

Annual Mountain Bike Permit

Castlewellan & Rostrevor Forest Parks

Leading of Mountain Biking Activities - Annual Mountain Biking Permit Application

Those persons, companies or organisations wishing to lead mountain biking i.e. coaching or guiding either on a commercial or non - commercial basis on Castlewellan Mountain Bike Trails and Rostrevor Mountain Bike Trails ("Mountain Biking Trails") must apply for an '**Annual Mountain Biking Permit.**'

This permit entitles the holder to:

- Deliver mountain biking coaching or guiding on the purpose-built Mountain Biking Trails within Castlewellan & Rostrevor Mountain Bike Trails
- Promote the aforementioned services via the designated trail page on the official website - MountainBikeNI.com

Conditions of Permit:

- The number of participants on any given day must **not exceed 20**. If the holder of a Permit intends to have 21 or more participants, then they are not entitled to lead mountain biking by virtue of the Permit and shall make an event application to Newry, Mourne and Down District Council in the usual manner and in the event of the application being successful paying the required event fee.
- A maximum of three sessions per week are permitted on the Mountain Biking Trails.
- The permit holder must at all times comply with Council Bye – Laws and the Forestry Land Byelaws (Northern Ireland) 2013 and all Forestry Service NI Byelaws. In particular, the permit holder must comply with paragraph 11 of The Forestry Land Byelaws (Northern Ireland) 2013 which states: -

"General management

11. A person shall not without the permission of the Department—

- (a) erect, set up or place any structure;
- (b) sell, offer for sale, hire or distribute anything."

The permit holder may only take payment for coaching or guiding in advance and outside Castlewellan & Rostrevor Forest Parks.

- It is the permit holder's responsibility to ensure that they and their group members pay car parking fees as required.

- The current 'Activity Permit' issued by Forest Service NI does not include mountain biking within its scope.
- The permit holder and or their employees must carry a copy of the permit with them on each trip to allow inspection by a Council Officer. This will be carried out on a spot check basis.
- It is the permit holder's responsibility to ensure that they, their employees, their group members or participants pay car parking fees as required.
- The permit allows for coaching or guiding only on the Mountain Biking Trails and does not permit this activity at other locations within the forest parks.
- The permit holder may not close or divert sections of trail.
- The permit holder must comply with the Mountain Bike NI code of conduct at all times.
- The permit is valid for 6 months from date of issue.
- No business signs or advertising are permitted to be displayed within the Forest Parks. Only the council appointed official trail head provider can place advertising within the trail centres.
- The permit holder shall be responsible for and indemnify the Council against all claims for injury or death to any person or persons or damage to or loss of property including the Council's property howsoever arising in connection with the activities permitted by the Permit. The Permit Holder shall provide to the Council upon request at any time during the term of the permit, copies of all insurance certificates or schedules including employers' liability and public liability insurance with a limit of liability of not less than £10,000,000 (Ten Million Pounds) for any one incident with an approved insurance company and the Permit Holder shall maintain the said Insurance cover throughout the term of the Permit.
- The permit holder is responsible for the management of Health and Safety in respect of staff, participants and public on the Mountain Biking Trails including responsibility for the creation and distribution of all risk assessments, safe systems of work and maintenance of appropriate records in line with current legal requirements.
- The permit holder shall only permit the members of staff listed on this permit application form to coach or guide on the Mountain Biking Trails in the Forest Parks. Should the permit holder employ other staff and intends to let them coach or guide on the Mountain Biking Trails they shall provide their name and a copy of their qualification certificate as per table attached hereto.
- The permit holder shall ensure that all staff are competent and have received appropriate training.
- The permit holder shall during the course of the permit carry out all instructions of a duly authorised Officer of the Council for the protection of the Mountain Biking Trails or persons using the same.
- The Council has the right to cancel or revoke the permit if in the opinion of a duly authorised officer of the Council it becomes impracticable to fulfil the purpose of this permit or if the permit holder has breached the term of the permit. The Council has no liability to refund any part of the permit fee or to pay compensation to the permit holder for any resulting loss in the event of the permit being cancelled or revoked.
- The Permit Holder acknowledges that the Council is subject to the requirements of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulation 2004 (EIR) and shall assist and co-operate with the Council (at the Permit Holders expense) to enable the Council to comply with these information disclosure requirements in relation to this Contract.

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Annual Mountain Biking Permit Application Form

Person, Company or Organisation Name	
Main Contact Name	
Address	
Telephone Landline	
Telephone Mobile	
Email Address	
Date from which permit to start	

Permit Required for (please indicate):

	Y/N
Castlewellan Mountain Bike Trails - £100	
Rostrevor Mountain Bike Trails - £100	
Both – Annual £175	

- These may be subject to review

I have enclosed a copy of (please indicate):

	Y/N
Public Liability Insurance Certificate (covering the delivery of mountain biking) to the minimum value of £10 million	
Risk Assessment for leading mountain biking within a trail centre environment	
Qualifications of each member of staff to be covered by this permit - see requirements & template below. Copies must be provided. N.B. You may add to your list of instructors throughout the year by providing a copy of their qualification.	

Qualification Declaration:

Each member of staff must have at least **one** of the following qualifications as a minimum:

- Adventuremark (Organisation accreditation with mountain biking as an applicable activity)
- Mountain Bike Leader Award (MBLA) - Trail Cycle Leader (TCL)
- CTC - Trail Leader Award
- Mountain Bike Instructors Award Scheme (MIAS) - Instructor Level 2

N.B. You may add to your list of instructors throughout the year by providing a copy of their qualification.

No.	Name	Qualification	Copy of certificate enclosed
E.g.	An Other	CTC - Trail Leader Award	Yes
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Add additional sheets as necessary. Applications will not be accepted without the above information.

Declaration:

I understand the conditions of this permit and will ensure these are adhered to by all staff within the organisation. I understand that working outside the conditions of this permit could result in removal of the permit with no refund.

Signed	
Date	

Please send completed applications to:

Email: barbara.fleming@nmandd.org

Once the completed application is received it will be reviewed. Permit will be issued once application is approved and copy of employer's liability and public liability insurance and payment has been received.