



## Events information and advice

We hope this will be useful to event organisers who are considering running an event in Scotland's national forests and land.

- A. [Is permission needed or not? \[click for shortcut\]](#)
- B. [Checklist – what do I need to provide? \[click for shortcut\]](#)
- C. [Top tips for organisers \[click for shortcut\]](#)

You'll also find great tips in the [guidance issued by Cairngorms National Park](#).

### A. Does an event need permission or can it be run under your right of responsible access?

- Please give FLS as much notice as you can when you submit your [event enquiry form](#). You'll find the minimum planning times we work towards on the [FLS website](#) or in [National Access Forum Guidance for outdoor event organisers](#).
- Sticking to these timescales as closely as possible allows us to make sure all events are in our regional calendars and minimise potential conflicts with other activities and operations.

#### 1. An event organiser is **unlikely** to require permission, only to register their event with FLS (under the [Land Reform \(Scotland\) Act 2003](#)), if:

- No vehicle access is needed;
- There are limited numbers of participants/spectators e.g. small number of participants, taking part in an event that doesn't require waymarking/facilities, such as a coast to coast event where the competitors are spaced out, not in large groups;
- No onsite structures are required e.g. temporary route markers only;
- Use of car park does not prevent other forest users from parking;
- The event will have little or no impact on other forest users;
- They understand that they take the forest as they find it. The area where they wish to hold their event is not limited to their use and other visitors can continue to access the area throughout;
- They will follow all onsite guidance, including any diversions which are in place;

- The event will leave no trace – no temporary markers left onsite, no litter/bins left behind;
- Note: Group outings by club members are not classed as events, e.g. a rambling club organising a group walk, so you don't need to submit an event enquiry form for these;
- Note: they may request a vehicle access permit linked to this event (which will follow the usual permission process and will be payable), when it enables them to run their event more responsibly (e.g. a water station for a running event).

## 2. An event organiser is likely to require permission if:

- A large number of people are attending/spectating/participating;
- Signage, bins, toilets or other structures etc are required onsite;
- Vehicle access is needed/gates or locks changed for the duration of the event;
- Impact on site or site use for other users is great – areas made inaccessible, infrastructure intrusive, all/most parking spaces occupied;
- They want/need a guarantee that they can use the event location;
- [Section 11: if an exclusion order](#) is required (on Health & Safety grounds) or wanted (e.g. so that an event can be ticketed).
- The event planned is an agricultural show, highland games, golf tournament, music festival, fireworks display, motorised event, fishing or flying model aircraft: all of these are excluded from the right of responsible access.

## B. Events checklist (based on the list used by FLS regional teams)

- Please give FLS as much notice as you can when you submit your [event enquiry form](#).
- We stick to the planning timescales on the [FLS website](#) (taken from [National Access Forum Guidance for outdoor event organisers](#)) as closely as possible, to allow us to **make sure all events are in our regional calendars** and **minimise potential conflicts** with other activities and operations.
  - Completed [event enquiry form](#) (EEF) submitted by organiser. You must include a clear map (OS-based).**
  - Initial Response to EEF sent by FLS within 7 days
  - Event plan consultation completed by FLS regional teams within 30 days
  - Fee quotation (and meeting request\*) sent by FLS

**Event organiser provides detailed response within 14 days**

\*At meeting (phone, video or on site) between Event Organiser and FLS, discussion may include:

- Camping provisions
- Evacuation Procedure
- Events village/trade pitches, including licensing and plan
- Health & Safety
- Insurance Requirements
- Intended routes including start & finish points
- Marshalling points and communications
- Medical provisions
- Overall Event Management Plan
- Promotions & notification (inc filming, photography, media)
- Route Branding Sites
- Reinstatement Schedule (heavily/less heavily used areas)
- Section 11 Closure Orders
- Special facilities involving FLS work
- Signage, marking, diversions
- Spectator Management
- Traffic/car parking management
- Vehicle uplift and/or access requirements
- Waste management, including toilet requirements
- Event organiser makes any necessary changes after meeting**
- Event organiser provides all necessary paperwork**
- Caveats removed & permit signed, approx 3 months pre-event
- Terms and conditions followed pre/post/during event**
- Monitoring undertaken (if part of random 5% of permits)
- Follow-up letter sent to event organiser
- Invoice issued
- Invoice paid by event organiser within 49 days**

## C. Top tips for event organisers

1. **For great advice** on liaison with land managers, obtaining permission, considering the capacity of the location, timescales (the table below), fees, safety and environmental considerations and more, consult [Outdoor events in Scotland: Guidance for organisers and land managers](#).

Before approaching FLS, look at our [standard event agreement and process](#), which outlines how events should be run in Scotland's national forests and land.

2. **Make sure you have enough planning time: this is what we work towards**

Event type	Approximate event size (number of participants)		
	Small	Medium	Large
Walking/running*	25 - 50	50 - 200	200+
Cycling^	25 - 50	50 - 100	100+
Equestrian	10 - 25	25 - 50	50+
Ideal planning lead time	3 – 6 months	6 – 12 months	1 – 2 years

\* For FLS, includes orienteering, canicross and similar.

^ For FLS, includes triathlon, adventure racing, sled dog racing and similar.

NB Group outings by club members are not classed as events.

After consulting [the guidance](#) and checking that you have enough planning time for the scale of your event, you should now get in touch with the relevant FLS regional office, with a completed [events enquiry form](#).

3. **Make contact with the [local access officer](#) for the area where you're planning your event.** Along with the [local access forum](#), they can offer valuable help and advice. This may be particularly useful if you think that your event may require a Section 11 closure order (when the land you're using is temporarily exempted from access rights).
4. **When you initially approach us with your idea, we may be able to agree a date, but not a location/specific route.** One of our key considerations is ensuring your events can take place without disturbing wildlife habitats/environment, while fitting in with forest operations and other activities/events. Part of our event support is working with you to choose the most suitable location and season for the scale and type of event.
5. **Engage with your relevant sports governing body**, if you can, as this provides you with additional expert support and insurance to run your event, and simplifies the planning process through a [series of master agreements](#).
6. **When we respond to your completed events enquiry form, we'll either:**

- agree it can happen under the your right of responsible access and note it in our calendar.
- provisionally agree the date, provide you with a quote and start the process of permitting your event, by consulting the FLS teams whose work may impact on or be impacted by your event.
- pause the process due to volume of event enquiries or for other operational reasons and send you an estimated response date.
- **Tell you if your proposal is unsuitable/not possible and explain why.**

**Remember to check all first aid kits before your event, to make sure they are complete and the contents are up to date!**