



# Epping Forest

Registered Charity

## Schools Licence Application Form

Epping Forest is a registered charity set up to manage the Forest under the governance of the Conservators. The City of London Corporation own Epping Forest and pay for its management from private funds as well as through earned income. There is no income through council tax and no direct charge is made to users of the Forest.

Under the Epping Forest Act 1878 and Epping Forest Bye-Laws some activities taking place within the Forest require a licence from the Conservators. By licensing activities we can better monitor what takes place in the Forest and help to ensure that activities do not clash and that users of the Forest are kept safe.

We administer a charge for some licensable activities. This is because some activities have a direct cost to administer and deal with its impact on the Forest. In all cases the income is re-invested in to the protection of the Forest.

### Personal details

Name of school/organisation	
Contact name	
Telephone number	
Mobile number (to be contactable throughout the activity)	
Email address	
Address	

## Activity details

Please state if self guided visit, occasional forest school or regular forest school	Occasional school visit <input type="checkbox"/>
	Occasional forest school <input type="checkbox"/>
	Regular forest school <input type="checkbox"/>
Times and dates requested for activity	
Area(s) requested for activity (add site plan and use W3W location or grid reference)	
Number of participants (please state number of children and adults)	
Fees charged (if any)	
Please list your activities (continue on a separate sheet if needed)	

## Application Checklist

Please confirm that the following documents are attached	Public Liability Insurance (minimum £5,000,000) <input type="checkbox"/>
	Risk assessments for the specific location being used <input type="checkbox"/>
	Risk assessments covering first aid and safeguarding <input type="checkbox"/>
	Proof of qualifications (Forest Schools) <input type="checkbox"/>
	Route map for self guided visits <input type="checkbox"/>
	Other supporting documents <input type="checkbox"/>

## Declaration

I acknowledge that the information listed in this application is accurate and this application does not constitute an agreement to proceed with the event/activity.

Signature	
Date	

Please return this form together with all supporting documentation to :

Epping Forest, The Warren, Loughton, IG10 4RW or [epping.forest@cityoflondon.gov.uk](mailto:epping.forest@cityoflondon.gov.uk)