

*** Please FAX back this form to: 020 7983 4137 ***
*** or EMAIL to parliament.square@london.gov.uk***

GREATER **LONDON** AUTHORITY

Application for filming, photo-shoots and photo-calls in Parliament Square Garden

Date application sent:	Received (internal use only):
-------------------------------	--------------------------------------

Total number of pages for this application:
--

Name of organiser	Tel No. (required)
Name of organisation	Mobile No.
Address:	Email
	Fax No.
Invoice address (if different)	Name of on-site contact (required)
<small>Please note a P.O. Box address is not valid for invoice purposes.</small>	Mobile No. (required)

Date(s) of activity <small>(Please see guideline numbers 1 to 8)</small>
Time of arrival at site
Time of departure from site
Filming or photo shoot time
Type of activity <small>(Please tick as appropriate)</small>
<input type="checkbox"/> Filming <input type="checkbox"/> Photo-shoot
Press Call time (if applicable)

Approximate number of ALL personnel "on location"	
--	--

***** Please FAX back this form to: 020 7983 4137 *****
***** or EMAIL to parliament.square@london.gov.uk*****

GREATER **LONDON** AUTHORITY

Please tick if you are one of the following:

(Please see guideline number 2)

Registered charity Student

If you have ticked any of the above boxes, please give details:

(e.g. Charity number, University details, etc)

Purpose of the activity

Detailed description of activity

This should include full details of everything you propose to do in Parliament Square Garden with details of any infrastructure/equipment that will be brought. Please include details of media activity/press attendance. Please continue on a separate page if necessary.

(Please see guideline numbers 9 to 18)

*** Please FAX back this form to: 020 7983 4137 ***
 *** or EMAIL to parliament.square@london.gov.uk ***

GREATER **LONDON** AUTHORITY

Please list any equipment or infrastructure you will be bringing onto Parliament Square Garden. Vehicles, structures and cranes are not permitted on Parliament Square Garden. (E.g. camera, tripod, dolly/track, lights, etc)

Please mark on the below plan the area(s) of Parliament Square Garden you wish to use:

The main site plan shows Parliament Square Garden bounded by Great George Street to the north, Victoria Street to the west, St Margaret Street to the south, and Bridge Street to the east. The plan includes various symbols for infrastructure like trees, benches, and lampposts. A legend on the right side of the plan defines these symbols:

- Drain Cover
- Fire Hydrant
- Statue
- └─┘ Lamppost
- ▬ Bench
- Tree
- ⊕ Flag Pole Socket

An inset aerial photograph in the bottom right corner shows the square's location in context with surrounding buildings. Below the inset is a metadata table:

Field	Value
DATE	2011-07-11
BY	GREATER LONDON AUTHORITY
PROJECT	PARLIAMENT SQUARE
SCALE	1:1000
STATUS	FOR INFORMATION
REVISIONS	
DESCRIPTION	PARLIAMENT SQUARE
PROJECT	PARLIAMENT SQUARE
DATE	2011-07-11
BY	GREATER LONDON AUTHORITY

Below the table is the Greater London Authority logo and contact information:

GREATER LONDON AUTHORITY
 City Hall, 6th Floor, 32 Victoria Street, London SW1E 6HQ
 Tel: 020 7983 4137 Fax: 020 7983 4138
 www.london.gov.uk
 Delivering better value results for clients

***** Please FAX back this form to: 020 7983 4137 ***
*** or EMAIL to parliament.square@london.gov.uk*****

GREATER **LONDON** AUTHORITY

Before sending the application form please complete the following checklist and provide the information requested in order for your application to be considered:

Required information for the GLA

- All sections of the form completed with full details of event and organisation
- Current copy of Public Liability Insurance certificate (minimum of £5 million cover, a higher level may be required dependant on the event content)
- Application signed

Please note if any of the above requirements are not fulfilled and your application is incomplete then it cannot be fully processed by the GLA until all information has been provided.

I have completed this application form correctly and to the best of my knowledge and I have understood the guidelines, byelaws and all terms and conditions (set out below) and agree to abide by them. Failure to abide with the guidelines, byelaws and terms and conditions may mean that the event is not permitted to proceed:

Signed: _____ Date: _____

Name (Print): _____ Organisation _____

***** Please FAX back this form to: 020 7983 4137 ***
*** or EMAIL to trafalgar.square@london.gov.uk ***

GREATER **LONDON** AUTHORITY

GUIDELINES FOR BOOKING PARLIAMENT SQUARE GARDEN

1. This document is an application for activity in Parliament Square Garden. It does not confer permission to use the Square. Advertising or promotion of event in any form is not permissible until event approval has been given. Permission to use the Square is at the discretion of the Greater London Authority.
2. A basic fee of £200 (+ VAT) per hour will be charged from arrival to departure from the square. A reduced rate is available for charities, students and some other activities. The fee should be paid prior to the activity taking place.
3. Applications cannot be taken for Parliament Square Garden more than six (6) months in advance and organisers should not have any more than one application pending in the same period.
4. Applications operate on a first come, first served basis.
5. Applications should be submitted at least five (5) working days before the event. Large or complex proposals will require longer notice periods. Final approval will only be granted once full details of the activity requested by the GLA are given.
6. We endeavour to confirm receipt of applications within three (3) working days and will respond to requests for further information. Once all requested information on the activity has been received we seek to confirm decisions within five (5) working days.
7. In an incident of postponing or cancellation of activity, organisers must inform the GLA no later than 48 hours prior to the proposed time and date of the activity. Fees or a cancellation charge will apply. Please refer to conditions 8.1 to 8.4 for activities on Parliament Square Garden set out below in this document.
8. If your proposal contains any activities such as the performance of a play, exhibition of a film, performance of live music, playing of recorded music, performance of dance or anything of a similar description to live music, recorded music or performance of dance you must provide details in this application in order for the GLA to determine if any of these activities fall under the Licensing Act 2003. The GLA reserves the right to amend or refuse certain activities within your event.
9. Activities that could impact on the general maintenance of the Square may require a specific assessment prior to approval being granted and there may be a cost for this assessment that will need to be met by the organiser and may increase the time required to process the application.
10. All applications will be considered in line with the GLA's responsibility of protecting the Squares fabric and assets as well as its Heritage value.
11. No more than 10 people (cast, crew and staff) should be on Parliament Square during filming or photo shoots, a larger group of people would require GLA approval.
12. Arranging access to Parliament Square Garden is the responsibility of the person(s) arranging the film-shoot.

***** Please FAX back this form to: 020 7983 4137 *****
***** or EMAIL to trafalgar.square@london.gov.uk ***

GREATER**LONDON**AUTHORITY

13. No parking is available on Parliament Square Garden.
14. Due to the proximity of the roads around Parliament Square Garden all light sources must not be directed into traffic at anytime. Any lighting source must be approved by GLA.
15. No structures or staging of any kind are permitted on Parliament Square Garden due to weight loading restrictions.
16. The use of public address systems or similar devices producing amplified sound are not permitted on Parliament Square Garden without consultation from the Police and Westminster City Council. You must adhere to all instructions relating to volume of noise or any other matter relating to the Activity.
17. Anyone using Parliament Square Garden must obtain Public Liability Insurance with a minimum of £5 million cover for each act or occurrence or series of acts or occurrences. A higher level of insurance cover may be required depending on the event content. A copy of your insurance document will be required at least 5 working days prior to the event taking place.
18. Please ensure that you read the attached terms and conditions and the Trafalgar Square and Parliament Square Garden byelaws that clarify requirements for the use of the Square.

**Please send evidence of your current
Public Liability Insurance with your application**

TERMS AND CONDITIONS FOR ACTIVITIES ON PARLIAMENT SQUARE GARDEN

Use of Parliament Square Garden is subject to the following terms and conditions:

Permission to use Parliament Square Garden shall only be granted by way of a permission letter granted by the Greater London Authority.

1. YOUR RESPONSIBILITIES AND OBLIGATIONS

- 1.1. Use of Parliament Square Garden (“the Square”) shall be for the activity defined in the permission letter (“Activity”), during the Agreed Period (as set out in the permission letter) and within the Permitted Area (as set out in the permission letter) entirely at your own risk and expense. The GLA shall accept no responsibility for personal injury or death, or loss or damage to any property incurred by any person in relation to the Activity or the Permission or the use of the Square however caused except to the extent that it arises as a result of the negligence of the GLA.
- 1.2. You shall nominate a person or persons to be your on site contact for all dealings with the GLA in relation to the Activity and you shall provide details of your on site contact to the GLA at least 5 working days prior to the event. You agree that your contact shall be available on the Square at all times during the Activity.
- 1.3. The Activity shall be carried out in accordance with the agreed activity plan, as set out in the application form and in any additional documentation regarding the Activity. You shall provide the GLA with the final version of the activity plan at least 5 days prior to the Activity. All changes to the activity plan following the date of the Permission shall be subject to approval by the GLA. This Permission relates solely to the Activity, at the Agreed Period, in the Permitted Area and for the Maximum Audience (as set out in the permission letter). You shall provide the GLA with a method statement and a programme of works at least 5 days prior to the Activity.
- 1.4. At all times you shall comply with the byelaws, as set out below. Please note that written permission from the GLA is required for activities listed under byelaw 5 and if you propose to carry out any of the listed activities and such activities are not included within the description of the Activity or the activity plan as at the date of the Permission then further written approval from the GLA will be required.
- 1.5. You, your employees, agents and sub-contractors shall not obstruct any free passage before, during and after the Activity other than as identified in the site plan and application form provided to maintain safe working conditions.
- 1.6. You shall only use the Square for the Activity, during the Agreed Period.
- 1.7. You, your employees, agents and sub-contractors shall not damage, deface, interfere with or climb on any built structure forming the fabric of the Square and shall not, without the express permission of the GLA, attach any article on any built structure forming the fabric of the Square and you shall ensure that the fabric is protected

***** Please FAX back this form to: 020 7983 4137 *****
***** or EMAIL to trafalgar.square@london.gov.uk ***

GREATER **LONDON** AUTHORITY

with regards to all vehicles, infrastructure and barriers put in place for the Activity. You shall ensure that all sub-contactors are aware of these obligations as set out in these terms and conditions.

- 1.8. No vehicles or staging or infrastructure of any kind are permitted on Parliament Square Garden.
- 1.9. The Activity must not contain anything, which might reasonably cause offence or which might place any person or property at risk of harm or damage.
- 1.10. You are responsible, unless otherwise agreed with the GLA in writing, for removing all litter or waste resulting from the Activity and the Permission. If you do not comply with this obligation to the GLA's satisfaction, the GLA may remove the litter or waste and charge you for any costs and expenses it incurs in so doing. You are responsible for costs incurred if you utilise GLA cleaning contractors on the day of the Activity to collect or remove litter or waste from the Square related to the Activity.
- 1.11. In addition to the Permission, you shall obtain all licences, permits or consents necessary for the Activity to lawfully take place and you must comply with any conditions imposed by such licences, permits or consents. If requested by the GLA you shall provide the GLA with a copy of any such licences, permits or consents.
- 1.12. You shall meet with third parties necessary for any operations group meetings, including but not limited to, the local police, fire and emergency services. During the Activity, you shall give any authorised officer of the GLA, GLA contractor, the police, fire and emergency services free and uninterrupted access to all parts the Permitted Area and shall immediately comply with any request by such officer.

2. PAYMENT

- 2.1. You agree to pay the Fee no later than 30 days following receipt of an invoice from the GLA.
- 2.2. You will fully compensate the GLA for any costs incurred by the GLA, which are a result of your non-compliance with any of the conditions set out in this Permission.

3. DAMAGE

- 3.1. At the commencement of the Agreed Period you agree to carry out a condition survey of the Permitted Area in conjunction with the GLA's agent on the Square and immediately following the end of the Agreed Period you agree to carry out a further condition survey of the Permitted Area in order to ascertain whether any damage has been done to the Permitted Area. Each condition survey shall be a walk-through the Permitted Area, taking note of any damage.
- 3.2. If any loss or damage to the Square occurs as a result of or in connection with the Activity (including but not limited to graffiti on the Square), as identified as a result of the condition survey required to be carried out under clause 3.1 or otherwise, you must immediately report this to the GLA and you will be liable to fully compensate the GLA to make good any damage.

4. INDEMNITIES AND INSURANCE

- 4.1. You shall be liable for and shall indemnify and keep indemnified the GLA from and against any loss or damage incurred and any injury (including death) suffered and all actions, claims, costs, demands, proceedings, damages, charges and expenses whatsoever arising in connection with the Activity and the Permission to the extent that such loss, damage, injury (including death), actions, claims, costs, demands, proceedings, damages, charges and expenses are due to your acts or omissions or the default of you in carrying out your obligations as set out in the letter to which these terms and conditions are attached.
- 4.2. You shall ensure that during the Agreed Period you maintain in force policies of insurance with an insurance company of long-standing and good repute as may be required in order to comply with your obligations in relation to the Permission and the Activity. You are required to have public liability insurance for the Insured Amount (£5 million) as set out in the Permission letter for each and every claim. You shall provide evidence to the GLA that you have the appropriate insurances in place.

5. SECURITY AND STEWARDING

- 5.1. You must provide and adopt at your own cost such security and stewarding measures as may be necessary or advisable for the protection and security of the activity infrastructure, Permitted Area and attendees at the Activity. You must seek, if appropriate, the prior approval of the GLA and Police for the security and stewarding measures, including any overnight security, you plan to adopt and you must make such changes to your proposed security and stewarding plans, as the GLA or police may reasonably require. You must provide twenty-four hour Security Industry Authority (SIA) approved security, where applicable, on site from the time when equipment is delivered to the square and until it is removed.
- 5.2. You shall ensure, where applicable, that all security and stewarding staff are Security Industry Authority (SIA) licensed and will at all times wear visible identifying badges.

6. HEALTH AND SAFETY

- 6.1. You shall ensure that you, and anyone acting on your behalf, comply with all laws for the time being in force in England and Wales, and in particular you shall take all necessary steps to secure the health, safety and welfare of all persons involved in or attending the Activity and you shall have in place appropriate equal opportunities and complaints policy/procedures and shall not unlawfully discriminate against any person.
- 6.2. You shall provide the GLA with a risk assessment, if requested, at least 5 days prior to the Activity.
- 6.3. You shall be responsible for all Health and Safety issues in regard to the Activity and you must appoint a suitable person or persons to be your Activity health and safety officer(s). You agree that your Activity health and safety officer(s) shall be available on the Square at all times during the Activity.

***** Please FAX back this form to: 020 7983 4137 ***
*** or EMAIL to trafalgar.square@london.gov.uk ***

GREATER **LONDON** AUTHORITY

- 6.4. You must ensure that all electrical installations are certified by an electrician as approved to BS7909 as detailed in Chapter 10 of the HSE Event Safety Guide. All electrical installations and equipment must comply with general requirements of the Electricity at Work regulations, 1989. A copy of the certificate must be submitted to the GLA in the prescribed form prior to the commencement of the Activity.
- 6.5. You must ensure that all cable runs that traverse the public areas of the square are protected by cable ramping to prevent accidental damage of the cable.
- 6.6. Only hangings, curtains, upholstery and temporary decorations complying with the relevant British (or where appropriate European) Standard shall be used. Where necessary these shall be periodically tested for flame resistance and re-treated as necessary.
- 6.7. You must provide all necessary fire fighting equipment and be readily available. You must seek the London Fire and Emergency Planning Authority's, prior approval of the fire and emergency measures you plan to adopt and you must make such changes to your proposed plans, as be required.
- 6.8. You are responsible for providing proper first aid facilities and persons trained in first aid at all times during the Activity.

7. **NOISE**

- 7.1. The use of public address systems or similar devices producing amplified sound are not permitted on Parliament Square Garden without consultation with the Police and Westminster City Council. You must adhere to all instructions relating to volume of noise or any other matter relating to the Activity.

8. **CANCELLATION**

- 8.1 If you cancel the Activity with less than 48 hours notice, the GLA shall charge you the full fee for the agreed period set out either in the application form or permission letter.
- 8.2 If you cancel the Activity within 5 working days of the proposed Activity the GLA shall charge you a cancellation fee of £50 (+VAT) and for any costs the GLA may have incurred in preparation of you using the Square. If you cancel the Activity with less than 48 hours notice condition 8.1 applies.
- 8.3 If you re-schedule the Activity you must give 48 hours notice to the GLA to confirm and find a new available date. If the Activity does not occur on the re-scheduled date the GLA will charge you the full fee for the agreed period set out either in the application form or permission letter.
- 8.4 The GLA reserves the right to charge for large or complex events that cancel within 10 working days of the Activity and will liaise with applicants to confirm what fee or charge applies on a case-by-case basis.

***** Please FAX back this form to: 020 7983 4137 *****
***** or EMAIL to trafalgar.square@london.gov.uk ***

GREATER **LONDON** AUTHORITY

9. GENERAL

- 9.1. You may be required to curtail or cancel the Activity on the day, in the circumstances of an emergency or other authorised legitimate access requirements for which no satisfactory alternative arrangements can be made.
- 9.2. The GLA reserves the right to cancel or withdraw the Permission at any time by giving notice to you provided that the GLA acts reasonably in exercising this right.
- 9.3. At any time prior to or during the Agreed Period the GLA may impose further terms and conditions in relation to the Permission, with any such terms and conditions notified to you in writing by the GLA.
- 9.4. The Permission is not transferable. Any activities in the absence of a valid permission are not permitted.
- 9.5. These terms and conditions shall be subject to English law and the GLA and you agree to submit to the exclusive jurisdiction of the English Courts.

***** Please FAX back this form to: 020 7983 4137 *****
***** or EMAIL to trafalgar.square@london.gov.uk ***

GREATER **LONDON** AUTHORITY

Schedule 2 - Byelaws

**Trafalgar Square and Parliament Square Garden Byelaws 2000
as amended by Trafalgar Square and Parliament Square Gardens (amendment No:1) Byelaws 2002
Greater London Authority Act 1999, Section 385 (1), (2) and (4)**

Acts prohibited within the Square

3. No person shall within the Squares-
- (1) do any act which pollutes or is likely to pollute water in any fountain;
 - (2) fail to keep any animal of which he is in charge under control or on a lead;
 - (3) permit any animal of which he has charge to foul any part of the Squares;
 - (4) use any kite or model aircraft or any mechanically propelled or operated model;
 - (5) wash or dry any piece of clothing or fabric;
 - (6) fail to comply with a reasonable direction given by an authorised person to leave the Squares;
 - (7) fail to remove any animal of which he is in charge from the Squares after being required to do so by an authorised person.
- 3A No person other than a person acting at the direction of the Mayor shall within Trafalgar Square:
- (1) feed any bird (which shall include dropping or casting feeding stuff for birds); or
 - (2) distribute any feeding stuff for birds.^a
4. A constable, an authorised person, a member of the armed forces or of any fire brigade or ambulance service acting in the performance of his duty does not contravene byelaw 3 by doing anything reasonably necessary for the performance of that duty.

Acts within the Squares for which written permission is required

5. Unless acting in accordance with permission given in writing by-
- (a) the Mayor, or
 - (b) any person authorised by the Mayor under section 380 of the Act to give such permission.
- no person shall within the Squares-
- (1) attach any article to any tree, plinth, plant box, seat, railing, fence or other structure;
 - (2) interfere with any notice or sign;
 - (3) exhibit any notice, advertisement or any other written or pictorial matter;
 - (4) play or cause to be played a musical instrument;
 - (5) use any apparatus for the transmission, reception, reproduction or amplification of sound, speech or images, except apparatus designed and used as an aid to defective hearing, or apparatus used in a vehicle so as not to produce sound audible to a person outside that vehicle, or apparatus where the sound is received through headphones;
 - (6) discharge any weapon which is a firearm within the meaning of section 57 of the Firearms Act 1968, or project any missile manually or by artificial means;
 - (7) camp, or erect or cause to be erected any structure, tent or enclosure;
 - (8) collect or solicit money or any other gift;
 - (9) make or give a public speech or address;
 - (10) organise or take part in any assembly, display, performance, representation, parade, procession, review or theatrical event;
 - (11) take photographs or any other recordings of visual images for the purpose of or in connection with a business, trade, profession or employment or any activity carried on by a person or body of persons, whether corporate or unincorporated;
 - (12) ride any animal on a Square;
 - (13) go on any shrubbery or flower bed;
 - (14) cause or permit any animal or bird of which he is in charge to chase, worry or injure any animal or bird;
 - (15) engage in any organised form of sport or physical exercise which causes a disturbance to any other person using the square;
 - (16) unless in an emergency, cause any vehicle to wait, or leave any vehicle unattended;
 - (17) use any pedal cycle, roller skate, ice skate, roller blade, skate board or other foot-propelled device;
 - (18) tow or leave any caravan.

Trading

6. Unless acting in accordance with the terms of a written licence issued by-
- (a) the Mayor, or
 - (b) any person authorised by the Mayor under section 380 of the Act to issue such a licence.
- no person shall within the Squares-
- (1) carry on any trade or business;
 - (2) sell or hire anything, or offer anything for sale or hire;
 - (3) expose or have in his possession anything for the purpose of sale or hire within the Squares;
 - (4) use language which publicly intimates that any article, commodity, facility or service can be obtained within the Squares or elsewhere.
7. Byelaw 6 is a trading byelaw for the purposes of section 385 of the Act.
8. An authorised person who reasonably suspects that a person has contravened byelaw 6 may seize anything of a non-perishable nature which-
- (a) that person has in his possession or under his control, and
 - (b) the authorised person reasonably believes to have been used in the contravention of the byelaw.
9. The Mayor, or any authorised person may retain anything which has been seized under byelaw 8 until the end of the period of 28 days beginning with the date of the seizure.
10. Byelaw 11 applies where during the retention period an information for an offence under section 385 of the Act for breach of byelaw 6 is laid;
- (a) against the person from whom a thing was seized under byelaw 8, and
 - (b) in respect of his activities at the time of the seizure.
11. Where this byelaw applies-
- (a) the Mayor, or any authorised person may retain the thing seized until the conclusion of the proceedings relating to the offence (including any appeal), and
 - (b) if in those proceedings an award is made of costs to be paid by the accused to the Mayor or to the authorised person, the Mayor or the authorised person (as the case may be) may retain the thing seized until the costs have been paid.
12. (1) If the Mayor or an authorised person has retained a thing in reliance on byelaw 11(b) for 28 days beginning with the date of the conclusion of proceedings relating to the offence (including any appeal)-
- (a) he may sell it for the best price which he can reasonably obtain and apply the proceeds in discharge of the award of costs, and
 - (b) if he does so, he shall pay any balance to the person whom he believes to have owned the thing immediately before the sale.
- (2) Where the Mayor or an authorised person ceases to be entitled to retain a thing under byelaws 9 or 11 he shall, subject to byelaw 13, return it to the person whom he believes to be its owner.
- (3) If the Mayor or the authorised person, after reasonable inquiry cannot identify the owner of a thing for the purposes of this byelaw-
- (a) he shall apply to a magistrates' court for directions, and
 - (b) the court shall make an order about the treatment of the thing or the balance of its price.
13. (1) A court which convicts a person of an offence under section 385 of the Act for breach of byelaw 6 may order that any thing to which this byelaw applies be forfeited and dealt with in a manner specified in the order.
- (2) This byelaw applies to anything which-
- (a) was seized under byelaw 8;
 - (b) is retained by the Mayor or an authorised person under byelaws 9 or 11, and
 - (c) the court believes to have been used in the commission of the offence.
- (3) Before making an order for the forfeiture of a thing under this byelaw a court shall-
- (a) permit anyone who claims to have an interest in the thing to make representations to the court; and
 - (b) consider the thing's value and the likely consequences of forfeiture.
14. Where an authorised person has reasonable ground for belief that a person has contravened any one or more of these byelaws, that person shall give on demand his name and address to that authorised person.

***** Please FAX back this form to: 020 7983 4137 *****
***** or EMAIL to trafalgar.square@london.gov.uk ***

GREATER**LONDON**AUTHORITY

a) Byelaw 3A inserted by the Trafalgar Square and Parliament Square
Garden (Amendment No: 1) Byelaws 2002.

The Common Seal of the Greater London Authority was affixed to these byelaws this twenty fourth day of July 2000.