GENERAL PERMISSION ENQUIRY FORM

**Not to be used for** [**events**](https://forestryandland.gov.scot/publications/31-events-enquiry-form/download)**,** [**filming or photography**](https://forestryandland.gov.scot/publications/168-web-filming-request-form/download)**,** [**weddings or functions**](https://forestryandland.gov.scot/publications/124-weddings-and-functions-enquiry-form/download)**, or** [**running a business**](https://forestryandland.gov.scot/images/corporate/pdf/permissions-permits/FLS_Business_Proposal_Enquiry_Form_-_Stage_1_final_with_fill_and_sign_note.pdf)**. Please use the tailored forms in these links.**

This is the first stage in the FLS event planning process, enabling us to check our calendar for possible clashes with existing events or operations.

Please give as much information as you can, so that we can support your request as efficiently as possible.

1. About your proposed activity – basic information

**a. What would you like to do on FLS land? (as much information as possible):** Click or tap here to enter text.

**b. When and for how long? (date/s, time/s, frequency, duration)**)**:** Click or tap here to enter text.

**c. Estimated number of people (all roles) involved, per day** Click or tap here to enter text.

**d. Preferred location:** Please attach to your email a **detailed map of your preferred location** with your chosen area clearly marked on it.

* If relevant, we need a detailed map of the routes and/or trails you’d like to use.
* We prefer OS-type maps (they can be clearly marked-up screengrabs) and we can’t accept orienteering maps, unless accompanied by the relevant OS map.

Tick here to confirm a suitable map is being emailed along with this form [ ]

2. About your activity – in detail

**e. Increasing diversity and reducing inequality:**provide information on any specific measures you have in place (e.g. do you have an equalities/social responsibility policy)**:** Click or tap here to enter text.

**f. Green initiatives/carbon reduction:**provide information on any specific measures you have in place:Click or tap here to enter text.

**g. Are you using one/more of our car parks?**Choose an item.

* Estimate how many spaces you’ll use/if you’ll use the whole car park: Choose an item.
* Further details: which car parks etc: Click or tap here to enter text.

**h. Will you need vehicle access beyond car parks or gates, pre/post/during your event?**Provide details: dates, times, locations, dimensions/weight of vehicles (if not a car), number of each type of vehicle (including cars): Click or tap here to enter text.

**i. Will you need to bring in/erect any infrastructure/equipment (e.g. marquees, portaloos, food trucks, inflatables, gazebos)?**As much detail as possible: dates, locations, dimensions etc. Click or tap here to enter text.

**j. Is this a new or repeat event?** Let us know where and when you’ve run this event before: Click or tap here to enter text.

**k. Provide evidence of/plans for your insurances:** Click or tap here to enter text.

**l. If official filming or photography will be taking place at your event**, please follow the [filming guidance on our website](https://forestryandland.gov.scot/business-and-services/permissions-and-permits#filmphoto).

3. About you

Contact name/s: Click or tap here to enter text.

Company name: Click or tap here to enter text.

Telephone number: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Address & postcode: Click or tap here to enter text.

Type of organisation: Click or tap here to enter text.

Your completed permission enquiry form must be emailed to the [relevant FLS regional office.](https://forestryandland.gov.scot/contact#regions)