

## **Authorisation Scheme for an individual to conduct an activity on Greater London Authority controlled land at Parliament Square Garden displaying a hand held placard or banner**

This authorisation scheme ("the Scheme") provides permission, under the Parliament Square Garden Byelaws, for an individual acting independently, not in conjunction with any group, to display a hand-carried placard or banner ("the Activity") on Greater London Authority (GLA) controlled land at Parliament Square Garden, on the date and time shown at the end of this application. A plan showing the extent of GLA controlled land is attached at **Annex A**. Any individual wishing to carry out an activity on the east footway should refer to Westminster City Council's Website for advice <https://www.westminster.gov.uk/protest-and-demonstrations>.

If more than one person wishes to take part in the activity then permission for the activity must be sought from the GLA using the application form which can be downloaded from this web link <http://www.london.gov.uk/priorities/arts-culture/parliament-square/booking-parliament-square>.

Applications are considered on a first-come-first-served basis and may be limited or refused on any one day in the interests of maintaining public safety and avoiding conflict with other activities that have already been authorised by the GLA.

In order to have and maintain permission under section 5 of the Byelaws for one person to exhibit a placard or banner the individual must comply with the terms and conditions set out below.

### **Terms and Conditions**

1. A specific date(s) and time must be requested.
2. You must comply with the Parliament Square Garden Byelaws. These are available on the GLA's website at <http://www.london.gov.uk/priorities/arts-culture/parliament-square/byelaws>. A copy is also displayed on the north west corner of the Square.
3. You must not use amplified noise equipment or anything else prohibited by the Police Reform and Social Responsibility Act 2012. A copy of guidance to this Act can be found at the web link below; [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/364469/Parliament\\_Square\\_Guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/364469/Parliament_Square_Guidance.pdf)
4. The placard or banner shall be hand held by one person only, it must not be attached to any tree, plinth, plant box, seat, railing, fence, statue or other structure whether permanent or temporary, or embedded into the ground.
5. You must respect and not interfere with the rights and freedoms of others to use the Square, including those just passing through the Square and tourists who want to enjoy the view and relax on the Square.
6. Please be aware of the impact you are having on people around you and do not cause alarm, distress or harassment to others.
7. You are fully responsible and liable for your own actions. The GLA takes no liability or responsibility for the acts or omissions of the individual named in this authorisation. You may wish to protect yourself by taking out public liability insurance; the suggested value is £5M.
8. You must comply with instructions given by GLA authorised persons and Police Officers.

# GREATER **LONDON** AUTHORITY

9. You must keep off the flower beds and any closed off areas of the Square. This includes keeping off the grass when it is under repair.
10. You must not leave any possessions, eg bags, unattended and must tidy-up afterwards and not leave anything behind.
11. You must not be on the Square for more than 12 hours in any one 24 hour period and not for more than two consecutive days in any one week period. It is recommended that, due to the lighting levels on the Square, your activity takes place in daylight hours only.
12. You must share prime locations with others.
13. You must not do anything that will cause a safety hazard to yourself or others.
14. You must not prevent or interfere with cleaning and maintenance works carried out by the GLA or its appointed contractors.
15. You must not exhibit any material that is subject to any prohibition in law.
16. You must not exhibit any advertising material.
17. You must not carry out the activity in conjunction with any organised group, including flash mobs.
18. You must not bring any infrastructure or construct any structure or compound on the Square.
19. You must co-operate with and not interfere with any security and safety arrangements that are put in place by the GLA or Police.

The permission granted under this authority is only valid on days where the Square is open to the general public and has not been booked out to organisations or groups who have hired the Square via the GLA's standard application process or when the GLA requires access to the Square to carry out works or when State events are taking place in the vicinity.

The permission does not give you exclusive use the Square and other individuals may also be authorised to carry out their activity at the same date and time, although numbers may be limited for safety reasons and to take account of the rights of others to use and enjoy the Square.

In order to carry out maintenance or for reasons of public safety and security or any other reason, the GLA may restrict the location on the Square where the activity may take place or may withdraw permission.

Any breach of this authorisation scheme may result in the refusal of future applications from the affected applicant and will instead be required to complete the standard application form for carrying out an activity on the Square. Equally, if this authorisation scheme is abused by multiple applicants then the GLA reserves the right to withdraw the Scheme, without notice, at any time and defer to the standard application form.

To obtain authorisation under this Scheme the individual wishing to hold the banner or placard must complete all the details set out below and sign and date the form.

The fully completed and signed applications (Part A) with the GLA Authorisation section (Part B) must be shown to any authorised persons. If required the authorised person may retain it to make a copy but the original will be returned to the individual.

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**Part A - Applicant's Declaration**

I wish to display a banner or placard on the GLA controlled land at Parliament Square, shown in ANNEX A and agree to comply with the terms and conditions set out above and any additional conditions detailed below.

Subject matter of the activity:

Date(s) and time requested:

Name:

Address:

Contact number on the day of the activity:

Signature:

Date:

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**Part B - GLA Authorisation**

This application is authorised on the date(s) and time shown below subject to compliance with the Terms and Conditions and the following additional conditions.

- 1.
- 2.
- 3.
- 4.

Authorised by:

Role:

Warrant No.:

Signature:

Date:

Plan of the central island of Parliament Square Garden

