

# Application for Placing a Geocache

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Step 1: Complete the details below

Name: \_\_\_\_\_ Caching Name: \_\_\_\_\_  
Address 1: \_\_\_\_\_ Address 2: \_\_\_\_\_  
Address 3: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

## Cache Location Details

Wood Name	OS Grid Reference	GPS Location	Cache GC

'Walk in' description of cache location. Use identifiable features from the OS 1:50,000 maps

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Enter your cache coordinates (OS or Lat/Long) into this link to [Streetmap](#) and copy and paste the URL of the map page into the field below.

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Date of Application  *There will be no charge for permission granted for this cache placement*

As the registered cacher I agree to abide by the guidelines of The Geocaching Association of Great Britain (<http://www.gagb.org.uk>) and those set out by The Woodland Trust on the reverse of this form.

Signed \_\_\_\_\_ Date:

Your name and the date typed above, once received by email, will be taken in lieu of your signature.

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## Step 2: Applying

Send this form by email to [wopsmail@woodlandtrust.org.uk](mailto:wopsmail@woodlandtrust.org.uk)

The application will then be submitted to the relevant site manager who will decide whether to approve/reject the application (or contact you to discuss modifying the proposal to a more suitable location). **You must not place the geocache until permission has been granted by the site manager.**

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For official use only

Permission Granted  Permission Refused. Please contact site manager to negotiate alternate location

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## Step 3: Permission granted

When permission has been granted by the site manager your application form will be returned to you.

You may now place your geocache.

## Guidelines for setting up Geocaches on Woodland Trust land

The following guidelines are published in draft form in order to ensure that the activity can progress in harmony with the many other interests and legal constraints involved in the Woodland Trust site.

- ◆ Ensure the cache container is clearly marked, stating that the contents are harmless and giving the placer's e-mail address or other contact method. Only items that would be deemed safe and acceptable for an unaccompanied child to find should be placed in the cache.
- ◆ No cache may be placed in such a way as to risk damage or disturbance to any Site of Special Scientific Interest (SSSI) or Scheduled Ancient Monument (SAM). Protect our heritage.
- ◆ No items of food or drink of any kind should be placed in the cache.
- ◆ No lighters, matches or flammable objects should be placed in the cache.
- ◆ Caches must not be hidden in animal holes or runs.
- ◆ Fences and walls should never be damaged when placing or seeking a cache, and should only be crossed by a gate or stile.
- ◆ Maintenance of the cache is the responsibility of the placer.
- ◆ When leaving the cache site, after finding or hiding a cache, there must be no sign of disturbance.
- ◆ While there is public access through most of the woodland on foot, no vehicle access is permitted off the public highway. Always park sensibly, avoiding blocking forest entrances.
- ◆ Forestry operations can be dangerous, and caches should be temporarily closed on request where operations will create a hazard to cachers. The Woodland Officer will advise on the period of closure, and potential alternative cache locations if appropriate. All warning signs must be obeyed.
- ◆ If a geocaching event is proposed the organising group must apply to the Woodland Officer for special permission. The Woodland Officer will supply a Site Risk Assessment and map. The organiser of the event will be required to supply details of their Public Liability Insurance and an operational Risk Assessment before permission will be given.