

# Orienteering at National Trust Countryside and Property Guidance



This guidance will provide clubs with support regarding submitting a permissions request to host club training, activities or events at a National Trust countryside or property. This guidance will cover the documents and information that the National Trust will expect, and when these will need to be submitted.

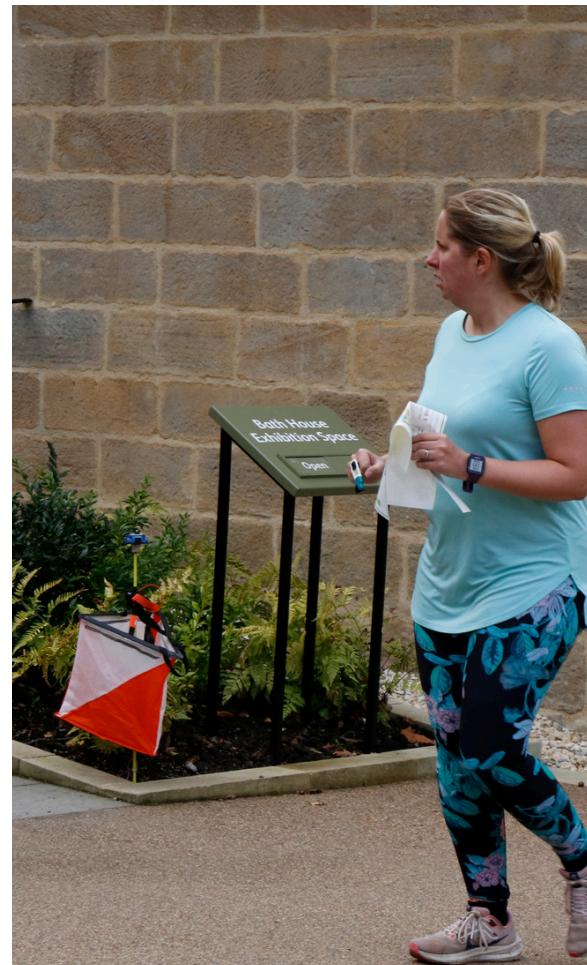
You can also find the National Trust's 'REPS Experience planner' and 'Thinking about your impact' guidance, [here](#). These documents guide you through an overview of the process for enquiring to use a National Trust site and how to consider your impact on their countryside and properties.

## Applying for permissions

### Timings Guidelines

You should contact the National Trust team responsible for looking after the area you are interested in at least **nine months** in advance ahead of the planned activity or event date. This allows sufficient time to manage your request and obtain permissions or work through the details.

Where routes go through SSSI or other nature designations, Natural England (NE) consent may be required to be applied for on behalf of the club. NE consent can take up to six-nine months, and may require mitigating measures to be implemented or may not be successful. This time may be in addition to NT processes to manage an activity or event. In this case, we would advise making your application as early as possible.



### Advertising your event

The National Trust advise that advertisement of an event at their countryside or property should wait until initial contact has been made with the appropriate National Trust team.

### Communication with National Trust teams

Please note, the National Trust ask that just one organiser from your club communicates with the team to avoid overcomplication and multiple channels of messaging.

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**All agreements will require the following information and documentation to be provided to the National Trust countryside or property team:**

- **Copies of the map, including the courses**
- **A Risk Assessment with site-specific considerations**
- **A copy of British Orienteering's Public Liability Insurance, which includes Employers Liability Insurance**
- **A Emergency Procedure Plan with site-specific considerations**
- **A Missing Person Procedure with site-specific considerations**

Please provide the team all necessary information in **one go**, to ensure they can review your full request at once. Please see the outlined stages below to understand when this information is expected to be submitted.

## **Environmental Considerations**

It is important to understand the impact of, and make environmental considerations for all orienteering events. Depending on the location of the National Trust countryside or property you would like to use, your club may be asked to produce a document to identify the environmental considerations you will make for the event.

## **Tenanted Land**

If the courses will cross tenanted land, please ensure you submit your map to the team as early as possible. The National Trust team will make initial contact with the tenant, and then may pass communications on to you. Please do not make initial contact with the tenant yourself.

**Below outlines a guide on the process for enquiring at a National Trust countryside or property:**

The following five stages will detail the information required, and the process to follow when requesting permissions for an event at a National Trust countryside or property.

It is important that the following stages are followed, and that the relevant information at each stage is submitted in order for the team to review your request.

### **Stage 1. Understand your impact on the landscape**

- Read the National Trust's short 'Think about your impact on the environment' guide, [here](#).
- This gives an overview of how you could minimise your impact at their countryside or property and also provides a number of resources to help with this.

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## Stage 2. Identifying a National Trust countryside or property

- You can use the [National Trust's Land Map](#) to find their countryside and property.
- Once you have identified an area you would like to use, check the type of land this covers. This could be one or a combination of:
  - National Trust land or building
  - Public Right of Way
  - Land with protected status (often SSSI)

## Stage 3. Talk to the National Trust countryside or property team

- You will need to get in touch with the team that looks after your desired countryside or property. You will be able to find the relevant email on the website of the area.
- When sending the team an email, National Trust would like you to quote 'REPS Enquiry' in the subject.
- What else should be included in the request?
  - The countryside or property you would like to use
  - The date you would like to use the countryside or property, along with timings
  - Information on the number of people that would be likely to attend (based on it being a local, regional or national event)

## Stage 4. Taking your request forward for an agreement

- Most orienteering events and activities will be asked to complete an Experience Exchange of Information form and generally will require a license agreement.
- The Experience Exchange of Information Form (you can find an example [here](#)) gathers more details about your event and will share minimum standards around environmental sustainability and other expectations that you may find useful when planning your event.
- You will need a License Agreement if:
  - You are using land that is off the public right of way (including car parks)
  - Using land that is a protected status (eg SSSI)
  - Selling food, beverages or alcohol
  - Playing music
- See the next page to understand what other information must be submitted at this stage.

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- **Along side the Experience Exchange of Information form, you will be expected to submit:**

- Copies of the map, including the courses
- A Risk Assessment with site-specific considerations
- A copy of British Orienteering's Public Liability Insurance, which includes Employers Liability
- A Emergency Procedure Plan with site-specific considerations
- A Missing Person Procedure with site-specific considerations
- Any environmental considerations (if specified by the National Trust team)

## Stage 5. Working together to complete a License Agreement

- The NT team will continue to work with you to come to an agreement once all the relevant information is supplied.
- Please provide the team all necessary information in one go and when asked, to ensure that they can review your full request at once.

**If you have any questions or queries regarding requesting permissions for events at National Trust countryside or property, feel free to get in touch with British Orienteering's Access Officer, Gracie Grant at [ggrant@britishorienteering.org.uk](mailto:ggrant@britishorienteering.org.uk).**