

Land access and permission – a guide

Landowners

- The term landowner is used to cover any number of different parties who may have an interest in the land such as tenant farmers, land agents, public bodies, those with shooting or grazing rights, Local authorities with access agreements, Commoners etc.
- Is there a map with all the landowners & interested parties and the boundaries of their land clearly marked?
- Is every piece of land to be used allocated to a landowner?
- Are there up to date contact details of every landowner?
- Is any part of land under a sale agreement?

Restrictions

- Is any part of the area subject to any restrictions – SSSI, seasonal restrictions, bird nesting, shooting, grazing?
- Are these areas clearly identified?
- Can they be avoided by taping and appropriate planning?
- Have all the relevant environmental interested parties been contacted for their consent?
- Do any areas have a number limit?
- Is a land sale likely before the event?
- What work is planned for the land in the period leading up to the event – logging, clearance, planting etc whether third parties not under the control of the landowner are involved?

Preparations for permissions

- Create a map of the area you want to use and have in draft, before speaking to a land owner, the following information:
- Dates for the event and access & clear up times
- Access arrangements for mappers, planners, organising functions, site visits & car parking for these.
- Car parking ideas & poor weather alternatives. Consider options to enhance car park access such as hard core, matting, roadway etc
- Options for buses, mini buses and camper vans.
- Insurance cover details (NB will only have the certificate for the current year so must send relevant certificate when it is available)
- Risk assessment form to be completed as soon as key details in place
- Information about Orienteering & the organising club if a new contact is being approached
- Assembly/Finish area possibilities identified
- Event requirements – vehicle numbers, competitor numbers, facilities – First Aid, toilets, traders - local traders as well as national, commentary & PA, generators, tents, dogs etc.

- Any restrictions on the positioning of these facilities?
- Any there any other activities that will be in the same area – when will these be occurring and what impact on the event might they have?
- Access & egress – traffic flows, time of event traffic, volume of cars.
- Competition access to areas – pedestrian route to assembly, start , fence removal, stiles, gate access.
- Expected numbers of competitors & spectators.

Initial contact

- How is this to be done – via the relevant club land access contact?
- In person or by telephone or email?
- In partnership with the local club?
- On site or at their office?

Formal permission

- This must be evidenced in writing
- It may be a formal signed contract with clubs & the Association etc.
- It may be a copy letter sent to a landowner confirming their consent. (Or email but there can be issues of none delivery)
- Payment must be agreed – per head, flat fee, pro rata
- Check that the landowner has consulted all other persons with an interest in the land – Commoners for example.

Pre event actions

- Periodic updates to key landowners.
- Notify them of any significant changes to plans for the event.
- Pre event notices in the area to members of the public using the land

Acknowledgements & post event

- Notes in the programme on land owners & acknowledgments
- Invitation to attend the event and/or present prizes
- Prompt payment of money due
- Thank you letters & gift if appropriate – memento or framed map of area.
- Check on if happy with land use & the way the event was conducted.
- See post event checklist