**Parks and Greenspace checklist**

When thinking about an event or activity in your local greenspace, you may find the following check list helpful.

Please check current Scottish Government guidance on Covid-19 and social distancing requirements before visiting the park or greenspace.

**Will your planned activity involve fixtures and/or permanent changes to the park/greenspace?** YES/NO

If the activity/event involves fixtures and/or permanent changes to the park or greenspace, you will need to apply for a Permission to Use (PTU) through GCC Neighbourhoods & Sustainability.

**Do you have appropriate insurance in place?** YES/NO

You will need to have appropriate insurance cover for organised activities.

**Have you ‘recced’ your area before making plans?** YES/NO.

Think about access to facilities such as shelter and toilets.

Think about whether other community groups and individuals might be interested in taking part in your activity/event. Another group may be organising a similar activity. Check if there is an existing Friends of Group. Support each other!

Identify potential locations for the activity.

Identify potential problems such as litter which needs to be dealt with (contact GCC NS Neighbourhood Teams).

Think about first aid provision.

**Have you carried out a risk assessment?** YES/NO

It is essential to carry out a risk assessment before any activity/event in carried out in the park or greenspace. A risk assessment does not have to be an onerous task.

**Is the area designated eg Local Nature Reserve (LNR) or Site of Importance for Nature Conservation (SINC)?** YES/NO

This does not mean the activity cannot take place but it does mean that there are extra sensitivities which must be taken into account.

**Are there wildflowers at your chosen location in the park?** YES/NO

Avoid disturbance to wildflower meadows through trampling and people traffic by carefully planning your route or location. Wildflowers are essential food sources for our pollinators and also create a colourful, attractive display for people to enjoy.

**Are there bird and/or bat boxes nearby?** YES/NO

Avoid disturbance to birds and bats by keeping activities away from bird and bat boxes. It is illegal to disturb birds during the nesting season and illegal to disturb bats at any time of year. Also birds and bats add interest and enjoyment to a walk in the park and the natural environment has been shown to benefit park users’ mental health.

**Have you considered the type of materials will be used in your proposed activity?** YES/NO

Avoid the use of plastics in line with the Council’s Plastic Reduction Strategy – for example in Fairy Trails do not use plastic fairy doors, glitter (made of tiny pieces of plastic which are rarely recycled) or plastic decorations (which may be a threat to wildlife and pets).

Consider using sustainable and natural materials such as wood, paper, straw and air dry clay.

Do not affix items to trees with nails or screws. Either lean them against the tree trunks or use air-drying clay to affix.

**The activity has finished. What now? Do you have a plan for cleaning up?** YES/NO

Leave no trace behind. Please follow best practice. This means that when an activity or event is completed, everything must be tidied up and all waste removed. No trace of any of the activity should be visible and the location must be restored to its previous condition. See <https://lnt.org/why/7-principles/> for more information.

**Where can I get more information?**

Contact the Council’s Countryside Ranger Service for more information on sustainable activities in parks and greenspaces.

**Above all, have fun and enjoy your park or greenspace responsibly!**