**Provisional Events Notification Form**

**This form should be completed and your intended route should be marked on a map. This information should be returned to the AONB service** **quantockhills@somerset.gov.uk** **at least 8 weeks before the intended event. The AONB advises that you don’t promote/advertise your event until you have the appropriate permissions in place.**

**Please read the information below before completing**

The AONB Service exists to help people enjoy the Quantock Hills in a sustainable way and we are happy to meet organisers and help with planning appropriate routes for events.

All event organisers should consider the impact of their activity on the landscape and wildlife of the hills. The AONB Service consults with Natural England and acts on behalf of Landowners and the Quantock Hills Joint Advisory Committee to ensure compliance with a ***code of practice*** for events. However please note, event organisers are still required to independently seek landowner permission.

In brief, this provides protective measures as follows:

**Group size**

 A group of more than 20 individuals will be considered as an event.

**Event Free June**

June is the peak bird-nesting and deer calving month.

**Minimum Disturbance months December and January**

Events should avoid the months December and January as these are the wettest months of the year, when ground is subject to most erosion.

**Event Free Days**

* Events should avoid Fridays. This ensures that the hills are not subjected to continual human pressure.
* Please avoid bank holidays and bank holiday weekends
* The annual pony round up takes place on the 2nd and 3rd weekends of September – these must be event free.

**Number of Events**

Only one main event should take place on any given week so contact the AONB service well in advance (minimum of 8 weeks).

**Size of Events**

This will depend on the type of event, ground conditions and where it would be held, but excessive numbers of participants and/or spectators should be avoided in this small fragile area.

**Quiet Areas**

Some parts of the Quantocks are relatively undisturbed and will remain so. Events will not be supported in these areas and should be avoided.

**Access**

* Events should use public rights of way which are appropriate to the proposed use.
* Organisers should ensure that there are sufficient parking arrangements and need to consider the requirements of visitors also accessing the hills.
* Most of the Quantock Hills land is privately owned. Remember to notify and gain permission from landowners (an additional cost may be incurred).
* Orienteering and similar events will not be permitted between 1st April and 31st July to avoid disturbance to wildlife.
* Please inform any residents that live along the proposed routes.

**Insurance**

* Please ensure all events have suitable insurance.
* We strongly recommend event organisers undertake a full risk assessment.
* The AONB Service does not support the use of motorised vehicles off metalled roads other than for emergencies and hill management purposes.

**Other useful contacts** – National Trust 01823 451814, Forestry Commission 01278 732319

**PLEASE CONTACT THE AONB SERVICE WELL IN ADVANCE TO SEEK ADVICE AND GUIDANCE.**

**Telephone 01823 451884**

**Email quantockhills@somerset.gov.uk**

The AONB Service is funded by:

  

  

**Notification of Event**

**Name of Group Organisers**

|  |  |
| --- | --- |
| **Contact Name**  |  |
| **Address** |  |
| **Postcode**  |  |
| **Contact telephone number**  |  |
| **Email**  |  |

**Type of Activity**

|  |  |
| --- | --- |
| **What are you planning**  |  |
| **Description of event**  |  |
| **Contact name and number on the day** |  |

**Date, time, Route/location**

|  |  |
| --- | --- |
| **Date and time of intended event** |  |
| **Start and finish point (6 figure grid ref and description in words)** |  |
| **Route/Location (can be shown on map)** |  |

**Number of:**

|  |  |
| --- | --- |
| **Participants** |  |
| **Spectators** |  |
| **Marshals** |  |

**Additional Info:**

|  |
| --- |
| **What provision has been made to marshal the event? (all aspects of safety are the event organisers responsibility)** |
| **How will safety of participants and public be catered for?** |
| **Will a 1st aider be ‘on site’? Y/N** |
| **Do you intend to have any facilities? (e.g. Hot dog, ice cream vendors) If yes, where?** |
| **Type and colour of route markings on the ground (if any). All way markers must be removed.**  |
| **Special requests (e.g. erection of tents, checkpoints, support vehicles, assistance with way markers etc.)**  |
| **Other information (e.g. beneficiary of charity events etc.)**  |

**THE AONB SERVICE GUIDANCE AND ADVICE IN RESPECT OF EVENTS ON THE QUANTOCK HILLS REFLECTS GOOD ENVIRONMENTAL PRACTICE. THE SAFETY AND LEGALITY OF AN EVENT REMAINS ENTIRELY THE RESPONSIBILITY OF EVENT ORGANISERS AND/OR LANDOWNERS.**

**Office use only**

|  |  |
| --- | --- |
| Date received  |  |
| Comments |  |