

Nights Away Notification

PURPOSE AND USE: This form provides the information a Commissioner requires to **APPROVE** an event to take place (i.e. POR 9.1b/9.1c). The Permit holder is responsible for ensuring that the appropriate Commissioner is informed about each section attending a nights away event (even a District or County event). For all Nights Away events the information below should be with your Commissioner (or appointee) **7** 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 online form). Please ensure that your GSL /DESC is also aware of the event.

DATA PROTECTION: This form is used to collect information about you and your team for the purpose of approving this nights away activity, this is to be used by your Commissioner. As part of this form we collect personal data about you and your team, this detail is required so that we can check that everyone meets the membership and vetting requirements for the event and that appropriate permit holders are in place. We do not share your personal data provided in this form with any third parties. We take your personal data privacy seriously. The data you provide to us is securely stored (based on local arrangements) and we will keep the data we capture from this form for 2 months after the event for any queries that arise then it will be securely destroyed. For further detail on our Data Protection Policy visit [here](#).

Event Information

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|--|----|------|---------|-----------|-----|--------------------------|----|--------------------------|--------|--|
| Type of Event (e.g. sleepover, hike, Pack Holiday, etc.) | | | | | | | | | | |
| Group and District | | | Section | | | | | | | |
| Approximate Nos. Attending | BS | | CS | | S | | ES | | Adults | |
| Is this event being run using Event Passports? | | | | | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | | |
| Event Dates | | From | | To | | Number of Nights | | | | |
| Venue Name | | | | Telephone | | | | | | |
| Venue Address | | | | | | | | | | |

Please check the Prohibited and Restricted Areas Camping Directory on scouts.org.uk to ensure your site does not fall within a restricted area.

Event Leadership Information

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|---|--|-----------|--|--|--|
| Event Leader <small>(if not Permit holder)</small> | | Telephone | | | |
| Membership no. | | Email | | | |
| Permit Holder's Name | | Telephone | | | |
| Membership no. | | Email | | | |
| Names of adults attending <small>(with membership no.)</small> | | | | | |
| Activities <small>(please list those requiring permits or qualifications, providing details of the activity leader or provider)</small> | | | | | |

Menus, programmes and other paperwork are **NOT** required with this form

In Touch System and Approvals

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| InTouch Details | |
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