



Epping Forest

Registered Charity

General licence application form

Personal details

Contact name	
Telephone number	
Mobile number <i>(to be contactable throughout the activity)</i>	
Email address	
Address and postcode	

Organisation details (if applicable)

Name of organisation	
Charity, company or other registration number <i>(please specify constitution)</i>	
Full details of all beneficiaries of proceeds <i>(for charity or fundraising projects only)</i>	

Event/activity details

What activity or event are you planning to conduct?

- | | |
|--|---|
| <input type="checkbox"/> Occasional school visit | <input type="checkbox"/> Forest school |
| <input type="checkbox"/> Sports training | <input type="checkbox"/> Skip placement |
| <input type="checkbox"/> Compound/scaffolding | <input type="checkbox"/> Car park |
| <input type="checkbox"/> Other, please specify _____ | |

Dates and times requested for activity	
Area(s) requested for activity (<i>add site plan or use grid ref</i>)	
Number of participants	
Fees charged	
Notes and further information	

Application checklist

Please confirm that each of the following documents is included in your application

- Public Liability Insurance (minimum £5,000.000)
- Risk Assessments

Payment

To arrange payment, please call us on 020 8532 1010 or visit our head office at:
The Warren, Nursery Road, Loughton, Essex, IG10 4RW

Declaration

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

Signed	
Date	

Returning your application

Please return this form together with all supporting documentation by email to:

epping.forest@cityoflondon.gov.uk

Alternatively, return your application and documentation by post to:

Epping Forest,
The Warren,
Loughton,
Essex,
IG10 4RW

This is one of
14 green spaces
managed by the
City of London at
little cost to the
general public.