

This guide explains what we (Adventure-RMS) do with applications sent to us by AALA, the order in which we do these things and the timescales we work to in doing so. This information is provided to help you to know *'what is going on'* at any point and to assist you in getting the most from the process. The purpose of the application review is to ensure providers who meet the statutory obligations placed on them by the regulations are issued with a licence. It is also an opportunity to engage with highly qualified and experienced activity professionals who are required to compare your arrangements for the provision of adventure activities with the expectations of the regulations.

When we received your application from AALA we emailed you letting you know we had received it and giving you some key information:

- the name and email address of your inspector
- the date by which your inspector is required to complete their review
- a copy of your last inspection report (where applicable)
- an invitation for you to join the regular, free, safety update service

Your inspector will follow a number of stages in reviewing your application and ultimately making a recommendation. These stages are partly designed to provide multiple opportunities for you to demonstrate your arrangements are suitable and sufficient and as a result avoid a situation in which the AALA might need to take any action other than issuing you with a licence.

Core inspections (completed within 13 days of Adv-RMS receiving your application) – the information you have provided in your application, previous reports from Adv-RMS & the AALS and other relevant information are considered by the inspector during this part of the review. The inspector is 'getting a feel' for your arrangements in delivering adventure activities and working out what else they might want to know and what else they might want to see. They may be in touch at this point to request further information particularly if they feel there are gaps which could have implications for the issuing of a licence and which you could address now.

Application consultation – a discussion between your inspector and an Adv-RMS consulting inspector to consider the outcome of the core inspection and what should follow it. This is another opportunity for your inspector to get in touch with you and let you know if there are things missing or any concerns which you might want to deal with either by sending further information or being fully prepared for a subsequent visit.



Further inspections (completed within 35 days of Adv-RMS receiving your application) – these are visits to your base and/or to an activity venue/session or both. The inspector will have already been in touch to let you know when and to confirm the things they would specifically like to look at. These should not include lengthy periods of time watching your inspector read your documentation, they have done all this during the core inspection. Instead they should be focused on any issues already identified (and shared with you), looking at any actions you have already taken following feedback from the inspector after the core inspection and observing your arrangements in action. This is a further opportunity for you to demonstrate your arrangements are suitable and sufficient.

Feedback – your inspector will want to give you feedback along the way, some of this may later appear in the report but more often it will be their personal observations and comments having carefully and thoroughly reviewed what you do and how you do it.

Reports (completed within 42 days of Adv-RMS receiving your application) - your inspector will write a report setting out their recommendations and, if there are any, the actions you are required to take in order to comply with the regulations. There have been opportunities during the core inspection, application consultation and further inspection for you to have addressed these already so we expect this to be the exception!

Review & endorsement – once the inspector has finished their report and included their recommendation, it is reviewed by the consulting inspector who previously worked on your application with them. Once this is done the Adv-RMS head of service is required to endorse a decision on your application.

Report sent to AALA (completed within 56 days of Adv-RMS receiving your application) – the Adv-RMS report is then submitted to AALA who will provide you with a copy and either your licence or the actions you now need to take in order to get a licence. We hope that the application review process will have identified issues in advance and that you will have been able to address these before an inspector is required to write their report. If this isn't the case then the actions you are required to take will be set out in the report along with the timescale within which these must be achieved.



There are a few things you could do to help this process and therefore your application

- Engage with your inspector during the core-inspection process – if they request additional information try to provide it quickly
- Be ready to arrange a telephone or video call, inspectors will be trying to avoid situations in which they have no other option other than to recommend an application is refused. Making yourself available can really help
- Take every opportunity the process provides to address any issues and therefore avoid difficulties in issuing/renewing your licence
- Try and be as flexible as possible when the inspector is arranging a further inspection (visit), they want to minimise the amount of your time they need whilst with you so agreeing a plan for the visit in advance can really help

The aim of the adventure activities licensing scheme is to give assurance that good safety management practice is being followed so that young people can continue to have opportunities to experience exciting and stimulating activities outdoors

Paragraph 1, L77, Guidance from the Licensing Authority
on the Adventure Activities Licensing Regulations 2004.

The aim of Adventure-RMS is to undertake application reviews in a manner which reflects this statement.

