



# Nights Away Notification

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<sup>1</sup> must also receive a copy of the information, normally this should be **FOURTEEN** days before the event.

|                      |  |           |  |
|----------------------|--|-----------|--|
| Permit Holder's Name |  | Telephone |  |
|----------------------|--|-----------|--|

|       |  |
|-------|--|
| Email |  |
|-------|--|

|                    |  |
|--------------------|--|
| Group and District |  |
|--------------------|--|

|         |  |
|---------|--|
| Section |  |
|---------|--|

|  |  |
|--|--|
| Event Leader<br>(if not Permit holder) |  |
|--|--|

|           |  |
|-----------|--|
| Telephone |  |
|-----------|--|

OR Passport holder's name

|       |  |
|-------|--|
| Email |  |
|-------|--|

|            |  |
|------------|--|
| Venue Name |  |
|------------|--|

|           |  |
|-----------|--|
| Telephone |  |
|-----------|--|

|               |  |
|---------------|--|
| Venue Address |  |
|---------------|--|

|             |      |  |    |  |                  |  |
|-------------|------|--|----|--|------------------|--|
| Event Dates | From |  | To |  | Number of Nights |  |
|-------------|------|--|----|--|------------------|--|

|         |    |  |    |  |   |  |    |  |                   |  |
|---------|----|--|----|--|---|--|----|--|-------------------|--|
| Numbers | BS |  | CS |  | S |  | ES |  | SNet/Adult Leader |  |
|---------|----|--|----|--|---|--|----|--|-------------------|--|

|  |  |
|--|--|
| Type of Event (e.g. sleepover, hike, Pack Holiday, etc.) |  |
|--|--|

|   |  |
|---|--|
| Special Activities (e.g. those requiring authorisation) |  |
|---|--|

Please check with your District Commissioner or ScoutBase UK to ensure that your site does not fall within a restricted camping area. It is recommended you read "Prohibited and Restricted Camping Areas" which is published annually.

|                   |  |
|-------------------|--|
| Home Contact Name |  |
|-------------------|--|

|           |  |
|-----------|--|
| Telephone |  |
|-----------|--|

|       |  |
|-------|--|
| Email |  |
|-------|--|

|              |  |
|--------------|--|
| Home DC Name |  |
|--------------|--|

|           |  |
|-----------|--|
| Telephone |  |
|-----------|--|

|                                      |  |
|--------------------------------------|--|
| Host DC Name <small>(Note 1)</small> |  |
|--------------------------------------|--|

|           |  |
|-----------|--|
| 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.

Copies of this form are available from the Scout Information Centre or alternatively from ScoutBase UK (as PDF or MS Word documents).