



# How-to guide: Organising an event on National Trust land in the Peak District Portfolio

The National Trust manages land covering 13% of the Peak District National Park, approximately 19,000 hectares, which is collectively known as the Peak District Portfolio. It spans across areas of the White Peak in the south, Eastern Moors (managed in Partnership with the RSPB) and Longshaw in the east and the Dark Peak in the north. The National Trust values public enjoyment of the sites we look after and the connections people make with the landscape through recreation. We are also responsible for looking after the special nature of the site, preserving the sites' cultural heritage and protecting it for the benefit of wildlife.

When organising an event in the Peak District National Park, it is essential that you seek permissions from all landowners whose land you wish to cross as well as considering the overall potential impact on other visitors, local communities, the environment and cultural heritage. The Peak District National Park has an event page on their website - you can find out more by clicking [here](#). We are only able to work with you on the parts of your event crossing National Trust managed land in the Peak District Portfolio. If you are unsure as to what land the National Trust look after, please use our [Land Map](#) to help.

## 1. Making a successful application

We support events and activities that promote people's enjoyment of the landscape. In order to give your application the highest chance of success, we suggest considering the following guidelines when preparing your event proposal:

- use our Event Zone Maps as guidance
- avoid going off public rights of way during ground nesting bird season – 1<sup>st</sup> March to 31<sup>st</sup> July
- avoid breeding and hibernation sites (we can give advice on this)
- avoid impact on archaeological features
- avoid sensitive habitat sites such as blanket bogs and flushes
- avoid paths/areas which are showing signs of impact e.g. Kinder Scout summit

- avoid moorland restoration areas
- have all dogs on a short lead at all times
- have a parking agreement in place and ensure parking by organisers, participants, marshals and spectators will not disrupt visitors/local residents and will not obstruct gateways
- consider use of public transport to alleviate congestion
- have marshals at each gateway along the route for the duration of the event, to ensure gates are closed and latches replaced

## 2. Natural England consent

If you are planning to put up any structures at the event (gazebos, tents etc.), or break the ground, or if your route has the potential to damage a Site of Special Scientific Interest (SSSI) feature, there may be a need for us as the landowner, to apply to Natural England for consent for your event and offer you an Outdoor Activity Licence. We will contact you directly if this is required. Please note we will only apply to Natural England if we are confident that your event satisfies the National Trust guidelines listed above and there is time for the application to be processed. Natural England consent is not always successful; therefore we strongly suggest that you wait for the outcome before advertising or selling tickets to your event. Please see the Natural England guidance: [Natural England Guidance for SSSI Consent \(PDF / 0.1MB\) download](#)

## 3. National Trust Tenants

If your route crosses our tenanted farms, we may need you to contact the tenants to discuss your event and work with them to ensure all parties are happy for the event to proceed. On the Event Application Form discussed below, you are asked to let us know if you are happy for us to pass your name and contact details on to relevant tenants, should they wish to speak with you. Please make sure you type yes in this box or, if you do not wish to do this, you must contact us so we can find an alternative solution as without these conversations we may not be able to process your application.

## 4. Event Zone Maps

While planning your route please use the Event Zone Maps on our webpage to guide where and at what time of year your event should cause least disturbance. Once you have prepared your mapped routes you can discuss the details with us using the application process. For more information and to download the maps please click [here](#).

## 5. How long does the application process take?

We encourage you to apply to us as early as a year in advance of the date you plan to advertise and sell tickets for your event. We appreciate this may not always be possible but ask that you do aim for at least six months prior to ticket sales. In 2019 we received approximately 100 event applications. Each application takes time to process and it is not unusual for many event applications to come in at once. The more applications we receive, the slower the process. Natural England has four months to process consent applications and though they aim to process them in 28 days, if you need a guarantee of this, you will need to use Natural England's Fast Track service for which there is a charge.

## 6. Are there charges involved in the application process?

We do need event organisers to apply to us when planning to run an event on the land we manage, however each event application costs the National Trust between £50 to £500 depending on its complexity and we receive over 100 applications each year to the Peak District Portfolio. For applications which are straightforward to process there will be no charge. However, as a conservation charity, if an application becomes complex; requires extra time to review and finalise an agreement, or the event requires us to apply externally for consent from Natural England, we are likely to ask you for a donation towards our costs.

## 7. National Trust Peak District Appeal

As a conservation charity looking after an area comprising about 13% of the Peak District National Park, we are constantly challenged to keep up with the demand for maintained infrastructure and nature conservation. We therefore encourage you to donate a proportion of your event proceeds to our National Trust Peak District Appeal; you could charge a small additional contribution 'per entry' to your event for this purpose. All contributions are welcomed – please clearly state your organisation and event name when donating. All money donated stays in the Peak District to help us deliver valuable conservation projects.

## 8. Sharing our conservation messages

We ask that you share our conservation message and the Peak District Appeal with your event participants, by sending out a link in all pre and post-event information. You can use the wording below.

*Thank you for supporting <your event >*

*This/Part of this event takes place on land cared for by the National Trust, a conservation charity. We ask that you consider donating to the Peak District Appeal, helping the National Trust look after the places you love. All monies donated stay in the Peak District.'*

For more information on our Peak District Appeal please click [here](#).

## 9: Over to you – checklist

For us to proceed with your event application to run an event on National Trust land in the Peak District Portfolio:

1. Use the [Land Map](#) to check where your event crosses National Trust land in the Peak District.
2. Use the [Event Zone Maps](#) as a guide to where and at what time of year your event should cause least disturbance.
3. Download a copy of the National Trust Event Application form from our [website](#), complete and sign.
4. Email completed forms to [peakdistrict@nationaltrust.org.uk](mailto:peakdistrict@nationaltrust.org.uk) with a **high quality event map** showing National Trust and SSSI area boundaries, the route, markers, out of bounds areas, congregational areas, marshal locations, hydration points, temporary structures and a key. Please **do not** send links to on-line maps and ensure you mark the map carefully not to cover map features such as public rights of way under your markings.
5. Await contact from us to let you know how your application is proceeding, whether you are required to make any changes and if Natural England will need consulting.

## 10. What happens next?

We will circulate your event application form and route map for review by the relevant area teams. Their feedback will be collated, after which you will be contacted and either:

1. You will be informed that your event is ok to go ahead, with conditions (please see below).  
OR

2. You will be consulted with proposed changes to your route, event date or details. If we are not able to come to a mutually agreeable solution, we will not be able to agree to your event going ahead.  
OR
3. You will be informed that we will need to apply for Natural England consent before being able to agree to your event going ahead. If your event date does not allow for National Trust application timescales, you may need to apply directly to Natural England for a Fast Track Application. If Natural England consent is not achieved, we will consult with you to, where possible, make a mutually agreeable amendments to your event. If this is not possible, your event will not be able to go ahead on National Trust land. If Natural England consent is achieved, we will create a National Trust licence for you to sign and return.

#### **11. When your event is approved, you will be asked to apply the following conditions:**

- You deliver your event as per the details in your Event Application form and route map.
- You have contacted all relevant landowners/land managers to gain permission to use their land for the parts of the event which cross their property.
- Sufficient parking has been arranged for organisers, marshals and spectators, to ensure local communities and highways are not disrupted and gateways are not obstructed, and you have agreements in place where required.
- You have planned your route whilst considering the use and promotion of public transport by organisers, participants and spectators.
- All participants remain on agreed paths/routes, single file where required to avoid erosion, and all Out of Bounds areas are avoided.
- Access points are used and left as they are found, and no walls or fences are climbed and no gateways are obstructed.
- There is a marshal at each gateway for the duration of the event to ensure gates are shut and latches replaced.
- You only use markers and signage which has been agreed in advance and all such items are removed immediately after the event.
- No structures are used, other than any agreed with us prior to your event.
- Dogs that are accompanying participants, organisers, helpers or spectators must always be kept on a short lead during bird breeding season and when near livestock.
- Ground is not broken or removed.
- There is no camping, unless otherwise agreed, and there are no naked flames used all year round; including fires, stoves and BBQs and no smoking during the dry season.
- There is no disturbance to wildlife or livestock, no watercourses are polluted, no litter, spray paint, permanent markers, signage or equipment left, or any other damage caused to National Trust property.
- Other visitor's enjoyment of the property is respected, and their access is not restricted.
- Local communities, their properties and their way of life is protected and respected and in no way negatively impacted by your event.

We ask that you make the above conditions available to all event organisers, marshals and participants to enable them to help us all look after the special qualities of the Peak District National Park.

\*Please note: If you need to print this document, the links and downloads will not be available. \*