



This is aimed to help you understand what we require from you to be able to give permission for you event before you start applying.

If you have not talked to someone at National Trust about your event, we would really recommend you do this at get a provisional OK before you start applying. On the front page of the event system there is a contacts link, please use this to make contact with us.

Also please look at the calendar to see if there are any other events planned in the area you want to hold your event. If there are a number of events affecting the area you want to run your event in then you may want to look at different dates. We have to manage the impact and sustainability of events on the environment so will be unlikely to give permission for an event if it is felt that the area can't sustain so many events.

We may have to apply for consent from Natural England, when the event passes through any areas of environmental importance or protection. This is the responsibility of the landowner, and we have to apply for this consent. The information you put into your application will make the content of the application to Natural England for Consent. Natural England have to respond within four months. Please be aware of these time scales before applying. Any applications requiring consent, applied for within 4 months of the event may not receive permission.

The more information you give us, the easier it is for us to give permission to use our land

We recognise that there is a lot of information being asked, once you have an event permission number you can use this to auto populate the form to make it easier. So the second time you apply it will be easier, if you are re-newing a licence it will also auto populate the event information. Please do check the information as this forms the agreement between you and the National Trust.

We aim to respond within 6 weeks of receiving payment of Administration fee, unless Natural England consent is required(this can take 4 months). To help us and so you can promote your event with confidence that you have permission we would advocate you apply at least 6 months before you want to start advertising your event.

The questions will either have a Yes/No response, a drop down menu, or a text box to write into or an upload box. The response needed is on the right hand side of the table.

Question	Why we are asking this question	Response required
Event details, Title	This is the name of the event, that it will be promoted under	Text box
Have you had any contact with National Trust relating to this event	To help us know if you have had some involvement with us over this event and who you have talked to , so in the assessment of the application we can follow up with that person to get clarification	Yes ; If Yes you will be asked for a name No ; You will be prompted to use the contact link to make contact
Have you had a provisional OK	To help us know if you have had some involvement with us over this event and who you have talked to , so in the assessment of the application we can follow up with that person to get clarification	Yes ; If Yes you will be asked for name No ; You will be prompted to use the contact link to make contact
Name of organisation delivering the event	This will help us know who we are dealing with, and any history you have relating to other events to help us have confidence in your application.	Text box
Structure of the organisation	This helps us understand the organisation, therefore the appropriate level of information and resources we would expect for you to have available. Please choose the most appropriate	Drop down
Is the organisation a professional member of any body	This can be bodies like British Cycling, Triathlon England, Institute of Fundraising	Yes ; No ;
If Yes ; You will then be asked what organisations and expiry dates. This is important if your insurance relates to membership of that body	Please let us know who and show the expiry date in the form xx.xx.20xx	
What address is the event organisation registered at	This is the postal address for the organisation. We may need to send information to you by post	Text box
Organisation web address, if you have one	Please provide the weblink	Text box

Name of person managing the event	Who is going to be the person, organising and delivering the event	
Role in organisation	What role do they play with the organisation running the event. This may be Chairman of a club, owner of an event company or employee of a company	Text box
What qualifications or experience do they have to run this event	The person stated. What experience do they have of running events, and this one particularly. Do they have any qualifications relevant to the activity, or event planning. This helps us with the assessment of the competence of the person in charge. If the person has no experience or qualifications, this won't make getting permission impossible if it is an appropriate sized first event for them to run.	Text box
Is this person a member of any professional organisation relevant to the event	Do they have membership to any organisations. For instance British Cycling, Triathlon England.	Yes ; No ;
If Yes ; You will then be asked what organisations and expiry dates. This is important if your insurance relates to the membership of that body	Please let us know who and show the expiry date in the form xx.xx.20xx	
E-mail contact for the event organiser	A direct, current and monitored e-mail address	Text box
Phone number for the event organiser	Please give a land line and mobile that the person can be contacted upon, especially for on the day of the event	Text box
Is the event static or transient	Static: This is when the event creates a static base on a part of land, E.g. in a building/on a field that is owned by the National Trust. This includes tenanted land. This can be the main headquarters of a race, or a feed station, or a marshall control where any infra structure will be placed. For example a gazebo Transient: These are events that cross National Trust managed land, including tenanted land but does not stop. This includes on Rights of Way, Open Access land and Common land.	Drop down

<p>If static, does any of the route use any other National Trust land for the event</p>	<p>If you are using a National Trust site, does the route for the event cross any other land apart from the area you are hiring for use for the static element of the race</p>	<p>Yes; No;</p>
<p>What kind of event</p>	<p>What kind of event is it you are running. Please choose the most appropriate</p>	<p>Drop down box</p>
<p>Which National Trust region does the event have the biggest impact upon</p>	<p>The National Trust properties are broken down into 5 regions, plus Fell Foot and Ennerdale in the Lake District. There is a map available on the home page to help understand which regions are which and what they are called. Have a look at your planned route, and decide which area your event will spend most time in, this is the area to put down as the region. If not sure, please use the contacts page to ask advice</p>	<p>Drop down</p>
<p>Does the event impact any other National Trust regions</p>	<p>This relates to the previous question</p>	<p>Yes ; No;</p>
<p>If Yes; You will then be asked to select which regions</p>	<p>Please select the relevant regions</p>	
<p>Please include a brief description of the route</p>	<p>Give a brief written overview of where the route goes, and major summits or areas. Eg Scafell, or Stickle Barn car park</p>	
<p>Please attach any additional documents describing the route</p>	<p>We need to have a map with the route legibly marked onto it. We cannot use web links as they cannot be used for getting consent from Natural England. Please upload a file of the route. Ideally showing the route on some form of OS map.</p>	<p>Upload</p>
<p>Do you have public liability insurance, minimum £10 million public liability</p>	<p>We have been advised that 10million public liability is the required amount of cover for events using our land. This is especially important when an incident could involve more than one person. If you do not have 10million, please contact us and talk to us about what you have and whether we could accept less than 10million</p>	<p>Yes ; No ;</p>

<p>If Yes; You will be asked for the expiry date</p>	<p>Please put this in the format of xx.xx.20xx. If the insurance is due before the date of the event we will be able to give permission for the event as long as the updated insurance is shown to us before the event.</p>	<p>Text box</p>
<p>Does your insurance cover participants public liability</p>	<p>We have been advised that it is best for events to have public liability that covers the actions of the participants. Therefore the participants are covered for their actions within the event</p>	<p>Yes ; No ;</p>
<p>If No; You will be asked how is this lack of insurance communicated to the participants</p>	<p>If your policy does not cover the participants liability towards each other. How do you communicate this lack of cover to the participants. This could be in a statement in joining instructions, in the application form. If you do not communicate this to the participants we would require you too.</p>	<p>Text box</p>
<p>Do you deploy staff or volunteers to work on the event</p>	<p>By deploy, this is the process of the event organiser asking people to do a role to help make the event run. This could be marshalls, food stations, route markers. It does not matter if they are volunteers or paid.</p>	<p>Yes ; No ;</p>
<p>If Yes you will be asked Do you have employers liability insurance</p>	<p>Employers liability insurance covering all staff to the value of 10 Million pounds</p>	<p>Yes ;. No ;</p>
<p>If Yes; You will then be asked for the expiry date of your insurance</p>	<p>Please put this in the format of xx.xx.20xx. If the insurance is due before the date of the event we will be able to give permission for the event as long as the updated insurance is shown to us before the event.</p>	<p>Text box</p>

<p>If No; You will then be asked how your staff or volunteers are covered for liability for their actions</p>	<p>If you do not have employers insurance, how are the people you deploy covered for liability of their actions. If they are doing a role for you, we need to be certain there is some form of insurance in place for their actions. This may be their own insurance cover. If so, how do you check that this is sufficient and current</p>	<p>Text box</p>
<p>Detail your system for checking the competencies of the people you deploy</p>	<p>We understand that volunteers especially are very hard to get to work on events. And often you rely on who turns up. We are interested here in the important roles that take certain skills, or competencies to perform well. We would like to know how you chose the people who do these key roles for you. For example do you advertise, interview, have role descriptions, check references for these people.</p>	<p>Text box</p>
<p>Proposed date of event</p>	<p>When will the event be happening</p>	<p>Drop down calendar</p>
<p>Average entry fee of participants</p>	<p>We understand that there are different incentives and classes that people will enter the event under. Please share an average fee that you expect people to pay. If a fund raising event please share the minimum fund raising contribution they have to make.</p>	<p>Text box</p>
<p>Max Number of participants</p>	<p>Please put the maximum potential numbers are. The licence will cover the numbers you state in this. If the event runs with more people than applied for, then the event will be in breach of permission.</p>	<p>Text box</p>
<p>Please upload relevant insurance certificates</p>	<p>Please upload pdf copies of your insurance certificates</p>	<p>Upload</p>
<p>Please upload documentation detailing significant risk to health and safety of participants, your staff and public and how you are going to manage these risks</p>	<p>This can be the format that you use. This may be Risk Assessments, Operating Procedures, Statements. If you are uploading a large document then please highlight which sections refer to this question specifically</p>	<p>Upload</p>

<p>Detail your first aid provision, and where this will be</p>	<p>What First Aid provision are you providing for the event to be the first response to any incident. If the event has a static base this needs to cover the event base as well as route for the participants and the spectators. Please state where the First Aid provision will be.</p>	<p>Text box</p>
<p>Detail significant risk to health and safety of the environment and how you're going to manage these risks</p>	<p>We are a conservation Charity, we have to consider the impact of the event and the responsibility of the event provider in managing their event in relation to the impact on the environment. As a provider of events in the outdoors it is important to help protect the environment for your future events This should include issues like litter and removal of rubbish, managing erosion, pollution and anything specific to your event and the environment the event is running in. The systems you plan to use to mitigate against these risks should also be covered in this document. If it is part of a larger document, please highlight the section that relates specifically to this question.</p>	<p>Upload</p>
<p>Please upload a copy of your environmental policy</p>	<p>This is not a mandatory policy at the moment, but we would like to work with event providers to develop these kind of policies to help reduce the impact of events on the environment. This can be more than local impact of the event like buying local but should include more global issues like transportation to and from event. With the aim of developing sustainable practices that help reduce the impact of the events. Look at the SOURCE document in the downloads page for good advice and support.</p>	<p>Upload</p>
<p>Please detail how you plan to influence the behaviour of the participants to act responsibly in relation to their environmental impact</p>	<p>Having good, robust risk assessments and operating procedures are vital. However we need to make sure we influence the behaviours of the participants to follow your policies, but also take</p>	<p>Text box</p>

	on good behaviours towards the environment. If we can influence the participants to behave in an environmentally considerate way while participating they will hopefully behave in the same way when training. This change in participants behaviours will have the biggest affect upon the environmental impact of participation of events. Which in turn helps maintain a future for events in the Lake District.	
Does the event go into water	Does the event go into freshwater. This can be lakes, rivers and streams.	Yes ; No ;
If Yes ; You will be asked for your score on the Cumbria Rivers Trust Bio Security Risk Assessment and then asked to upload a copy of this risk assessment and a copy of the National Trust Bio Security plan	In the downloads on the home page, there is a Cumbria Rivers Trust Bio Security Risk Assessment and National Trust Bio Security plan. Please complete these truthfully and realistically with as much information as possible. If the event goes into multiple water courses, the order of the these is important to help mitigate the risk of spreading environmental pollutants between water courses.	
We have some Bio Security resources to help create the Bio Security area for the event. These include flags and banner explaining the Check-Clean-Dry message to the participants.		
Does the event run through any SSSI's (Site Special Scientific Interest) Special Areas of Conservations (SAC's)	There are areas of environmental importance throughout the Lake District. These sites are protected by law, causing damage to these sites can lead to prosecution. To find out where the SSSI's are in the Lake District there is a web sites where you can check. http://magic.defra.gov.uk/Login.aspx?ReturnUrl=%2fMagicMap.aspx There are maps of these area on the launch page for the events system, these show the SSSI's and SAC's. Also take time to talk to us by using the contacts link and we can help advise if the route passes through any SSSI's	Yes ; No ;
If Yes you will be asked can the route be	Can the route be changed to miss out going through the SSSI?	Yes;

changed to avoid SSSI		No
If No you will be asked why can the route not be changed to avoid the SSSI	If the route cannot be changed explain why not. In cases where it is clear that part of the challenge and purpose of the event is within the SSSI we can work with you to minimise the impact of the event and apply for consent for the activity to pass through the SSSI. If the route is using well used Rights of Way then this is useful to know to mitigate the risks.	
How is all the litter going to be removed from the whole course post event	What is your procedures to make sure the complete route is clear of litter at the end of the event	Text box
Please provide a copy of your normal operating procedures	This is the document that you use as the tool for managing the running of the event. It may be NGB procedures, road book. Please highlight the section which refers to your operating procedures	Upload box
Please provide a copy of your emergency operating procedures	These are the documents relating to what you plan to do in the case of an emergency. This should deal with minor, moderate and major incidents. If a large document please highlight the section which refers to your emergency procedures.	Upload box
Will you be waymarking the route	Will the route be waymarked, through the use of arrows, tape, signs, etc...	Yes ; No ;
If Yes ; You will be asked how you will be removing the waymarking post event	At the end of the event, what is your plan for collecting in all of the waymarkers to ensure that the environment is free of any traces of the event	Text box
Do you, or any photographers/film makers plan to use Aerial craft for promotional purposes	This is the use of drones for filming the participants. Without appropriate permissions and insurance, the use of Aerial craft is not allowed.	Yes ; No ;
If Yes ; You will then be asked if the user has permission from the Civil Aviation Authority	The use of Drones on National Trust land is strictly controlled. To be allowed to use drones at your event we need to ensure that the user has appropriate procedures and insurance for the use of the event. https://www.caa.co.uk/default.aspx?catid=1995&pageid=16006	Yes ; No ;

If Yes ; You will be asked if you have public liability insurance.	If you have appropriate permissions from CAA you will also have appropriate public liability insurance	Yes ; No ;
Relevant only to Static events		
Are you planning on making use of any National Trust buildings	Does the event plan to use any of the buildings or facilities during your event. This may be toilets, showers, classrooms, café	Yes ; No ;
If Yes ; Are you planning on using these buildings for any different use to normal	If you are planning to use the facility for anything different to normal. An example of this may be using a barn for a food station, or a room for an overnight stop	Yes ; No ;
If Yes ;You will then be asked to describe how you plan to use them	Please explain what has been agreed with the member of National Trust staff when you discussed this with them.	Text box
Are you using National Trust toilets/changing rooms or shower	Have you arranged to use the toilets (and showers where available)	Yes ; No ;
If No , you will be asked What provision are you planning on providing on site to deal with toilet requirements	What plans do you have for the toilet needs of the participants and spectators? Please show that you have thought about it, and have a plan to deal appropriately with users' needs.	Text Box
You will then be asked to detail significant risk to health and safety to the environment and how you are going to manage these risks in relation to the toilets	Please upload a specific risk assessment relating to the toilets.	Upload box
Are you bringing any catering concessions onto site	In the pre-application discussions with National Trust please discuss if you can bring separate catering concessions onto site. At certain properties it won't be allowed due to onsite catering concessions.	Yes ; No ;
If Yes , You will be asked who the concessions are There will also be a statement stating that the event organiser will need to evidence sales and pay the National Trust 20% of the taking of the concession	Please state who the concessions are All concessions on National Trust land must pay 20% of their takings to National Trust. This is a standard rate across the lakes. As the event provider you will need to get the data of how much and collect this from the concession to pay to the National Trust	Text Box

Will you or any of the concessions be using generators for power	This is the use of any external generators that will be used for the event	Yes ; No
If Yes , you will be asked who are using generators You will also be asked to upload documentation detailing significant risk to health and safety of the public, participants and environment and how you are going to manage this	Please tell us who will be using them Please upload a risk assessment for the use of the generators. This should include risks around fuel spills into the environment	Text box Upload box
Will you be providing parking for participants and spectators vehicles	If you plan to use some of the land for parking	Yes No
If Yes please let us know how many cars you expect	Please give a best guess	Text box
Do you plan to use any temporary structure on the site e.g. arches, gazebos marquees	This is anything that you plan to put up for the duration of the event	Yes No
If Yes you will be asked to detail the numbers and type of structures	Please accurately describe the numbers and types of structures you are planning to use for the duration of event. If you can share dimensions of the structures too	Text box
Please provide a map of proposed use of the site	We need an accurate map of the proposed use of the site. This should include all planned structures, parking, toilets, etc... This can be hand drawn, google map or any form that is shareable	Upload box
What sponsors will have advertising collateral on site during the event	This can be flags, banners, posters or anything that will have sponsors logo's on. We need to know so we can deal with any conflicts with sponsorship that we may have	Text box