**Application for placing a Geocache**

**Step 1. Complete the details below**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | Address |  |
|  | |  |  |  |
| Telephone number | |  |  |  |
| E-mail |  | | Post code |  |

**Cache Location Details**

|  |  |  |
| --- | --- | --- |
| **Location**  Name of location | **GPS (OSGB) British Grid Reference**  2 letters, 10 digits.  This is essential; we cannot process your application unless we have this. | **GPS (WGS84) Grid reference**  **(using the format hddd° mm.mmm’)** |
|  |  |  |

|  |
| --- |
| “Walk-in” description. Use features identifiable from the 1:50,000 OS Map |

|  |  |  |
| --- | --- | --- |
| Date of enquiry |  | **There will be no charge for this permission.** |

As the registered cacher I agree to abide by the guidelines of The Geocaching Association of Great Britain (<http://www.gagb.org.uk>).

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

Your name typed above, date and received by e-mail will be accepted in lieu of your signature.

**Step 2. Send this form to Environment and Community Team, Public Realm, Hazel Court Ecodepot, James Street, York, YO10 3DS email: environmentandcommunity@york.gov.uk**

The location will be checked by the Environment and Community Team to identify the right Council department responsible for the land and to ensure the request can go to the right person who manages the location. This person will then make the decision to either grant, reject or ask you to modify your proposal.

**You must not place the geocache until permission is granted.**

|  |  |  |  |
| --- | --- | --- | --- |
| Permission granted |  | Permission rejected |  |

If rejected please contact the team to negotiate alternative location.

|  |  |
| --- | --- |
| **Address of Rangers :**  Environment and Community  Public Realm  Hazel Court Ecodepot  James Street  York  YO10 3DS  email: environmentandcommunity@york.gov.uk |  |

**Step 3.**

**You may now place your geocache.**

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## Guidelines for setting up Geocaches on City of York Council 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 on City of York Council land.

* 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), Scheduled Ancient Monument (SAM), Local Nature Reserve (LNR) or other designated or non-designated site . 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.
* Caches may not be permitted in some specific locations, and may be limited in others (for example Hob Moor which has ground nesting birds in specific areas).
* 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 land on foot, no vehicle access is permitted off the public highway. Always park sensibly, avoiding blocking entrances.
* Land management operations may mean that caches should be temporarily closed on request where operations will create a hazard to cachers. The Rangers 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 for special permission by contacting the City of York Council (contact the environment and community team in the first instance).
* City of York Council reserves the right to refuse or rescind permission for Geocaching if necessary.