



EVENTS ON BANSTEAD COMMONS

INFORMATION SHEET & APPLICATION FORM

The wide open spaces of Banstead Commons make it an attractive setting for a wide variety of events, such as sponsored walks, running, orienteering, cross-country cycling and equestrian activities. Banstead Commons Conservators seek to accommodate such events where possible, mindful of its primary responsibility for the long-term conservation of the Common.

Definition The term 'Organised Event' refers to any group activity which:

- has more than 25 participants
- requires way-marking, setting up checkpoints or bringing vehicles or equipment on to the Common, and/or:
- involves participants on cycles, horses or any other means of conveyance other than on foot, and/or:
- is carried out for commercial purposes.

The term 'Organised Event' does not include small groups of people (up to 25) simply meeting to walk or run on the Common. The Banstead Commons Conservators nevertheless strongly advises organisers of such activities to alert us to their plans on Health and Safety grounds: see the section on 'Community Group Events' below.

Requirements for **Organised Events**

- The Organisers of an Event must complete the attached application form and obtain the written consent of the Banstead Commons Conservators not less than two weeks in advance of the intended date.
- The application must include a nominated individual to act as the responsible person for the Event.
- The Organisers are responsible for the safety of participants in the Event and must provide evidence of adequate risk assessment method statement, public liability insurance, control maps and first aid information before permission can be granted.
- It is the responsibility of the Event Organisers to liaise with the Clerk of the Conservators regarding acceptable signposting, route marking, car parking (more below), toilet facilities, First Aid, marshalling and to ensure removal of litter, route markers and any other equipment or items brought in for the Event.
- Arrangements must be made for car parking which do not encroach on the Common (no parking on the grass or tracks).

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- The Organisers must restore areas of the Common used during the Event to the condition in which they were found, except for unavoidable wear and tear (for example erosion in gateways).
- We may impose restrictions on use of parts of the Common, for example to avoid temporary livestock enclosures or ecologically fragile areas. We may also require an Event to be rescheduled if the date clashes with other proposed Events and cannot take place safely or sensibly at the same time.
- Banstead Commons Conservators will levy a charge for the authorisation of the Event to be held on the Common as a contribution to the long-term costs of managing the Common. The fee will depend on the duration of the Event, the number of participants and the anticipated impact on the Commons and its visitors. As a guide, Organisers should allow £1 per participant. The fee may be waived for charity events or at the discretion of the Conservators.
- Banstead Commons Conservators may also require a deposit to cover costs of any repairs, making good or cleaning up that is necessary after the Event. This deposit will range from £50 for a small event to a maximum of £500 for a large one and will be refunded in full if no costs are incurred. The deposit may be waived for charity events or at the discretion of the Conservators.
- Banstead Commons Conservators may refuse permission for an Event should any of the above conditions not be met, or if they were not met for a similar event by the same organisers in the past.

Community Group Events

Organisers of voluntary group activities (up to 25) on the Common that fall outside the definition of 'Organised Event' are nonetheless strongly advised to contact the Trust in advance.

This will:

- make it possible to de-conflict clashing events
- bring local knowledge to bear in choosing the most appropriate route
- provide guidance on parking (note that parking on the Common is prohibited)
- alert Banstead Commons Conservators in case emergency assistance or other help is needed and help to ensure a safe and successful group activity for all concerned.

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APPLICATION FORM

1. Your details

Organisation name:

Main contact:

Address:

Telephone number:

Email:

2. Activity type and timetable of events

Please provide a detailed timetable setting out which day of the week and at what times:

Please briefly describe your intended activity type:

Please indicate whether your clients will be adults or children and give expected number of participants:

3. Location

Please describe your preferred location and route (please use a map or coordinates / What3Word locations where possible)

4. Method of payment

Payment by BACS (Lloyds TSB Sort code: 30-98-43 Account number: 00013893)

[Payment by PayPal](#)

Payment by Cheque made payable to Banstead Commons Conservators

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5. Terms and conditions

I enclose a copy of the current certification of insurance – with a minimum of £5 million third party public liability. Y/N

I have read the instructions and agree to comply with all of the requirements where necessary. Y/N

Signed:

Dated:

All applications are subject to authorisation. Please email the completed form to enquiries@bansteadcommons.org.uk or post to:

Banstead Commons Conservators, PO Box 680, Epsom KT17 9PR

If you have any enquiries, please contact us on 07919 251 512

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