

Experience Exchange of Information (EEOI)

For completion as part of any third party provider collaboration and the baseline for any additional agreement (licence or contract) with a third party. This may form part of initial and/or subsequent conversations between National Trust and a third party provider and which may require an agreement

To be used for all 'experiences in the outside' where the CDM Regulations DO NOT apply, (i.e. projects that do not involve construction work.)

How to use this document:

National Trust to complete all of section 1 and greyed boxes

Third party provider to complete all of section 2 and all white boxes.

Please cross through or state N/A for any sections not relevant to the experience.

Section 1 – National Trust details (NT to complete)

Date of initial contact	
National Trust Property or site (including address)	
National Trust planning contact (name, role, contact number/email)	

On the day contact [duty manager] (name, role, contact number)	
Overview of experience (event/activity/session)	
Grid reference/What3words for site and where experience is happening (if different to address given above)	

Section 2 – Provider details

Set up date The date you will be on site to set up any kit or collateral for the experience (this might be the same or different to the experience date)	
De-rig date	

The date you will be on site to pack down from the experience (this might be the same or different to the experience date)	
Description of experience – what experience are you providing, links or maps of routes, participant and spectator numbers and where the experience will be advertised/marketing channels/opportunities to brief participants e.g. Livestock Awareness.	
Is this a charity fundraising event?	Yes / No (delete as appropriate) If yes, for whom
Company / organisation name	
Correspondence address	
Email address	
Phone number	
Classification of business e.g. CIC, commercial	

Planning liaison contact (please provide name, role, contact number and email address – if different to above)	
On the day delivery contacts (please provide the name(s), role(s) and contact number for all providers present on the day of the experience – if different to above)	
Other specialists (e.g. Affiliating body, accrediting partners – name, role, contacts)	

Section 3 – Experience details

	Provider response	National Trust response
Experience cancellation or alternative provision due to adverse weather (National Trust to insert site specific parameters for yellow, amber and red warnings and		In the event of a yellow weather warning, National Trust would aim to give at least 24 hours notice of a weather-based closure and where possible put up signs advising visitors not to dwell under trees. In the event of an amber or red warning, National

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seasonal conditions expected for experience dates)		Trust would close the site. [please delete and/or expand as relevant to your site procedures]
Sustainable travel planning and parking Information for participants visiting National Trust sites may be available via the website and/or recommendations to be shared with providers and to be made available to participants'		
Accreditation and Competency Third party provider to provide copies of as many of the following documents as possible as applicable to your experience: <ul style="list-style-type: none"> • Risk assessments • Method statements • Insurance certificates • Training certificates • Licences to operate • Industry body memberships • References • Other evidence of experience and 		

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competency (work for other credible organisations over many years for example)		
High Risk Sports and Adventure Activities If applicable, Third Party Provider to confirm it has a valid licence from the Adventure Activities Licensing Authority (AALA) (an AALA licence is compulsory for paid tuition to children under 18 in caving, climbing, watersports and trekking on foot, horse or bicycle) (or in Northern Ireland has accreditation from the Adventure Activity Industry Advisory Committee (whose Adventuremark accreditation applies to all adventure activities and to all age groups)).		
Signage (If unsure, please discuss with National Trust before installation) All signage to be reusable and plastic free , laminated signage is not acceptable. Any fixing to National Trust	Describe what type of signage may be being used for experience, general placement and fixation method.	

<p>infrastructure (including posts and gates) should be via string or reusable cable ties (not staples or nails)</p> <p>Please note the intention to use stakes and rope to funnel/contain event routes including location will need to be discussed to ensure no impact to land and paths in areas of archaeological or ecological sensitivity.</p> <p>The use of paint (including water soluble/temporary) on any National Trust infrastructure (posts and gates) and/or the ground (including grass and paths) must be tested/trialled and agreed with National Trust prior to use for an event. Use of any powder, including flour, to mark routes should also be avoided.</p> <p>The use of single use plastic barrier tape to mark any part of the route or to create funnels is to be avoided.</p> <p>Signage may be fixed 48hours ahead of an event and</p>		
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removed within 24 hours after the event.		
Audience accessibility requirements	Include details of any access requirements or any facilities needed to enhance and respect the inclusivity and culture of participants.	
Storage of equipment and materials	Identify what equipment and materials are to be stored and where to ensure no risk exists to National Trust staff or the public, especially children (to enable appropriate National Trust decisions to support your experience)	Note if / where equipment storage can be offered
Recycling and minimising of waste Third party providers are responsible for reuse of materials, separation and recycling of all paper, glass, metal, plastics and disposal of all event litter and waste from the licenced area/route according to their group/company environmental procedures, a copy of which may be requested by National Trust Waste and litter must be appropriately managed by third party provider and will	Detail what provisions for recycling and minimising of waste will be provided	Detail placement of third party waste disposal and any restrictions

<p>not be incorporated within National Trust facilities.</p> <p>'Take back packaging' or designated bins for specific waste remain the responsibility of the third party provider including arranging delivery and collection. The provider must ensure that appropriate bins are provided, regular litter picking is carried out during operation and all recycling and waste is removed and disposed of at the end of each day.)</p>		
<p>Hazardous substances</p> <p>Identify any hazardous substances that the provider intends to use. Ensure that they have assessed the risks, and taken precautions for safe storage, use, protection against and action in the event of spillage, and removal from site</p>	<p>What, if any, hazardous substances will be present as a result of the experience (please mark if not applicable)</p>	
<p>Public protection</p>	<p>Please give details of all precautions required to protect the public from the activity in progress, i.e. road and path closures and diversions, warning signs, barriers, exclusion zones</p>	

Buildings and other structures	What, if any, access is needed?	Identify any restrictions necessary to avoid danger or damage to property and mitigation measures
Dogs National Trust welcomes dogs and their owners. Access details vary by property, please check with property team. If dogs are either all (professional dog walking or dog event), or part (runners may attend with dogs) of your experience we adhere to the following codes of conduct. Canine Code 10 top tips for dog walkers Professionals Dogs Trust , and NTM1037 RTB Forthglade D L Leaflet PRO WALKERS.pdf including the ratio of 4 dogs to one person.	What is expected in terms of numbers of dogs?	
Fires	Is this part of your experience? If yes, please give details, if no, please mark not applicable	Specify the Trust's prohibitions on hot work, smoking, and other sources of ignition in or near buildings or as part of an experience including campfires.
Images and Video	The provider may take photographs or make films/video of the experience to publicise it on their own channels	

	<p>only where they are granted a Licence to Use Land for an Outdoor Experience by the National Trust. The provider will need specific permission from the National Trust for any wider use.</p> <p>Visitors and members may take photographs for 'personal use' for free for their own enjoyment and sharing with friends and family. This does not include the selling or distributing of images in any way for publication, electronically or print - anything other than 'personal use' requires permission before you visit.</p> <p>For the avoidance of doubt, photography and filming via drones is prohibited.</p> <p>Are you intending to take images or film of your experience?</p> <p>Yes / No (delete as appropriate)</p>	
Brand, marketing and reputation		<p>The National Trust name, the Oak Leaf logo as well as our other trademarks and brand imagery symbolise the organisation and its products uniquely. This is maintained by ensuring that these valuable assets are used properly by both the National Trust and those who may be allowed to use them. And by challenging those who don't have specific trademark agreements in place.</p> <p>The majority of third party experiences will not be able to use National Trust brand assets as part of any agreement although may be assigned a relationship status. Any provider who feels this may</p>

		<p>be applicable please indicate here with reasons. You will be formally notified and should not assume until you have received notification.</p> <p>Providers may also like to provide example marketing pages or links for other experiences.</p> <p>Any testimonials, from other landowners, participants etc with regard to the delivery and impact of previous experiences/events are welcomed, please insert links or attach documents.</p>
<p>Other requirements for place</p> <p>E.g. for insurance, security, environmental protection, nature conservation</p>		
<p>Other requirements for experience</p>		

We advise that an agreement for this experience is required	
Yes/No	
Signature of providers representative	Date
Signature of National Trust's representative	Date