

Approving Activities in Beverley and Hornsea



Last Reviewed: 01/08/2026 (Effective from 19/08/2026)

Quick Guide

Complete the form if any of the following apply:

- The activity is taking place somewhere other than your normal meeting place.
- The activity is taking place at a different time or on a different day to your normal section meeting (changes of up to one hour do not require an Activity Form).
- The activity requires an Adventurous Activity Permit holder or National Governing Body (NGB) qualification, regardless of location or time.
- The activity is acting as a Substitute Nights Away Notification.

Before submitting

- Completed a suitable risk assessment.
- Complied with the relevant sections of Policy, Organisation and Rules (POR).
- Ensured the activity is appropriately planned and supervised.

The form should normally be submitted at least 7 days before the activity wherever possible.

Changes

Once the form has been submitted changes are unable to be made. If the session is to be cancelled or a change needs to be made then please REPLY ALL to the email notification. Please do not send messages or separate emails.

Examples

Activity Form Required

- A Cub Pack that normally meets at their Scout HQ is meeting on Beverley Westwood.
- A Scout Troop that normally meets on a Tuesday evening is meeting on a Sunday.
- An Explorer Unit is taking part in a joint activity at another Scout HQ.
- A section is holding an Archery, Climbing, Shooting or other activity requiring an Adventurous Activity Permit holder or National Governing Body qualification.

Substitute Nights Away Notification

- A section is attending a Nights Away event where the Nights Away Notification is being approved by another Lead Volunteer.
- A section is attending a larger Scout event where the Nights Away Notification has been submitted by the organising team.

Still unsure? Contact the Group Lead Volunteer, District Lead Volunteer or District 14–24 Team Leader before submitting your form.