**Land Use Enquiry Form**

Staffordshire Wildlife Trust is your local wildlife charity dedicated to looking after Staffordshire's wildlife and wild places. We manage nature reserves across the length and breadth of the county. Many of our sites are nationally recognised through their designation as Sites of Special Scientific Interest (SSSI). If the site is a SSSI, then further consents will need to be applied for, which will take longer than 6 weeks. If you know the site is a SSSI then please contact at least 3 months in advance..

The Trust looks after this land to encourage a diversity of wildlife to thrive. We develop and implement management plans, run working parties, oversee monitoring through surveys to allow us to protect species and work with landowners to improve the areas of land that surround our reserves ensuring a joined up biodiverse network for wildlife to explore.

We work with communities across Staffordshire to help them discover nature on their doorstep and care for local wild places. we pride ourselves on the quality, variety and expertise of our community engagement work. We work with individuals, groups, families and organisations across the county to connect people to conservation and wildlife through taking positive action within their local and wider communities.

Before you can run an event on a Staffordshire Wildlife Trust site we ask that you complete this Land Use Enquiry Form. Please submit your enquiry at least 6 weeks before your event in order for us to process the request. We advise that you do not promote your event until permission to go ahead has been granted.

Please return this completed form to info@staffs-wildlife org.uk

(only as a typed word document, not a pdf and not handwritten)

* **All event organisers must hold at least £10m worth of public liability insurance and attach the document when submitting this form.**
* **This application form is not a permit; permission is granted if we can accommodate you and will be confirmed via email.**
* **This form is not applicable for filming or photo shoots on reserves, please head to this page -** [**https://www.staffs-wildlife.org.uk/events-and-filming-our-nature-reserves**](https://www.staffs-wildlife.org.uk/events-and-filming-our-nature-reserves)

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| **Date of application:** |  |
| **Contact:** | **Name:** |  |
| **Job Title:** |  |
| **Email Address:** |  |
| **Telephone:** |  |
| **Contact for event days:** |  |
| **Organisation name:**  |  |
| **Organisation type:**(educational setting, charity, individual, small business) |  |
| **Organisation Website:** |  |
| **Are you or your organisation a member of Staffordshire Wildlife Trust?**[**https://www.staffs-wildlife.org.uk/become-member**](https://www.staffs-wildlife.org.uk/become-member) |  |

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| **Location(s) required:**  |  |
| **Date(s):**  |  |
| **Times on site from and to:**  |  |

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| **Description of event:**  |  |
| **What is the wildlife benefit of the event?:** |  |
| **Number of people attending:** |  |
| **Fee to participants:** |  |

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| **Please provide details of the following** |
| **Risk Assessment** |  |
| **Public Liability Insurance**  |  |
| **First Aid cover** |  |
| **Litter disposal** |  |
| **Security** |  |
| **Catering** |  |

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| **It costs hundreds of thousands of pounds per year to manage our nature reserves. Would you be willing to make a donation to Staffordshire Wildlife Trust to contribute to this cost for the site you wish to use?** |
| **Yes** |  | **No** |  |
|  **If yes, how much?**  |  |
| **Purchase Order no. or payment reference** |  |

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| **List of forbidden Activities, please read and sign to state that you are not planning on undertaking any of these:** * No removal or moving of soil, rock, plants or other wildlife
* No fires or naked flames
* No blocking of paths or prolonged prevention of access to the public
* No vehicles
* No removal of gates, fences or walls, or any other site infrastructure
* No drilling into or damage to any rocks or crags.
* No Drone use unless authorised by SWT
* No dogs or other animals
* No painting or defacing of trees, rocks etc., including powder paint throwing
* No straying from the paths any more than 5m
* No structures to be installed.
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| **I’m signing to agree that I have read and understood all of the Forbidden activities at a Staffordshire Wildlife Trust site.** **Signature (digital is fine):****Name:****Date:**  |