

THE RILEY REGISTER

The Motor Sports Association - A Guide to seeking permits for sporting events.

Up-dated October 2010

Introduction.

Realising the potential for third parties to make claims against the organisers of our local events, including Area Secretaries, the Riley Register took steps to become a Registered Motor Club within the Motor Sports Association (MSA) in order to gain the protection of the insurance provided by that organisation. To ensure that benefit, members of the Riley Register must now run sporting events in accordance with MSA rules. The aim of this document is to outline the steps needed when planning a Riley motoring event in both determining whether or not an event permit is required and how a permit or formal certificate of exemption may be obtained.

This guide has four parts.

- a. A general introduction to responsibilities and methods when making an application for an event permit.
- b. A description of the various events and the necessary forms that are relevant to MSA approval.
- c. A Step-by-Step guide for completing the forms and obtaining a Permit or Certificate of Exemption.
- d. A short summary of relevant MSA Definitions and Terminology.

The Motor Sports Association.

The MSA is internationally recognised as the governing body of motor sport in Britain. As such, the MSA is responsible for determining and administering the rules governing the sport. **The Regulations** for Competitors and Officials are issued annually in the Motor Sports Association Yearbook, generally known as the Blue Book. (Previously a separate Red Book was issued for Officials' use but this has been discontinued.) The Blue Book defines the various sporting events recognised by the MSA and states what rules apply; loan copies are available from me on request. Please note that this "Riley Register Guide" is a summary document and deals only with those events likely to be planned by members of the Riley Register for the entertainment of its own membership and is not comprehensive. If you have concerns not covered by this Guide, please contact me.

The MSA is also the agent of the Department of Transport (DoT) for the issue of an Authorisation for any event that is planned to run on the public road, in accordance with the Motor Vehicles (Competitions and Trials) Regulations, 1969. As a result, the MSA not only undertakes to issue a **Permit** for an event defined in the MSA Regulations but also provides the DoT **Authorisation** when necessary. The combining of these two roles can make the process look complicated but do not feel overwhelmed by the information provided here. The procedures are straightforward and a check list is provided in this document.

Events.

An event, in MSA terms, is an organised motor sport occasion which is promoted and defined. MSA Regulations state that "No Event or Championship should be held unless the MSA has signified its approval by granting an organising **Permit** or the event is of a kind for which the MSA has granted an **Exemption** from these Regulations" (Blue Book D4.1). This Guide only lists and specifies those events likely to be organised by Riley Register Areas. For example, racing, sprints and hill climbs are not included here. The full list of events that must comply with MSA Regulations is given in the Blue Book.

In cases where events use the Public Highway competitively there will also be the need for DoT **Authorisation** and you should note that the definition of the Public Road or Public Highway is now understood to include any place with public access e.g. car parks. For most Riley Register Area events the need for DoT Authorisation will be an uncommon requirement but, if you have any doubts, please contact me.

Many outings commonly organised for Riley Register members do not fall into the motor sport category at all and there is no need to make any application to the MSA. For example, an arrangement for a group of members to meet at a common location, such as a pub or stately home, is not a sporting event as long as individuals make their own way and no common itinerary is published for the run.

General

MSA website details are given on the last page of this Guide along with some MSA Definitions/Terminology.

October 2010 Alex Matthews. Riley Register Motor Sports Association Liaison Officer. Tel: 01672 841382

MSA Regulated Events.

Regulated events that are likely to be organised by Riley Register Area members are listed in the table below.

Events listed in column 1 require a **Permit**. Other low-key events, listed in column 2, have no detailed rulings in the MSA Regulations but still require approval in the form of a **Certificate of Exemption**. In both cases, the issue of an MSA Event Permit or Certificate of Exemption will ensure that the event is provided with insurance to cover the organiser(s) against any third-party claims for damages.

Permit and Compliance with Regulations	Certificate of Exemption from The Regulations
Navigational Rally (imposed competitive timing) Trials of all sorts Autotests Road Rallies Economy Run held on or using private land Economy Rally (a timed event) * 12 Car Road Rallies, i.e. 12 or fewer cars participate * Navigational Scatter Event (no defined route and no competition on the highway)	Touring Assembly Gymkhana held entirely on private ground Treasure hunt (but the over-12 car rule applies) Procession for charitable or historic purposes Concours d'Elegance Road Safety event Economy Run on the public road (an untimed event)

* Denotes an event that requires a Permit but which will receive automatic Authorisation under DoT rulings.

Event Permit (events listed in the first column of the table above)

Applications for these competitions require the **MSA Event Application Form** to be completed and submitted not less than four weeks ahead of the event. The Permit fee, based on the number of cars participating, is due within 14 days of completion of the event. Fee scales are published in the Blue Book and on-line. A typical Riley event would be charged £2.45 for the permit plus £4.50 for insurance (i.e. £6.95) for each registered competitor. These fees are reviewed annually. Exceptionally, for 12 Car Rallies and Navigational Scatter Rallies, a single flat rate fee is charged at the time of application (**For 2011, £20.00**). The Application form is available on the MSA website (www.msauk.org); alternatively, the copy attached to this document can be photocopied.

Event Certificates of Exemption (events in the second column of the table above)

The **MSA Event Application Form** must be completed. It should be submitted four weeks ahead of the event, with a flat fee (**For 2011, £20.00**). This form can be downloaded from the MSA website (www.msauk.org) and filled in by hand; alternatively, the copy attached to this document can be photocopied. The Certificate of Exemption is, in effect, an authorisation to proceed with the event without being subject to The Regulations. Should your event include the participation of members of the public (i.e. not MSA Registered Motor Club members), this must be stated clearly in your application. If you are unsure about the status of your planned event, please contact me.

DoT Application for Authorisation (Form E 404)

If the event uses the public road competitively, this MSA form must also be completed, but note that there are two exceptions defined by an asterisk in the Permit table above. Form E404 must be accompanied by two copies of the route trace on current Ordnance Survey 1/50,000 maps where appropriate with a summary of discussions with the Route Liaison Officer, and be submitted at least two months ahead of the planned event date. The DoT Authorisation fee is due 5 days before the event in response to a MSA request for remittance. It is based on a rising scale depending upon the scheduled mileage of the event. For example, a competitive event of say 90 miles will be charged at £2.65 per vehicle.

Supplementary Regulations and Fees.

If you decide that **Supplementary Regulations** are needed to ensure the smooth operation of your event, get hold of a copy from a previous event to use as a guide. Consider submitting a draft copy to the MSA with your Event Application Form, as they will advise you on the appropriate content and completeness. Some guidance is given in paragraph 7 of the "Step by Step" guide on the next page.

Any entry fees to be charged to competitors in an event, which might include a local administrative fee as well as the permit fee contribution, must be specified in the Supplementary Regulations.

Step by Step Guide

1. An application for either a Permit or a Certificate of Exemption must be made on the **Event Application form** which can be obtained from the MSA website (www.msauk.org) under MSA Forms/Clubs. Alternatively, copy the example form attached.
2. Determine the type of event you are going to run. Complete both sides of the **Event Application form**.
 - On the front page
 - a. Complete the details at the head of the page for Club, Date, Title and Venue.
 - b. Mark the "Status of Event" as either Clubsport or C of E depending on your requirement for either a Permit or a Certificate of Exemption.
 - c. In one of the Rally, Autotest or C of E sections mark the type of event you are planning.
 - d. Complete the details of the "Secretary of the Meeting", which is your organiser.
 - On the other side of the form
 - e. Take time to read the Reference Notes for Certificates of Exemption.
 - f. Mark all the tick boxes under "ALL EVENTS".
 - g. Complete the remaining tick boxes as appropriate. (Ignore the Car races, speed events etc. section)
3. Contact the appropriate Route Liaison Officer with details of any part of the planned route that falls on the public highway. Take note of his advice.
4. If applying for a Certificate of Exemption, send the Event Application Form with a cheque for the flat fee to the MSA at the address given on the form. In your covering letter make it clear that you have contacted the Route Liaison Officer and summarise his response.
5. If applying for an Event Permit, complete the Event Application Form and send it to the MSA. If your request is for a permit to run a 12 Car Rally or a Navigational Scatter Event, which receive automatic DoT Authorisation, you should enclose your cheque for the flat fee. In your covering letter make it clear that you have contacted the Route Liaison Officer and summarise his response.
6. If your event uses the public road competitively, you must also complete the **Application for Authorisation (E.404)** observing the guide notes on the reverse side. Form E.505 provides additional "**Notes for Guidance on completing Form E.404**". Attach the completed form, with route tracings, to your event application form and send all documentation to the MSA. Form E.404 will be found on the MSA website (www.msauk.org) under Clubs/Forms/Route Authorisation. Guidance notes for its completion are attached.
7. Prepare any Supplementary Regulations that you require, noting that they must be in conformance with MSA Regulations, and should include the minimum information listed below. They do not have to be submitted to the MSA with your application but may be requested. Sending a draft to the MSA with your Event Application Form is a good way to avoid difficulties with the detail. They do have to be available to competitors.
 - a. The name of the Club
 - b. The name, date, place and nature of the event.
 - c. A statement declaring the event is held under the General Regulations of the MSA and your own Supplementary Regulations.
 - d. The Permit No. and grade of Permit issued by the MSA.
 - e. Details of eligible competitors and the maximum number that can be accepted for entry.
 - f. The amount of the entry fee.
 - g. The names of the officials for the event.
 - h. You may decide, and therefore specify this, that all drivers must sign-in at the beginning of the event.
8. Consider the needs of Public Relations specified in detail in the Blue Book. For all Certificate of Exemption events there is a basic requirement to consult the Route Liaison Officer and follow any request he might make for extra PR activity. Make a visit to all households that are within 500m of any point where competitors are required to stop (i.e. a clue point or control) and advise them of your plans. The term "Rally" tends to conjure up ideas of speed and noise to residents so think about using other appropriate terms to describe your event.
9. After receiving your Event Permit or Certificate of Exemption, make sure that it is available at the start of the event for all participants to see. Respond to the MSA request for remittance of the DoT Authorisation fee. Complete records of participation and pay the appropriate fee to the MSA within 14 days.
10. Advise me, as the Riley Register MSA Liaison Officer, when you have received your Permit or Certificate of Exemption listing the Event Date, Title, Venue, Status, and the name of the Secretary of the Meeting. This is purely to maintain our records of MSA authorised events.

Internet Access to MSA website

- MSA Home page www.msauk.org
- MSA Event Application Form & Fees On Home Page, select “Clubs” and then “Forms”.
- DoT Application for Authorisation On Forms Page, select “Route Authorisation” in boxed menu.
i.e. (Forms E404 & E405)
- List of Route Liaison Officers Look on “Clubs” or “Route Authorisation” pages, as above.

MSA Definitions/Terminology

Touring Assembly. An event organised with the primary object of assembling tourists at a point selected beforehand. In a Touring Assembly a prescribed route may have to be followed. Pre-arranged points may be provided in the event’s itinerary but no limits of speed may be laid down, nor any requirement to visit pre-arranged points, other than a requirement to report at a final point not later than a specified time. The Touring Assembly may include additional events (other than speed) provided that they are held only at the place of final assembly. No awards nor prize money may be allocated in respect of Touring Assemblies. All Supplementary Regulations must be clearly endorsed “Touring Assembly”.

Gymkhana. An event held entirely on private ground and in which no test is determined solely by the speed of the competing vehicle, or by the skill of the driver in controlling the vehicle, and in which if there are to be timed tests, there will be at least an equal number of untimed tests. No test may be timed to an accuracy of less than 5 seconds.

Treasure hunt. An event involving the solving of certain problems in which the use of a car is merely incidental as a means of transport and the skill or experience of the driver plays no part. If the event utilises the Public Highway and involves more than 12 competitive cars, it shall be run in accordance with the Motor Vehicles (Competitions and Trials) Regulations and will need DoT Authorisation.

Road Rally. A competition that utilises the public highway and where there is an imposed average speed. It must conform to one of the MSA classifications listed in the Blue Book e.g. Economy, Special Stage, Historic. Marking for maintaining a time schedule must form a substantial part of the competition and the greatest speed must never be a factor for classification.

Twelve Car Rule. A Rally of 12 or fewer cars, complying with one of the MSA specified forms of Rally (e.g. Economy, Navigational, Vintage) achieves automatic DoT Authorisation under the Regulations. Conversely, any Rally of more than 12 cars using the public road competitively (e.g. a Treasure Hunt) requires specific DoT Authorisation.

Navigational Scatter Rally. A navigational event where there is no competition on the public highway. Competitors should be required to visit a number of points at random and no merit should be attached to visiting more than 75% of the points listed. The majority of points should not be readily accessible without leaving the car and the car should be an incidental means of transport between the various points.

Autotest. A competition in which marking during the event is based solely on a competitor’s performance in manoeuvring tests. These tests may be at one or more sites on private property.

Procession for charitable or historic purposes. Defined by the description.

Concours d’Elegance. A meeting at which classic or vintage cars are exhibited and prizes awarded

Road Safety Event. An event organised with the intention of promoting Road Safety.

Economy Rally/Run on a public road. An event designed to assess the fuel economy of competitors’ cars and in which the overall result is based on relative fuel consumption. The use of “Rally” indicates the inclusion of timing penalties and requires a Permit. In a “Run” the competitors are not required to arrive at any point, other than the finish, by a specific time and a Certificate of Exemption will be issued.

Public Road. The term Public Highway or Public Road is used in the MSA Regulations. You should be aware that under the terms of the Road Traffic Act 1988, as modified by the Motor Vehicles (Compulsory Insurance) Regulations of 2000, the term “Public Road” has been extended to include “or other public place”. The public road or highway is now deemed to refer to anywhere to which the public has access.

EVENT APPLICATION FORM

PLEASE WRITE IN BLOCK CAPITALS



NAME OF ORGANISING CLUB:	<input type="text"/>	FOR OFFICIAL USE ONLY Club ID: Permit No: NOTES
DATE OF EVENT / EVENT PRACTICE:	<input type="text"/>	
TITLE OF EVENT:	<input type="text"/>	
VENUE / LOCALE:	<input type="text"/>	
STATUS OF EVENT:	C of E+ <input type="checkbox"/> Clubsport* <input type="checkbox"/> Clubmans <input type="checkbox"/> Nat 'B' <input type="checkbox"/> Nat 'A' <input type="checkbox"/> International <input type="checkbox"/>	
SECRETARY OF THE MEETING (PLEASE WRITE IN BLOCK CAPITALS)		
Name _____	Signature _____	
Address _____	Date _____	
_____	Day Tel. _____	
_____	Mob. Tel. _____	
_____	Fax _____	
Postcode _____	E-Mail _____	

APPLICATION FOR PERMIT

The above club applies for an organising permit for the above event, which will be held under the General Regulations of the Motor Sports Association (incorporating the provisions of the International Sporting Code of the FIA, and any subsequent requirements of the Motor Sports Association and Supplementary Regulations as attached).

APPLICATION FOR A CERTIFICATE OF EXEMPTION

The above club applies for a Certificate of Exemption to organise the above event, which will be held under the relevant General Regulations of the Motor Sports Association.

MOTOR VEHICLE (OFF-ROAD EVENTS) REGULATIONS 1995 APPLICATION FOR AUTHORISATION

The above club applies for 'Authorisation' for the above event in accordance with the Motor Vehicles (Off-Road Events) Regulations 1995. (*Not applicable).

†* Certificate of Exemption and Clubsport Event applications need not be accompanied by Supplementary Regulations.

AUTOTEST	TRIAL	RACE	KART RACE
Autotest*	Sporting*	Car Race	Short Circuit
Production Car*	Car*	Truck Race	Long Circuit
Autosolo*	Classic*		Endurance
RALLY	CROSS COUNTRY (4x4)	SPEED	Bambino
Road	Untimed Trial*	Sprint	CERTIFICATE OF EXEMPTION† (Pre-pay Appendix 1.4.3)
Road (R10.2 to sec)	Safari	Hill Climb	
Navigational	Team Recovery	Drag Race	
Endurance	Winch Recovery	Autocross	
Stage	Hill Rally	Rallycross	
Multi-Use Stage	Gymkhana	Off-Road Racing	
Historic Stage	Promotional Event		
Historic Road	Timed Trial		
Economy	Treasure Hunt		
Vintage	Orienteering		
Timed Trial	Point to Point		
(Pre-pay Appendix 1.4.3)	Tyro Trial*		
12 Car Road*	Challenge Event		
Navigational Scatter*			
			Gymkhana
			Treasure Hunt°
			Concours°
			Other (specify):
			PRE-APPROVED
			MSA Marshals' Training

Please tick the box to the right of the permit for which you wish to apply.

PLEASE ANSWER THE APPROPRIATE QUESTIONS BY PLACING A TICK IN THE 'YES', 'NO' OR 'N/A' BOX



ALL EVENTS

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has your club run an event of this type and status previously? (D4.1.5/D4.3) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Do you have landowners' permission for any private property? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the event being televised or filmed for any commercial purposes?
N.B. – The MSA to approve after issue of Permit | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Do you have written acceptance from all invited clubs/championships? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Will there be any qualifying championship rounds run at the meeting? (D7.1) (N/A C of Es)
If YES, specify which championships: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Does the event cross or traverse over any footpaths, bridleways or Restricted Byways? (see 7) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Have you obtained permission from the Highway Authority(ies) in accordance with
Section 33, Road Traffic Act 1988? (required for 6 above) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Does the event utilise Forestry Commission property?
If YES list the Forestry Liaison Officer(s) you have contacted: _____ | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. Is this event inscribed on the MSA fixture list? (D3.1) | <input type="checkbox"/> | <input type="checkbox"/> | |

EVENTS TRAVERSING THE PUBLIC HIGHWAY

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 10. Do you understand that all events on the Public Highway in England, Scotland and Wales
are subject to the Motor Vehicles (Competitions and Trials) Regulations 1969?
(N/A in Northern Ireland, Channel Islands, Isle of Man, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Does the event utilise the Public Highway? (App 4(c))
If YES list the Route Liaison Officer(s) you have contacted: _____ | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12. Is the event subject to Authorisation under DoT regulations?
If NO, explain why not: _____ | <input type="checkbox"/> | <input type="checkbox"/> | |

ALL RALLIES AND TRIALS

- | | | | |
|---|--------------------------|--------------------------|--|
| 13. Has PR work commenced? (R3.1/T1.2/P4.1) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 14. Are there any standard sections timed to the second? (R10.2) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 15. Has the rally any special stages? (R22.2/R26.5.4-R26.6.2)
a. How many? _____
b. Proposed mileage _____
c. Starting at intervals of _____ | <input type="checkbox"/> | <input type="checkbox"/> | |
| 16. Has the rally any special tests? (R10.6) | <input type="checkbox"/> | <input type="checkbox"/> | |

CAR RACES, SPEED EVENTS, KART RACES

- | | | | |
|---|--------------------------|--------------------------|--|
| 17. Has the venue/club a valid MSA Track Licence for this event? (E1.1-E1.5.18) or
If Autocross, is a fully detailed plan of the course enclosed? (N2-N2.1.14) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |

REFERENCE NOTES FOR CERTIFICATES OF EXEMPTION

The Regulations for such events are detailed in the current Competitors' and Officials' Yearbook, summarised below:

1. Applications must be made on this form a minimum of four weeks prior to the event as per D5.1 and include payment. (Appendix 1.4.3)
2. Such events must be classified as per D5.1.2 and be as detailed on this application form overleaf.
3. Details of the route for all events traversing the public highway whether wholly or partly must be supplied to the Route Liaison Officers within sufficient time and their advice acted upon. Please note where there is no route; details of the event must include the points to be visited. It is suggested that the contact be made with the Route Liaison Officers at the time of submission to the Permit Section of your application. (R2.1)
4. Veteran Rallies (or Runs) organisers are reminded that Route Authorisation may still be necessary from the Competition Authorisation Office at the MSA.
5. A Treasure Hunt must comply with R17.2 and organisers are reminded that Route Authorisation will be necessary from the Route Authorisation Office at the MSA, if the event involves more than 12 vehicles.
6. Events organised for Cross Country Vehicles (D5.1) are charged on a per capita basis (Appendix 1.4.3)
7. Certificate of Exemption fees are non-refundable.

You are reminded that per capita and other payments must reach the Motor Sports Association not later than fourteen days after the event. Failure to make payment within the stated time or at all may invoke penalties in accordance with Appendix 1.6 of the Regulations.

PLEASE ATTACH YOUR SUPPLEMENTARY REGULATIONS* OR DRAFT*

AND RETURN COMPLETED FORM TO:

COMPETITIONS AND CLUBS, Motor Sports Association
Motor Sports House, Riverside Park
Colnbrook, SL3 0HG

APPLICATION FOR AUTHORISATION OF A MOTORING EVENT ON THE PUBLIC HIGHWAY

**Road Traffic Act 1988
The Motor Vehicles (Competition & Trials) Regulations 1969
To be read in conjunction with Form E405**

For Official Use only

1. Name of Promoting Organisation (note a)		2. Name of Event
3. Name and address of applicant Surname — Mr Christian Names..... Address.....Post Code..... Telephone: (Day) (Home) Email:		4. Date(s) of Event (note b) State whether day or night event (note c) <p style="text-align: center;">Select from List</p> 9.State below the number of each current 1—50 000 ordnance survey sheets traversed by the route of the event on the public highway (notes f & g)
5. Maximum no. of competing vehicles (note c)	6. Starting intervals (note d)	
7. Type of competing vehicles (note e)	8. Total mileage on public highway (note g)	
10. Will the event be a: <p style="text-align: center;">Problem Solving Event</p> (note h)	11. Is the event a specified event under schedule 4 of the regulations? (note g) <p style="text-align: center;">No</p>	

12. Describe exactly (in words) the location of each starting and finishing point, and state whether it is on the public highway (note g).

13. Will the rules of the event require or be likely to cause any competitor to traverse any length of public highway (other than a motorway) more than once? (notes g and k). **NO**
If yes, give reasons why standard condition No. 6 should be modified.

DECLARATION

I declare that the event if authorised will be held in accordance with such of the standard conditions contained in the Motor Vehicles (Competitions and Trials) Regulations as apply to the events subject to the modification which may be made by the Royal Automobile Club and in accordance with any additional conditions imposed by the Royal Automobile Club.

Signature of Applicant

Date

14. Tracings of route (see note f)

Provide **two** identical tracings of the route of the event from each current 1:50,000 Ordnance Survey sheet traversed by the route (note l), omitting any part of the route which is not on public highway (note g). Each tracing should show: -

- (i) the number of the Ordnance Survey sheet:
- (ii) two intersecting grid lines appropriately numbered:
- (iii) the location of any starting and finishing points:
- (iv) the times when the first competitor is expected to leave any starting point and arrive at any finishing point (use the 24 clock for all times):
- (v) the time and date when the first competitor is expected to arrive at any control or rest halt:
- (vi) (with the letter "C") the location of any control point on a public highway (note m) and of any other point on such a highway at which the rules of the event require or are likely to cause competitors to stop for any purpose or to slow down for the purpose of solving a set problem:
- (vii) (with the letter "R") the location of each rest halt (note j) and also the length of time is expected to be open:
- (viii) (with the cross "X") any point where the route leaves or rejoins the public highway (note g) and also the time when the first competitor is expected to reach any such point. If the route leaves or rejoins the public highway at the same point, show both the time when the first competitor is expected to leave the public highway and the time when he is expected to rejoin it at that point:
- (ix) (with arrows marked "F" or "B") the lengths of any public highway which are footpaths or bridleways forming part of the route:
- (x) where the route traverses private property, or footpaths, bridleways, or Roads used as Public Paths, these must be indicated on the tracing, and a signed declaration from the organiser that he/she has obtained permission from the owner, or the local highway authority, must accompany this form.

The Royal Automobile Club Competition Authorisation Office

Notes for guidance on the completion of Form E.404 (Application for authorisation of a motoring event on the public highway)

Applicants are reminded that a race or a trial of speed on the public highway are prohibited under Section 12 of the Road Traffic Act 1988. It is also an offence (subject to a fine not exceeding £50) under section 13 of the Road Traffic Act 1988, to promote or take part in a competition or trial (other than a race or trial of speed) involving the use of motor vehicles on the public highway, unless the event is authorised by the Motor Vehicles (Competitions and Trials) Regulations 1969 (as amended), and is conducted in accordance with any conditions imposed by or under these regulations.

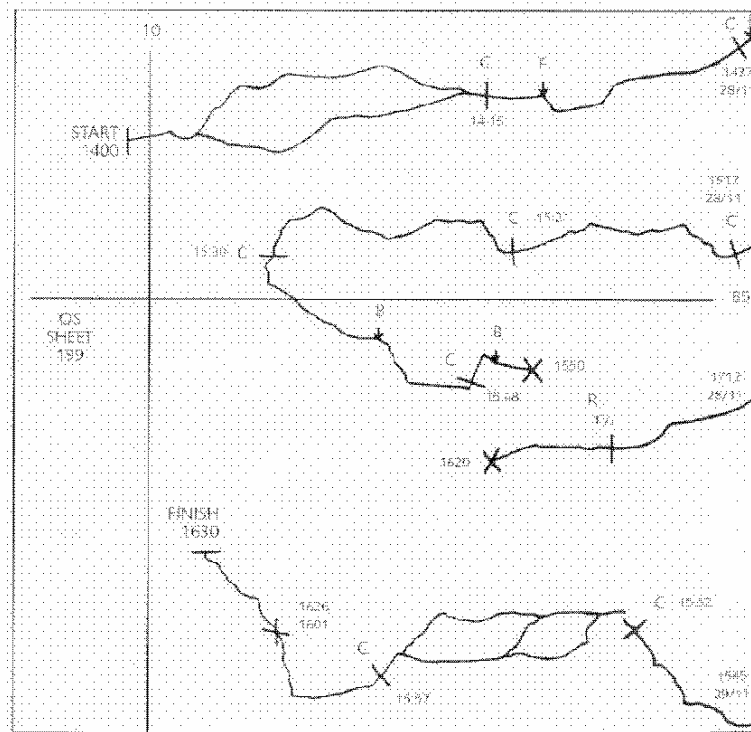
Applicants are advised to read the Standard Conditions listed at Schedule 3 of the Motor Vehicles (Competitions and Trials) Regulations 1969. The event if authorised will be required to be held subject to these conditions except in so far as the Royal Automobile Club might modify them.

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- a. The promoter (who is the person primarily responsible for the organisation or arrangements for the event) may be a club, a limited company or other organisation or a private individual. Please ensure that your answer to question 1 gives the correct style of the club, company, organisation or individual promoting the event.
 - b. Applications must be submitted to the Competition Authorisation Office of the Royal Automobile Club at Motor Sports House not less than 2 months and not more than 6 months before the date of the event, except that an application may be submitted more than 6 months beforehand if the event is one of those specified in Schedule 4 to the Regulations. The events listed in Schedule 4 represent major sporting events accepted and included because of their traditional place in the motor sporting calendar. The list contains 16 events.
 - c. If the number of competing vehicles does not exceed 12, you do not need to apply the authorisation of the event. On the other hand, in accordance with standard condition No. 2, the number of competing vehicles must not exceed 120 in a night event (an event, any part of which takes place between 10pm and 7am) or 180 in any other event, unless the event is one of those listed in Schedule 4 to the regulations and the condition has been modified by the Royal Automobile Club.
 - d. If the event is a time schedule event, a time limit event or a problem-solving event (see note h), the interval between the dispatch of any two competitors from the starting point must be in accordance with standard condition No.5.
 - e. State whether cars, motorcycles, motorcycle combinations, cars towing caravans, or other vehicles. If other vehicles, state which. If the event is a Vintage event (i.e. one in which all the vehicles driven by competitors were registered before 1st January 1930) this should also be stated.
 - f. "Route", in relation to an event means a route that the rules of the event require or are likely to cause the competitors taking part in the event to travel. If there are two or more likely routes between particular points, traversing different 1:50,000 Ordnance Survey sheets, the numbers of all the sheets likely to be traversed should be given in answer to question 9; all the likely routes should be shown on the tracings asked for on the reverse of application form E.404.
 - g. A public highway is a way over which the public have right of passage, and includes footpaths, bridleways and green lanes as well as metalled roads. As applied to a road, it comprises not only the carriageway but also any footways and verges. Section 33 of the Road Traffic Act 1988 provides that it shall be an offence for a person to promote or take part in a trial of any description between motor vehicles on a footpath or bridleway which has not been authorised by the appropriate local authority. If the route lies in whole or in part on a footpath or bridleway, authorisation must be obtained from the appropriate local authority.
 - h. A "time schedule event" is one in which individual competitors or groups of competitors are required by the rules of the event to arrive or depart from control points at or between specific times or to arrive at the finish of the event at or between specific times. A "time limit event" is one in which the competitors are required by the rules of the event to travel the route of the event by a fixed time which causes them to maintain an overall average speed on the public highway exceeding 10 m.p.h. (see note i). A "problem solving event" is one in which the competitors are required by the rules of the event to travel the route by a fixed time and are given before that time the task of setting or solving a number of set problems (whether the problems are required to be set or solved before or after that time) and in which there is an average of more than one set problem for each three miles of route.

The Royal Automobile Club Competition Authorisation Office, Motor Sports House, Riverside Park,
Colnbrook, Slough, SL3 0HG

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- i. To calculate a competitor's overall speed on the public highway, the total distance in miles to be driven by each competitor on the public highway in the event should be divided by the interval in hours between the time when he is to start driving in the event and the time he is to finish, excluding any period during which the vehicle is off the public highway or at a rest halt (see note j).
- j. A rest halt is a place specified in the rules of the event as a place where competitors are required to stop during the course of the event, or may stop during the course of the event without incurring a penalty or demerit in the event, in either case for the purpose of obtaining rest or refreshment.
- k. Standard condition No. 6 provides that the rules of an event shall not require or be such as are likely to cause any length of public highway (other than a motorway) to be traversed more than once by a competitor during the course of the event. The Competition Authorisation Office may, at their discretion, modify this provision in respect of the events listed in Schedule 4 to the Regulations and also, in respect of other events, to the extent that the modification is to permit competitors: -
1. To travel twice the same length of trunk road or Class A road,
 2. to reach a finishing point in the same place as a starting point or,
 3. to use: -
 - (i) a rest halt,
 - (ii) private property on which part of the event is being held, or
 - (iii) a filling station.
- l. Each tracing should be made with a black ballpoint or lead (not coloured) pencil or Indian ink. Please use a good quality tracing paper, natural tracing paper 85/90 GSM is suggested and fold it as little as possible. Any unsatisfactory tracings that are submitted will be returned to the applicant. The following is a fictitious example of a tracing that might be submitted: -



- m. A control point is a place, other than the start or finish of an event, where the route being followed by competitors or the times being kept by them are checked.

MSA ROUTE LIAISON OFFICERS

Avon & Somerset: James How, 34 Hither Mead, Bishops Lydeard Taunton, Somerset TA4 3PA. ☎(h) 01823 430882. Email: jthcodriver@tiscali.co.uk

Bedfordshire: See Northamptonshire.

Cambridgeshire: Dick Jarvis, The Leas, Elsworth Road, Conington, Cambridgeshire, CB23 4LW. ☎(h) 01954 267 441. Email: rlocambs@djinter.net

Cheshire: Gordon Pirie, 73 Liverpool Road, Great Sankey, Warrington, Cheshire, WA5 1QW. ☎(h) 01925 659486 (m) 07974479297 Email: GordonPirie30@msn.com

Channel Islands: refer to Simon Fowler at the MSA.

City of London: N/A.

Cleveland: See Durham.

Cumbria: Bill Troughear, Arragan House, Hornsby Gate, Heads Nook, Cumbria, CA8 9HG. ☎(h) 01768 896 603. Email: troughear@teamsprite.co.uk

Derbyshire: See Nottinghamshire

Devon & Cornwall: Bob Challacombe, The Firs, 11 Nurseries Close, Exeter, Devon, EX3 0PG. ☎(h) 01392 877 080 Email: bob.challacombe@openreach.co.uk

Dorset: Darren Loveys, 106 Evering Avenue, Poole, Dorset, BH12 4JT. ☎(h) 01202 721349 (b) 01202745466 (m) 07778173175 Email: darrenloveys@btconnect.com

Durham: Mike Rowe, 2 Clockburnsyde Close, Fellside Park, Whickham, Newcastle-upon-Tyne, NE16 5UR. ☎(h) 0191 488 5193. ☎(m) 07745 254181 Email: mike@mikerowe.orangehome.co.uk

Dyfed Powys: Andrew Thomson, Murmur Y Coed Henllan, Llandysul Ceredigion SA 44 5TE ☎(h)01559 371167 (M) 07973118836 Email: andrewthomson485@btinternet.com

Essex: Ted O'Day, 8 Tower Road, Epping, Essex, CM16 5EL. ☎(h) 01992 573 422 (m) 07802 447022 Email: ted.oday@btinternet.com.

Gloucestershire: Martin Saunders, 44 Pilgrove Way, Cheltenham, Gloucestershire. GL51 0WA ☎(h) 01242 530319 (m) 07798 584713 Email: ted163@gmail.com

Gtr. London: refer to Simon Fowler at the MSA.

Gtr. Manchester: See Cheshire.

Gwent: See Dyfed Powys.

Hampshire: Mike Hall, 10 Orchard Close, Woolhampton, Reading, Berkshire, RG7 5SD. ☎(h) 01189 712747 (m) 07774 951937. Email: mike@lharch.freemove.co.uk

Hertfordshire: Dave J Smith, 18 Alameda Road, Amptill, Bedfordshire, MK45 2LA. ☎(h) 01525 404638 (m) 07889 976951 Email: mom106p@aol.com

Humberside (North): See Yorkshire (North).

Humberside (South): See Lincolnshire.

Isle of Man: refer to Simon Fowler at the MSA

Kent: Jim Anderson, 5 The Grange, South Darenth, Kent, DA4 9BG. ☎(h) 01322 864 147.

Lancashire: Alan Shaw, 31 Appleby Drive, Barrowford, Nelson, Lancashire, BB9 6EX. ☎(h) 01282 602195 Email: shawalan@orange.net

Leicestershire and Rutland: Chris Faulkner, 24 Parsons Drive, Glenhills, Leicester, LE2 9NS. ☎(h) 0116 2770563 (m) 07718 205906 Email: chris.faulkner@falconserve.co.uk

Lincolnshire: Gerry Blythe, Lekeburn, 27 Kenwick Road, Louth, Lincolnshire, LN11 8EH. ☎(h) 01507 606981 Email: gerry@siblythe.freemove.co.uk

Merseyside: See Cheshire.

Norfolk: Pat Ward, Mill Corner Cottage, Mill Lane, Wrenningham, Norfolk, NR16 1AG. ☎(h) 01508 481780 (m) 07880 703568 Email: Patrick.ward1@mypostoffice.co.uk

Northamptonshire: Nigel Evans, 29 Icknield Drive, West Hunsbury, Northamptonshire, NN4 9YS. ☎(h) 01604 702194 Email:nigelmevans@hotmail.co.uk

Northern Ireland: refer to Simon Fowler at the MSA

Northumbria: See Durham.

Nottinghamshire: John Thornhill, 3 Meadow Close, Eastwood, Nottinghamshire, NG16 3DQ. ☎(h) 01773 785 927 Email: john.thornhill3@ntlworld.com

Scotland: Jonathan Lord, RSAC Motorsport Limited, PO Box 3333, Glasgow, G20 2AX. ☎(h) 0141 946 5045 (m) 07774 788844 Email: jcl@rsacmotorsport.co.uk

Staffordshire: Rob Bateman, 19 Dalehouse Road, Cheddleton, Nr Leek, Staffordshire, ST13 7JL. ☎(h) 01538 361053 Email: robtheredmerc@aol.com

Suffolk: Gary Nicholls, 84 Totnes Walk, Chelmsford, Essex, CM1 6LU. ☎(h) 01245 351468 (m) 07895 040441 Email: garyjnicholls@gmail.com

Surrey: Jules Golbey, 31 Netley Close, Cheam, Sutton, Surrey, SM3 8DN. ☎(h) 0208 644 9602 Email: jgolbey@btopenworld.com

Sussex: Pete Jenner, 4 Byways, Hillside Road, Hastings, East Sussex, TN34 2QX. ☎(h) 01424 753 936

Thames Valley: David G Smith, 20 Chedworth Drive, Witney, Oxon, OX28 5FS. ☎(h) 01993 708418 (☎calls between 1900hrs - 2100hrs please) Email: david.smith@eng.ox.ac.uk

Wales (North): John Davies. Ffridd Farm, Llanestyn, Pwllheli Gwynedd LL53 8PT ☎(h) 01758 730273 (M) 07815 414197 Email: john@harlech1.freemove.co.uk

Wales (South): See Dyfed Powys.

Warwickshire: See West Mercia.

West Mercia: Dave Lucas, 29 Avondale Close, Kingswinford, Dudley, West Midlands, DY6 7HJ. ☎(h) 01384 291441 Email: david.lucas29@yahoo.co.uk

West Midlands: See West Mercia.

Wiltshire: Phil Pavord, 39 Poynder Road, Corsham, Wiltshire, SN13 9NB. ☎(h) 01249 714410 Email: phil.pavord@talktalk.net

Yorkshire (North/East): John Richardson, 67 West Park, Selby, North Yorkshire, YO8 4JN. ☎(h) 01757 702048 (m) 0780 329 6603 Email: richardson_john10@sky.com

Yorkshire (South/West): Derek Slater, 85 Howard Crescent, Durkar, Wakefield, WF4 3AN. ☎(h) 01924 256 863 Email: derekslater2004@yahoo.co.uk

NATIONAL PARKS

Brecon Beacons: See Dyfed Powys.

Dartmoor: See Devon & Cornwall.

Exmoor: See Avon & Somerset.

Lake District: See Cumbria.

New Forest: See Hampshire

Northumberland: See Durham.

Peak District: See Staffordshire

Pembrokeshire: See Dyfed Powys.

Snowdonia: See Wales (North).

South Downs: See Sussex.

Yorkshire Dales/Moors: See Yorkshire (North).