



OFFICE USE ONLY:		
Permits issued:	Payment method: CHQ no:	Date:

Riding Establishment Application Form – 2023/24

Please send the completed form to:

The Ashdown Forest Centre, Wych Cross, Forest Row, RH18 5JP or email riding@ashdownforest.org

PLEASE NOTE – The Ashdown Forest Centre Office is closed to the public.

If you have any enquires, contact our office on 01342 823583

1. Riding Establishment details

Main contact:

Name of Riding Establishment:

Riding Establishment Address:.....

..... Postcode:

Telephone number: Email:.....

2. Details of Instructors/Leaders

Names of Instructors/Leaders as at 1 April 2023

1.....	5.....
2.....	6.....
3.....	7.....
4.....	8.....

3. Fee - please tick

Number of horses Total fee (£262.50 per horse inc. VAT)

Payment Option:

<input type="checkbox"/> Full fee payment	£.....	<input type="checkbox"/> Balance payment	£.....
<input type="checkbox"/> Part payment	£.....	<input type="checkbox"/> Paid by 1 October 2023	£.....
Paid by 1 April 2023		Paid by 1 October 2023	

4. Method of Payment - please tick

BACS – Use ref: RE xxxxx where xxx is riding establishment name HSBC Sort code: 40 18 39 Acct 5111 6215

Cheque made payable to “The Conservators of Ashdown Forest” | Credit/Debit card

Direct Debit (2 payments through the year – email riding@ashdownforest.org for details)

5. Terms and conditions

I have read and agree to the Riding Establishment Regulations and Code of Conduct – detailed overleaf (please tick)

I understand that Ashdown Forest is a busy, open access space, and that I must not ride recklessly in a way which could endanger the safety or interfere with the comfort and convenience of other users of the Forest

I understand that it is the responsibility of riding schools to make their customers aware of these conditions

Signed:.....

Date:.....

STAFF TO COMPLETE

Name of Riding Establishment:.....

Permits issued:

Fee paid: £..... Total payment Part Payment Outstanding amount to be paid: £.....

Date paid:..... Staff Initials:.....

To be retained by purchaser as proof of purchase.

RIDING ESTABLISHMENT REGULATIONS

- The Conservators of Ashdown Forest grant permits to four Riding Establishments to use the Forest.
- For every **three** horses paid for the establishment will receive **one** Instructor's/Leader's badge.
- A badge will be issued for each horse paid for. Every horse ridden on the Forest **must** display a badge on its bridle.
- The names of Instructors/Leaders must be submitted to the Conservators at the time of the application and any changes during the year must be notified
- Only the named Instructors/Leaders may act in that capacity at any time.
- The Instructor's/Leader's badges must only be used by the Instructor/Leader taking the ride.
- The Instructor/Leader must be familiar with, and adhere to, the Ashdown Forest Riding Regulations and Code of Conduct.
- The establishment must keep a log book listing the rides taken onto the Forest including the date and time of the ride, the number of horses taken out and the name of the Instructor/Leader in charge.
- Establishments should be aware that mounted volunteer rangers operate right across the Forest throughout the year. They can be identified by their high-viz tabards. Mounted rangers carry up to date details of valid badges and current riders and any rider found not to be displaying a valid badge will be asked to leave the Forest.
- Badges remain the property of the Board of Conservators of Ashdown Forest.
- **PLEASE INFORM THE FOREST CENTRE IF/WHEN AN UNSEATED RIDER AND/OR LOOSE HORSE HAVE RETURNED TO THE STABLES.**

RIDING REGULATIONS and CODE OF CONDUCT

- **Ashdown Forest is a busy, open access space with many different users. Therefore, riders may not gallop on the Forest. Walking, trotting, and cantering are the only authorised paces.**
- **The Conservators of Ashdown Forest reserve the right to suspend permits for breach of the Riding Regulations.**
- **Permit badge must always be displayed on the horse where it can be seen easily by Forest Staff and Volunteers. It is in your interest to do so.**
- **Any rider found not to be displaying a permit will be asked to leave the Forest.**

Riding *is* permitted on:

- fire breaks – these are the unmarked tracks across the Forest, cut and maintained to a width of more than 9 metres (30 feet). Please note these tracks are rough terrain and can be crossed by drainage ditches.
- riding tracks – these may be narrower than 9 metres and marked with Ashdown Forest signs. Please note these tracks are rough terrain and can be crossed by drainage ditches.

Fire breaks and riding tracks can be slippery when wet, please take care.

You may *not* ride

- across heathland unless on one of the above fire-breaks or tracks
- on footpaths or any unmarked narrow track
- through car parks except those designated as Horse Box parking (see below)
- on tracks and roads leading to private properties or the fire breaks surrounding private properties
- over recreation grounds or on the Royal Ashdown Forest Golf Club courses
- **at a galloping pace**

Please

- Help protect the Forest by varying routes, by avoiding wet and badly eroded areas, by keeping to the permitted fire breaks and tracks and by keeping out of the sensitive heather areas;
- Close all gates into / out of the grazing area to protect livestock;
- Be aware of the rough and sometimes slippery nature of the terrain and remember that drainage ditches cross tracks;
- Be considerate and courteous to all other Forest users and give dog walkers time to put their dogs on the lead;
- Report all incidents as detailed below or any matter that you feel is worrying or important;
- When cantering ensure other Forest users are aware you are coming and give them a chance to move away;
- Encourage other riders to follow this Code of Conduct and obey the Riding Regulations;
- Adhere to the marked road crossings

Only the following Forest car parks may be used for horse boxes:

- Box, Stonehill Road, Nutley - **closed to boxes on Remembrance Sunday**
- Blackhill, Friars Gate Road (B2188)
- Long, south of Wych Cross (A22)
- Broadstone and Twyford Car Parks are for AFRA members only

Parking charge exemptions for Horse Boxes are included in the Permit price. Exemptions only apply to the stated car parks and only while you are riding.

Please help us by calling 01342 822846 as soon as possible if you see injured or distressed livestock (including deer), incidents of sheep worrying, lost or out of control dogs, fires, fly-tipping or any other incident that you feel may be important.

If you have information about people abusing the Riding Regulations or Code of Conduct, for example those who are riding without a permit

or acting in an unsafe or irresponsible manner or causing damage to the heather areas call us on 01342 822846

Riders use the Forest at their own risk.

Check our website regularly for updates about livestock enclosures and other information that may affect riders www.ashdownforest.org