Dear UKPCA Press Card Holder,

**Authorisation Notice to UK Press Card Authority Press Card Holders**

This “Authorisation Notice” is made pursuant to byelaw 5(1) of the Trafalgar Square Byelaws 2012 and byelaw 5(1) of the Parliament Square Gardens Byelaws 2012 (the “2012 Byelaws”).

This Authorisation Notice provides formal written authorisation to the holder of a valid Press Card issued by the UK Press Card Authority Limited to carry out the activities specified in byelaw 5(1) (p) of the Trafalgar Square Byelaws 2012 and byelaw 5(1)(k) of the Parliament Square Garden Byelaws 2012 on Greater London Authority controlled land at Trafalgar Square and Parliament Square.

Professional news gatherers authorised under this provision are required to co-operate with reasonable instructions given by the Heritage Wardens or other GLA Authorised Officer in relation to the health, safety and welfare of people on the squares.

Nothing in this authorisation confers the right to park any vehicles or install any infrastructure onto either Trafalgar Square or Parliament Square Gardens. This permission is limited to hand carried, self supporting equipment.

No fee is charged for this authorisation.

Greater London Authority Authorised Officers, which includes Heritage Wardens, do not need to be presented with a copy of this letter. The UKPCA Press Card serves as the authority to carry out news gathering activities on the squares and must be displayed or shown to an Authorised Officer when requested.

If assistance or advice is required at the time that a news story is being covered the Heritage Warden Supervisor or Manager based on Trafalgar Square should be contacted.

Yours faithfully,

**CHarris**

Christopher Harris
Authorised Officer