EEF – EVENT ENQUIRY FORM

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.

**Your event is not permitted or in our calendar until you have permission (if required) or acknowledgement (if permission isn’t needed) from the relevant FLS regional office. We advise you not to start promotion of the event till then.**

If your enquiry is received too late, we will ask you to resubmit it with a different date. [Here are some helpful tips and checklists](https://forestryandland.gov.scot/publications/2518-web-events-information-and-advice-pack/download), including guidance on whether you can run an event under your right of responsible access.

**If you think your event can be run under your right of responsible access, without permission from FLS, please tick here** [ ] **to confirm that you’ve read, understood and accepted the checklist in** [**our information pack**](https://forestryandland.gov.scot/publications/2518-web-events-information-and-advice-pack/download)**.** Once you complete sections 1 and 3 below (you may provide information in section 2, but it’s not mandatory for you), you can send us your application. We’ll be in touch within 7 working days to acknowledge and register your event.

1. About your event – basic information

**a. Name of your event:** Click or tap here to enter text.

**b. Preferred date and time**(clearly state details of setup & breakdown, as well as the actual event)**:** Click or tap here to enter text.

**c. Type of event (select from list): What activity does your event involve?**

Choose an item. If ‘other’, explain here Click or tap here to enter text.

**d. Category of event (select from list): Is your event competitive?**

Choose an item. If ‘other’, explain here Click or tap here to enter text.

**e. Which, if any, sports governing body will be licensing/sanctioning/permitting your event? OR Attach evidence of/plans for your event’s insurances to your email:** Click or tap here to enter text.

* If yours is a MTB/cycling event which is not run under a Scottish/British Cycling permit, you must also complete [this form](#nonpermit). Tick here if this is the case [ ]
* If you’re planning to use unauthorised trails for a MTB/cycling event, you must read [the guidance in section 4](#unauthorised). Tick here to confirm you’ve read and understood it [ ]

**f. About your event** (as much information as possible)**:**  Click or tap here to enter text.

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

* Events such as walks, runs, cycling or equestrian events will 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).
* 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 [ ]

**h. 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.

**i. Estimated number of people involved, per day.**

* adult participants/competitors (18+): Click or tap here to enter text.
* child participant/competitors (<18): Click or tap here to enter text.
* marshals and other volunteers (e.g. first aiders): Click or tap here to enter text.
* contractors (e.g. food/drink, concessions, bike repairs etc): Click or tap here to enter text.
* event organisers/other staff: Click or tap here to enter text.

2. About your event – in detail

**j. 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.

**k. 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.

**l. Provide details of any music (including licensing), sound, light, heat-emitting equipment:** Click or tap here to enter text.

**m. Does your event have a ticket price/event fee?**

NO, it’s free to take part [ ]

YES, as follows:

Adult: Click or tap here to enter text.

Concession: Click or tap here to enter text.

Family: Click or tap here to enter text.

Other pricing information (e.g. by donation): Click or tap here to enter text.

**n. 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.

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

**p. 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.

**q. 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 (the event organiser)

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

[If you’d like to tell us about your experience completing this event enquiry form, please do so here](https://forms.office.com/Pages/ResponsePage.aspx?id=R3T3DoMQ7E24nyfHZQdoQGm_-nakB19OqHTWYqPUxoRUOENMVkJUM0JPSTlZSElFSFZIMTVZMzJKRC4u).

\* \* \* End of general form – cycling/MTB specific information follows \* \* \*

4. Use of ‘unauthorised trails’ for events (extract from Scottish Cycling appendix)

The National Access Forum launched the [Unauthorised Trails Guidance](https://dmbins.com/trails/unauthorised-mtb-trails-guidance/) in November 2018. A key aspect of the new guidance was to suggest ways by which mountain bikers can support landowners to manage the unauthorised trail network. One of these models is for landowners and land managers to work with volunteer trail builders or organised groups (third parties), such as trails associations, to support the management of the trails. FLS has limited resources to manage these trail types, nor does FLS’ income from events or any other sources support the management of these trails.

If an event organiser wishes to use such a trail for an event, [the guidance](https://dmbins.com/trails/unauthorised-mtb-trails-guidance/) recommends that there should be a 3-way discussion between the landowner, third party and the event organiser to agree the suitability of the trail, the work required pre- and post-event, and the level of ongoing communication between the three parties. As the third party does not own the trail, any final decision regarding the use of the trail sits with the landowner (FLS).

There is no requirement within the guidance for an event organiser to financially recompense third parties for use of trails, however agreements should be reached between event organisers and third parties, to take account of the impact of the event on the volunteer-managed trails and the work required pre-and post-event. The detail of any agreement is a matter for Trail Association and event organiser acting reasonably.

Where there is an agreement between FLS and a trail association for the management of specific unauthorised trails, FLS is unlikely to give permission for an event if an event organiser does not agree to make a fair contribution (financial or otherwise, as negotiated between the organiser and the association) to the association, for the use of these trails for their event. This approach aims to recognise the hard work put in by the mountain bike volunteer community.

After reading, [click here to return to form](#tickunauthorised)

5. ONLY for MTB/cycling events not run under a Scottish/British Cycling permit

**a. COURSE DESIGN**

You must name a suitably-qualified course designer, if you have requested to use trails which are:

* not on the current formal network; &/or
* new for this event; &/or
* existing trails, not used in the direction for which they were designed.

This requires the course designer to take responsibility for declaring the event course appropriately designed and safe for the use intended during the event, including spectator and competitor safety.

Course designers will be liable under Civil law for the design of the course, including event competitors’ safety. A course designer must be able to demonstrate they have health and safety skills, knowledge and experience in relation to being a trail designer.

A course designer is an organisation or individual who is involved in preparing or modifying designs for the trail, or arranging for, or instructing, others to do this.

Designs include drawings, design details, specifications, bills of quantity and design calculations. Adaptation/modification of an existing trail, vegetation management or deciding where to put safety padding on a route all count as designer duties. A designer's decisions can affect the health and safety of all those involved in constructing a trail and those who use, maintain, refurbish and eventually demolish it.

**COURSE DESIGNER DETAILS**

NAME: Click or tap here to enter text.

Tel & email: Click or tap here to enter text.

Competencies &/or relevant qualifications: Click or tap here to enter text.

**b. DETAILED EVENT INFORMATION**

Access requirements or set up & take down: Click or tap here to enter text.

First aid cover & emergency planning details: Click or tap here to enter text.

NOTE: You must include first aid arrangements for any practice days

NO FIRST AID COVER FOR PRACTICE DAY MEANS NO PRACTICE DAY

**c. INSURANCE**

Event certificate/s of insurance must cover all aspects of the event: for participants, spectators and designer's construction of the event trails, including set up and take down of event course.

EVENT CERTIFICATES OF INSURANCE ARE ATTACHED Choose an item.

(If other: Click or tap here to enter text.)

**d. COURSE DETAILS**

EVENT TRAILS/COURSE MAPS ARE ATTACHED Choose an item.

(If other: Click or tap here to enter text.)

Existing event trails to be used (comments and observations by course designer &/or event organiser). You may refer to the main Event Enquiry Form Section 1 (part g), if you’ve provided detailed information there:

Click or tap here to enter text.

**e. NOTES ON LOCATIONS**

FLS will only consider locations where there are known old/historical event trails or a recent, previous permission has already been granted on the trail. No new ‘wild trails’ will be approved for events.

FLS will agree internally forests or sections of forests where, if permitted, enduro trail mountain bike events can take place. Possible locations could be in forests that do not contain visitor centres or any formal waymarked trails.

Soils, drainage and tree stability are important factors in considering suitable areas. The type of ridden-in event trails requested for construction and use require reasonable ground conditions/well-drained soils to be sustainable.

[**After completion, click here to return to main form**](#ticknonpermit)

**\*\*\***

**FLS INTERNAL USE ONLY**

FLS staff comments on proposed trail locations: Click or tap here to enter text.