



## **Whitelee Windfarm Event Request Form**

***This form is for groups, charities and organisations that wish to use Whitelee Windfarm for hosting of an event. Please note the application will be subject to review by land managers before permission is provisionally granted after which time further planning and documentation may be required. Completion of the application form will not necessarily result in approval of the event.***

***Please be advised that specialist event insurance may be required for some events - please consider this during your planning.***

*The Whitelee Countryside Ranger Service are here to help you with planning your event, site knowledge and on the day if required – please do not hesitate to contact them.*

*The following notes are provided to aid you in completing the 'Whitelee Event Request Form' in full. Ensure that you have filled out all sections relevant to your proposed event and have double checked the form before sending it in as missing information could result in delays to a decision.*

*Due to the high volume of requests that can be received and the time it takes to assess each one, allow up to 6 weeks for a reply. Please also be prepared to come in to discuss your event request in detail if required. You may also be asked to provide further detail in the form of an event management plan and associated documents.*

*Planning any event can require a substantial time input. Please note the following advisory guidelines for timescales to prepare your application and lodge it well in advance of your planned event date. These are guidelines only and good preparation and planning by the event organiser can significantly reduce this time:*

| <b>Event Type</b>         | <b>Event Size (No. of participants)</b> |              |
|---------------------------|---|--------------|
|                           | <b>Medium</b>                           | <b>Large</b> |
| <b>Walking or running</b> | 50 – 200                                | 200+         |
| <b>Cycling</b>            | 50 – 100                                | 100+         |
| <b>Equestrian</b>         | 25 - 50                                 | 50+          |
| <b>Planning lead time</b> | 2 - 6 months                            | 4 – 6 months |

***If you have any questions regarding completing this form please contact the Whitelee Countryside Ranger Service in the first instance.***

### **Guidance Notes:**

*Please use the map on the rear of the form to guide you in answering the application questions and for planning your event.*

The following are specific guidance notes to refer to when filling out your application

- <sup>1</sup> Is this date fixed or flexible? Please provide a couple of alternative dates if possible?
- <sup>2</sup> Please include details of set-up and clear-up time at the start and finish so that the outcome is a time including ALL factors.
- <sup>3</sup> Please give an educated 'estimate' including all staff and volunteers for your planned event.
- <sup>4</sup> Please note that the following activities and events cannot be hosted within the windfarm under any circumstances. This is unfortunately due to health and safety concerns, operational restrictions and conflict with the Scottish Outdoor Access Code.

List of events that cannot be hosted:

- Fireworks displays / Bonfire events
- Balloon releases
- Kite, model aircraft, glider, hang-glider, parasailing, parachuting, hot-air ballooning (or any other 'flying' machine/apparatus) events
- Motorsport events
- Motorised water sports

<sup>5</sup> Please note that 'vehicle access' does not mean access to car parking facilities, but refers to access to areas of the windfarm normally excluded to vehicle traffic, except works vehicles.

<sup>6</sup> By additional facilities this means any additional equipment or materials you need to bring in for the purpose of your event. For example – marquee or tents, barriers, power generation equipment, PA equipment etc.

## Whitelee Windfarm Event Request Form

Please ensure that you have answered all questions fully

| EVENT DETAILS         |  |            |  |
|-----------------------|--|------------|--|
| Name of organiser:    |  |            |  |
| Name of organisation: |  |            |  |
| Address:              |  |            |  |
|                       |  |            |  |
| Post code:            |  |            |  |
| Telephone No:         |  | Mobile No: |  |
| Email address:        |  |            |  |
| Date:                 |  |            |  |

|  |  |
|--|--|
| Is this a charity event and if so, who/what are you raising funds for: |  |
|--|--|

|   |    |
|---|----|
| <sup>1</sup> Proposed date(s) of event:       |    |
| Estimated start time of event:                |    |
| <sup>2</sup> Estimated duration of event:     |    |
| <sup>3</sup> Total number of participants:    |    |
| Total number of children ( <i>under 18</i> ): |    |
| Age group:                                    | to |

|  |                          |             |                          |
|--|--------------------------|-------------|--------------------------|
| Type of event ( <i>please tick as appropriate</i> ): |                          |             |                          |
| Walk   | <input type="checkbox"/> | Horse       | <input type="checkbox"/> |
| Run  | <input type="checkbox"/> | Children    | <input type="checkbox"/> |
| Cycle  | <input type="checkbox"/> | Educational | <input type="checkbox"/> |
| Sport  | <input type="checkbox"/> | Other       | <input type="checkbox"/> |
| <sup>4</sup> If 'other' please specify:              |                          |             |                          |
|  |                          |             |                          |
| Distance of event:                                   | miles                    |             |                          |

|  |                              |                             |
|--|------------------------------|-----------------------------|
| <sup>5</sup> Is vehicle access required:             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If 'yes', where:                                     |                              |                             |
| <sup>6</sup> Are any additional facilities required: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If 'yes' what:                                       |                              |                             |
| Will you need access to the visitor centre:          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If 'yes' for what time / until when:                 |                              |                             |
| Is car parking required:                             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| How many cars, buses expected:                       | Cars                         | Buses                       |

|  |                          |                 |                          |
|--|--------------------------|-----------------|--------------------------|
| What areas of the windfarm will be directly used for your 'event' ( <i>please tick as appropriate</i> ): |                          |                 |                          |
| Lochgoin Circuit Route   | <input type="checkbox"/> | Spine road only | <input type="checkbox"/> |
| All  | <input type="checkbox"/> | Other           | <input type="checkbox"/> |
| If 'other' please provide more information below:  |                          |                 |                          |
|  |                          |                 |                          |

|  |                          |           |                          |                       |                          |       |                          |
|--|--------------------------|-----------|--------------------------|-----------------------|--------------------------|-------|--------------------------|
| What access points do you intend to use during the event ( <i>please refer to the map</i> ): |                          |           |                          |                       |                          |       |                          |
| Visitor Centre   | <input type="checkbox"/> | Ardochrig | <input type="checkbox"/> | Lochgoin (spine road) | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| If 'other' please specify:   |                          |           |                          |                       |                          |       |                          |
|  |                          |           |                          |                       |                          |       |                          |

Please provide a general description of the event and its aims:

**Declaration of organiser**

**Name:**

**Position:**

**Date:**

**Signature:**

**Data Protection Act 2018:**

The council will use the information you have supplied to us to manage events that we run and keep you informed of those events. We may also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. The council will use this information because we need to do so to perform a task carried out in the public interest. You can find out more about how we handle this information and your rights in respect of it by going to [www.eastrenfrewshire.gov.uk/strategyprivacy](http://www.eastrenfrewshire.gov.uk/strategyprivacy). If you do not have access to a computer and wish a paper copy please let us know by contacting us at [Whitelee-crs@eastrenfrewshire.gov.uk](mailto:Whitelee-crs@eastrenfrewshire.gov.uk) or by telephone at 0141 614 0962

*By checking this box you agree to us retaining your information for the above purpose*

Returning the completed form: please email the form to:

[Whitelee-crs@eastrenfrewshire.gov.uk](mailto:Whitelee-crs@eastrenfrewshire.gov.uk)

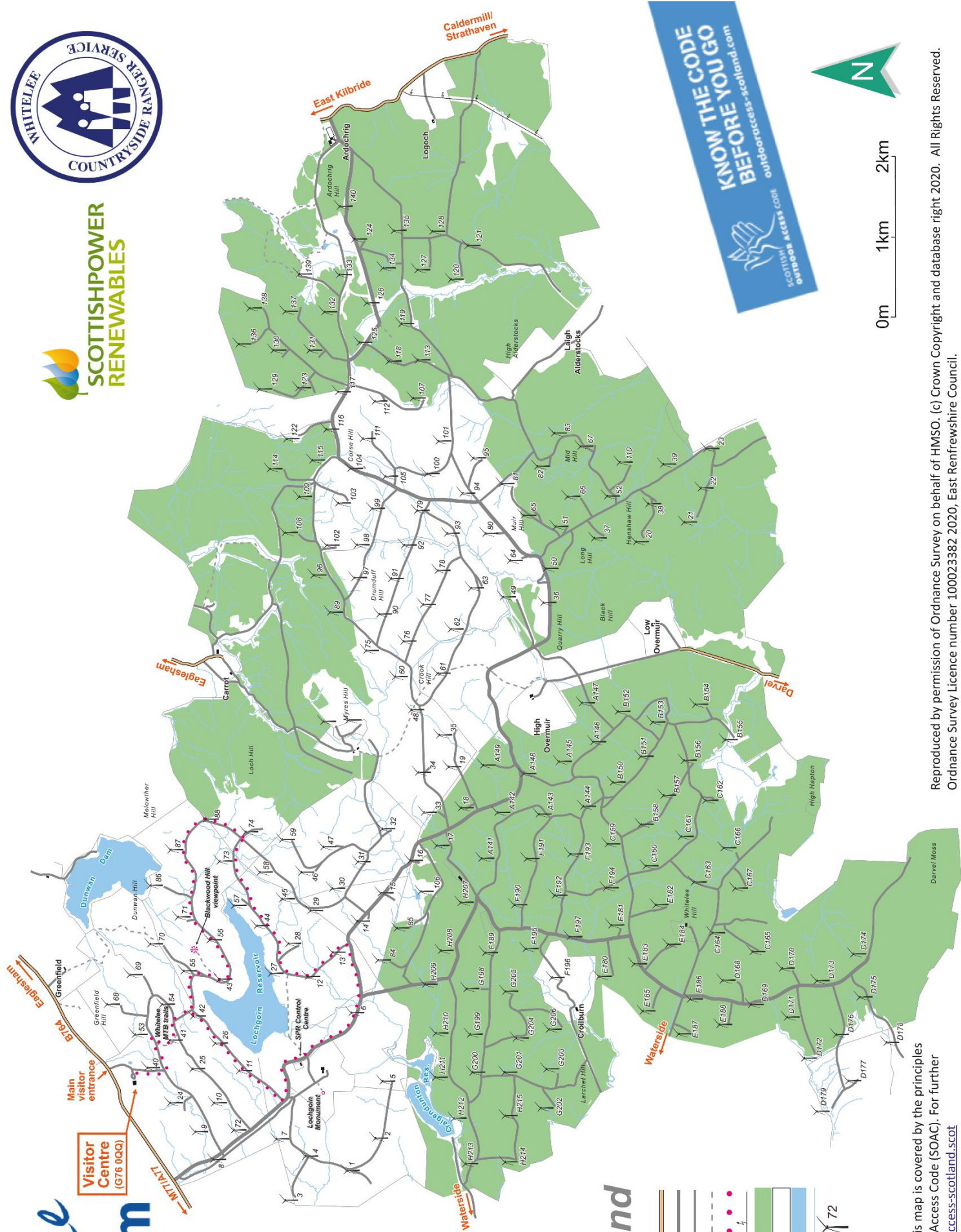
Or post it to:

Whitelee Countryside Ranger Service  
c/o East Renfrewshire Council  
Thornliebak Depot  
190 Carnwadric Road  
Thornliebank  
G46 8HR

# Whitelee Windfarm

Visitor Centre  
(G76 0QQ)

Main visitor entrance



## Legend

- public road
- windfarm spine roads
- windfarm/forest road
- paths/informal routes
- Lochgoil Circuit
- power line
- open ground/moorland
- forest
- water
- water course
- wind turbine & number

Access to the land shown on this map is covered by the principles set out in the Scottish Outdoor Access Code (SOAC). For further information see [www.outdooraccess-scotland.scot](http://www.outdooraccess-scotland.scot)

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