



Nights Away Notification

This form provides the information a Commissioner requires to **APPROVE** an event to take place (i.e. POR 9.1b/9.1c). Each group attending a Nights Away event (even a County or District event) will need to submit this information.

For all Nights Away experiences all of the information below should be with your District Commissioner (or appointee) **SEVEN** days before the event (in normal circumstances). How the information is passed on will depend on local arrangements (this may be for example by telephone call, e-mail or fax).

For all Nights Away held at facilities not owned or operated by Scouting, such as public or commercial campsites and youth hostels, the host District Commissioner ^(Note 1) must also receive a copy of the information, normally this should be **FOURTEEN** days before the event. Where an expedition is taking you across a number of Districts or Counties this information should be sent to the County Secretary(s) instead. You can obtain details of the host District Commissioner from the Scout Information Centre - Tel 0845 3001818 email info.centre@scouts.org.uk. If you are using Scout owned or operated facilities there is no requirement to complete the Host DC's details only the scout campsite details.

Permit Holder's Name		Telephone	
		Email	
Group		Section	
Event Leader (if not Permit holder)		Telephone	
<i>OR Passport holder's name</i>		Email	
Venue Name		Telephone	
Venue Address			
Please check the 'Prohibited and Restricted Camping areas' at http://www.scouts.org.uk/prohibited to ensure your chosen site does not fall within a restricted area			
Event Dates	From	To	Number of Nights
Nos Attending	BS	CS	S
			ES
			Adults
Type of Event (e.g. sleepover, hike, Pack Holiday, etc.)			
Special Activities (e.g. those requiring permits)			
Menus, programmes and other paperwork are NOT required to be submitted with this form. However random checks will be made by either the DC, DESC or ADC's throughout the calendar year to check paperwork has been correctly compiled			
InTouch Name		Telephone	
InTouch Address			
GSL / DESC is aware of the event	<input type="checkbox"/>		
Host DC Name ^(Note 1)		Telephone	
OR ^(Note 2)			
Scout Campsite		Telephone	

Note 1 – If you know the postcode of the site, the Scout Information Centre on 0845 300 1818, can tell you the name and address of the local District Commissioner.

Note 2 – If you are using Scout owned or operated facilities there is no requirement to complete the Host DC's details **only** the Scout Campsite details.