



# Epping Forest

Registered Charity

## Organised sport licence application form

### Contact details

Name of organisation	
Nature of organisation <i>(i.e. Registered Charity, community group or sports club)</i>	
Registered Charity Number <i>(if applicable)</i>	
Name of main contact name	
Email address	
Address	
Invoice address <i>(if different from above)</i>	
Landline telephone number	
Primary mobile number <i>(must be contactable on the day)</i>	
Secondary mobile number <i>(must be contactable on the day)</i>	

## Activity details

Please give a brief description of your proposed organised sports activity	
What's the name of the site or location you want to use? <i>(add a plan or use grid reference to be as clear as possible)</i>	
Please give details of any previous sports activity you've organised at this site/location	
How much will each participant or competitor be charged to take part in this sports activity?	£
How will this income be used?	
What date(s) and times will you be holding your activity?	
What date and time will you enter the site to prepare for your activity?	
What date and time will the site be vacated after the activity? <i>(this is when all equipment and waste has been removed)</i>	
What is your overall expected attendance including spectators?	

## Discretionary items

Please give details below of any facilities you propose to provide for the successful running of your sports activity. We will then advise you on site suitability and any further permissions needed. Further charges may apply.

<b>Site Setup</b> Please give details of any barriers or fencing, etc.	
<b>Marquees</b> Please give number and size of any marquees used.	
<b>Domestic gazebos</b> Please give number and size of any gazebos used.	
<b>PA System</b> Will you be using a PA system?	
<b>Catering</b> Please give details of any catering facilities you'll use.	
<b>Waste disposal</b> You are responsible for clearance of all litter produced by participants and spectators. Please describe how you intend to keep the area free of litter.	
<b>Use of electricity</b> Please give details of how you intend to supply power and where you'd like to source it.	
<b>Use of water</b> Please give details of how you intend to supply water and where you'd like to source it	
<b>First Aid</b> What first aid cover will be provided and who will provide it?	
<b>Temporary toilet facilities</b> How many temporary toilets do you propose to bring onto the site?	

<p><b>Environmental Impact</b> You must actively encourage participants and spectators to travel to your sports activity by public transport. Please give details of how you will do this.</p>	
<p><b>Officials/marshalls' parking</b> Will you require on-site access for official vehicles? If so, where will these vehicles park and how will you manage the parking of these vehicles?</p>	
<p><b>Participant and spectator parking</b> Will you require parking for participants and/or spectators? If so, where will these vehicles park and how will you manage the parking of these vehicles?</p>	

### **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](mailto: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.