <input type="checkbox"/>	Group Licence (11-20 clients) <input type="checkbox"/>
Group Licence (3-10 clients) <input type="checkbox"/>	<u>Fees & charges to be agreed</u>

4. Location	
Please describe your preferred location on the Forest:	Nearest Car Park:
	Nearest Road:

5. Method of Payment - please tick	
<input type="checkbox"/> Payment by cheque made payable to The Conservators of Ashdown Forest	
<input type="checkbox"/> Payment by cash	<input type="checkbox"/> Payment by BACS (HSBC Sort code: 40 18 39 Account no: 5111 6215)
<input type="checkbox"/> Payment by Credit or Debit card, please call the office on 01342 823583 to pay.	

6. Terms and Conditions	
I enclose a copy of the current certificate of insurance – with a minimum of £5 million third party public liability (please tick) <input type="checkbox"/>	
I have read and agree to the Outdoor Activity Terms and Conditions and Code of Conduct – detailed overleaf (please tick) <input type="checkbox"/>	
Signed:.....	Date:.....

STAFF TO COMPLETE			
Personal Licence (2 or less clients) <input type="checkbox"/>	Group Licence (11-20 clients) <input type="checkbox"/>	Admin Fee	£25 <input type="checkbox"/>
Group Licence (3-10 clients) <input type="checkbox"/>			
Fee agreed...£			
Total paid: £.....	Date paid: / /	Permit number:	To be retained by purchaser as proof of purchase.

Commercial Activity Terms and Conditions and Code of Conduct

The Conservators of Ashdown Forest reserve the right to suspend permits for breach of the terms and conditions. Licences should be available to show to the Forest Rangers if they request it.

You will need to provide electronic copies of the following documents for your application to be processed:

1. Evidence of Public Liability Insurance £5m
2. A signed and dated Risk Assessment to cover your sessions
3. A brief written policy on your emergency procedures (First Aid, Accident Reporting)

When submitting each of the above documents, please ensure that your business name is clearly stated in each file name.

Activities *are* permitted on:

- Grassland
- Fire breaks – these are the unmarked tracks across the Forest, cut and maintained to a width of more than 9 metres (30 feet).

Equipment:

- No large items of equipment shall be used on the Authority's land.
- Any park structures including trees and furniture must not be used for as part of the activity.

Forest "No Go" Activities:

The following activities are not to be conducted by Licensee's:

- Amplified music or audio equipment, whistles and loud shouting or other intrusive noise-generating activities.
- Aggressive, intimidating or unreasonably noisy training activities that interferes with the comfort of other visitors.
- Use of objects that mark out an area to imply exclusive use.

You may not undertake your activity (unless a walking group or similar):

- on heathland unless on one of the above fire-breaks or tracks
- on footpaths or any unmarked narrow track
- on car parks
- on tracks and roads leading to private properties or the fire breaks surrounding private properties
- on recreation grounds or on the Royal Ashdown Forest Golf Club courses
- on grazing areas close to livestock
- in streams and ponds
- on the Authority's Property for example benches, tables, trees, gates, bridges, signposts, lamp posts etc unless used for their intended purpose

Please:

- Help protect the Forest by varying your location, by avoiding wet and badly eroded areas, by keeping to the permitted fire breaks and tracks and by keeping out of the sensitive heather areas;
- Be aware of the rough and sometimes slippery nature of the terrain and remember that drainage ditches cross tracks;
- Be considerate and courteous to all other Forest users and give dog walkers time to put their dogs on the lead;
- Report all incidents as detailed below or any matter that you feel is worrying or important;
- All litter or waste produced by the activity and/or the participants must be removed from the site.

Please help us by calling 01342 822846 as soon as possible if you see injured or distressed livestock (including deer), incidents of sheep worrying, lost or out of control dogs, fires, fly-tipping or any other incident that you feel may be important.

Licensees and participants use the Forest at their own risk.