

## Paul Robinson

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**From:** [REDACTED]@roh.org.uk>  
**Sent:** 09 May 2017 15:59  
**To:** Trafalgar Square  
**Cc:** [REDACTED]  
**Subject:** Re: ROH 2017 at Trafalgar Square  
**Attachments:** GLA signed App for Commercial Activities in Traf Sq.pdf; ROH 2017 Liability Insurance.pdf; GLA signed fabric protection 2017.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear [REDACTED]

Many thanks for your email, I have sent you a Box link to these documents for reference. Please do also find attached the signed fabric protection form, ROH insurance and the completed application form.

Will the authorisation letter come from yourself for the 7th of June event please? If so when are we scheduled to receive it please?

Please do not hesitate to ask if I can provide any further information.

Many thanks

[REDACTED]  
Big Screen Venues Manager

Audiences and Media  
Royal Opera House  
Covent Garden, London WC2E 9DD  
Telephone: [REDACTED]

Website: [www.roh.org.uk](http://www.roh.org.uk)  
YouTube: [www.youtube.com/royaloperahouse](http://www.youtube.com/royaloperahouse)  
Facebook: [www.facebook.com/royaloperahouse](http://www.facebook.com/royaloperahouse)  
Twitter: [@royaloperahouse](https://twitter.com/royaloperahouse)

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**From:** Trafalgar Square <TrafalgarSquare@london.gov.uk>  
**Sent:** Tuesday, May 9, 2017 1:53 PM  
**To:** [REDACTED]  
**Subject:** RE: ROH 2017 at Trafalgar Square

Hi [REDACTED]  
Thank you for the link which I have briefly viewed.

We do require a GLA application form (link below) to be completed, and a copy of your (Organisers) insurance for public liability at no less than £5million, could you complete the attached and e mail them back by return address please ( [Trafalgar.square@london.gov.uk](mailto:Trafalgar.square@london.gov.uk)) along with the EMP as a whole.

[https://www.london.gov.uk/sites/default/files/commercial\\_activity\\_application\\_form\\_-\\_trafalgar\\_square.pdf](https://www.london.gov.uk/sites/default/files/commercial_activity_application_form_-_trafalgar_square.pdf)

I look forward to speaking with you soon!

Many Thanks

■

---

**From:** ■@roh.org.uk]

**Sent:** 09 May 2017 12:24

**To:** ■

**Cc:** ■

**Subject:** Re: ROH 2017 at Trafalgar Square

Dear ■

Many thanks for your email. All the event documents can be found here:

■

I will also send you a separate email with direct access.

Please do not hesitate to contact me if I can provide any further information or you would like to discuss any element of the events.

Kind regards

■

Big Screens Venues Manager

Royal Opera House

Tel: ■

---

**From:** ■@london.gov.uk>

**Sent:** Tuesday, May 9, 2017 12:16 PM

**To:** ■

**Cc:** ■

**Subject:** FW: ROH 2017 at Trafalgar Square

Hi ■,

Please see below email from ■ in FM.

■ – please meet Sara who is leading on ROH.

Thanks

Best,

■

Senior Events Officer

Events for London

Tel: [REDACTED] [\[REDACTED\]@london.gov.uk](mailto:[REDACTED]@london.gov.uk)  
External Relations, Mayor of London's Office  
GREATER LONDON AUTHORITY City Hall, Queen's Walk, More London, London, SE1 2AA

---

**From:** [REDACTED]  
**Sent:** 09 May 2017 12:11  
**To:** [REDACTED]  
**Subject:** ROH 2017 at Trafalgar Square

Hi [REDACTED]

I need to receive documents for ROH (**Application** form, Ins, RAMS, EMP etc). Do you know who is the main contact for ROH to supply them please so I can make contact today if possible?

Many Thanks

[REDACTED]  
GREATER LONDON AUTHORITY

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Email to [Trafalgar.square@london.gov.uk](mailto:Trafalgar.square@london.gov.uk)  
Fax 0207 963 4137

## GREATER LONDON AUTHORITY

### Application for Commercial Activities in Trafalgar Square

*This document does not confer permission to use Trafalgar Square. Advertising or promotion of activity in any form is not permissible until event approval has been given. Permission is granted at the discretion of the Greater London Authority.*

*Rates vary depending on the type of event, please see our website ([www.london.gov.uk/trafalgarsquare](http://www.london.gov.uk/trafalgarsquare)) for more information. Applications cannot be made more than 6 months in advance; organisers may not have any more than one application pending in the same period. Applications operate on a first come, first served basis and should be submitted at least 7 days before the event but please note that the GLA may take up to 21 days from receipt to determine an application. Final approval will only be granted once full details requested by the GLA are provided.*

*Trafalgar Square and Parliament Square Gardens cannot be booked on the same day for the same event.*

<b>Name of organiser</b> [REDACTED]		<b>Tel No. (required)</b> [REDACTED]
<b>Name of organisation</b> Royal Opera House		<b>Mobile No.</b> [REDACTED]
<b>Address:</b> Bow Street Covent Garden London WC2E 9DD		<b>Email (required)</b> [REDACTED]@roh.org.uk <b>Fax No.</b> - NA -
<b>Company reg. Number</b>	480523	
<b>If you are a registered Charity please provide the charity number</b>	211775	
<b>PO Number</b> (required for invoice purposes) 57927		<b>Name of on-site contact (required)</b> [REDACTED]
<b>Invoice address (if different)</b> Please note a P.O. Box address is not valid for invoice purposes. - NA -		<b>Mobile No (required)</b> [REDACTED]

Email to [Trafalgar.square@london.gov.uk](mailto:Trafalgar.square@london.gov.uk)  
Fax 0207 983 4137

## GREATER LONDON AUTHORITY

<b>Date of activity:</b> please note at weekends and Bank Holidays bookings for rallies and demonstrations may take precedence over those for other activities.	7th June 2017 4th July 2017 14th July 2017			
<b>Timings including set-up and De-rig</b>	6am access + build begins 5pm - Square reopened to public 6.30 to 7pm - transmission begins 10.45pm - approx guests leave 11pm - breakdown begins 1.30am - site clear			
<b>Type of Activity</b> (Please tick as appropriate)  A promotional based activity is classed as anything that involves significant activity in promoting a product, campaign, etc to the public. A performance-based activity is classed as when a group or a person performs to the public. A photo-call is classed as anything that involves significant activity in promoting a product, campaign, etc to the media and press.	<input type="checkbox"/> <b>Promotional / Launch Activity</b>	<input type="checkbox"/> <b>Photo-call</b>	<input type="checkbox"/> <b>TV</b>	<input checked="" type="checkbox"/> <b>Performance Based</b>
	<input type="checkbox"/> <b>Feature Film</b>	<input type="checkbox"/> <b>Music Promo</b>	<input type="checkbox"/> <b>Commercial</b>	<input type="checkbox"/> <b>Photo shoot</b>
	<input checked="" type="checkbox"/> <b>Cultural</b>	<b>Other (please specify):</b>		
<b>Does the activity include any sponsorship or branding?</b> Please note that the GLA reserves the right to refuse any branding or images.	<input checked="" type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> If YES please provide details (E.g. artwork/designs, sponsorship names, logos, sizes, where they will be placed etc) BP - Slide on Big Screen, logo on fence scrim + screen truck banner			
<b>Approximate number of ALL crew on site</b>	110			
<b>Number of people/ audience expected to attend</b>	8,000 - per date			

## GREATER LONDON AUTHORITY

### Detailed description of activity

Please give a full description with as much detail as you have. You **MUST** include the following details or reason(s) as to why they are not available or your application will be rejected and you will be instructed to reapply:

- Purpose of the activity proposed
- Content of each scene/shot being taken (e.g. action taking place, location on square etc.)
- Details of any infrastructure (e.g. barriers, stages, video screens etc.)
- Details of any potential celebrity/ VIP attendance
- Description of any activities where children may be performing
- Annotated site plan on next page
- Stewarding details
- Event Management plan

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 you must provide details in this application so the GLA can 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.

Activities that could impact on the general maintenance or involving the erection of structures will require a specific assessment prior to approval. We may consider structures on Trafalgar Square but at our discretion and there may be a cost for this assessment that will need to be met by the organiser and will increase the time required to process the application. Please be aware that it is your responsibility to ensure that you have planning permission, building control approval and advertising consent from Westminster City Council for any structures.

Please use additional sheets where necessary.

Live big screen relays from the Royal Opera House as part of ROH season of live outdoor broadcasts which are free to the public.  
The events are almost identical to those that the ROH has staged in Trafalgar Square for the past 13 years since 2004.  
Objectives are to allow as many people as possible to enjoy world class ROH productions for free, provide a low risk entry point to opera and ballet encourage people to further explore and learn about these art forms, plus educate and enrich all who participate.  
We bring in a sound system, screen, barriers, public toilets and generator. Further details in supporting event documents.

Email to [Trafalgar.square@london.gov.uk](mailto:Trafalgar.square@london.gov.uk)  
Fax 0207 983 4137

## GREATER LONDON AUTHORITY

The GLA may give permission for up to two vehicles to access Trafalgar Square. To prevent damage to our Historic Square please ensure that vehicle movement is kept to a minimum and where possible equipment is carried on to site. Parking is on the South West Corner of the Square. All vehicles will require an access permit, for security and maintenance reasons the GLA retains the discretion to revoke permits issued.

Please indicate the number of parking spaces you may require and what they will be for:

1x Outside Broadcast vehicle  
2x Satellite vehicles  
1x Jib vehicle  
1x Audience welfare vehicle/Ambulance  
1x Generator vehicle

Do you require the GLA to provide an engineer for access to a power supply on Trafalgar Square?

Any access to the onsite power will require an engineer provided by the GLA to turn the power on and off before and after the activity. The cost for this engineer will need to be met by the organisers. It is the GLA's preference that organisers use onsite power supplies, rather than a generator. If a generator is to be used Risk Assessments and Method Statements will be required.

- ☐ Yes - Please provide location details on the following site plan  
☒ No - Only need winch for fountains, toilets etc

## GREATER LONDON AUTHORITY

Please tick below which equipment or infrastructure you will be bringing onto Trafalgar Square or Parliament Square Gardens: Due to roads around Trafalgar Square all light sources must not be directed into traffic. Any lighting source must be approved by GLA.

☒ Temporary Structure—please provide details

☐ Stage

☒ Screen

☐ Audio Playback

☒ Tripod

☒ Barriers

☐ Stalls- Food/trading  
(Please delete as appropriate)

☐ Lights

☐ Camera Crane

☐ Temporary Structure

☐ Dolly Track

☐ Camera Crane

☒ PA System

☒ Handheld Camera

☒ Handheld Lights

☒ Lights on stands

### Other Equipment/Further Details:

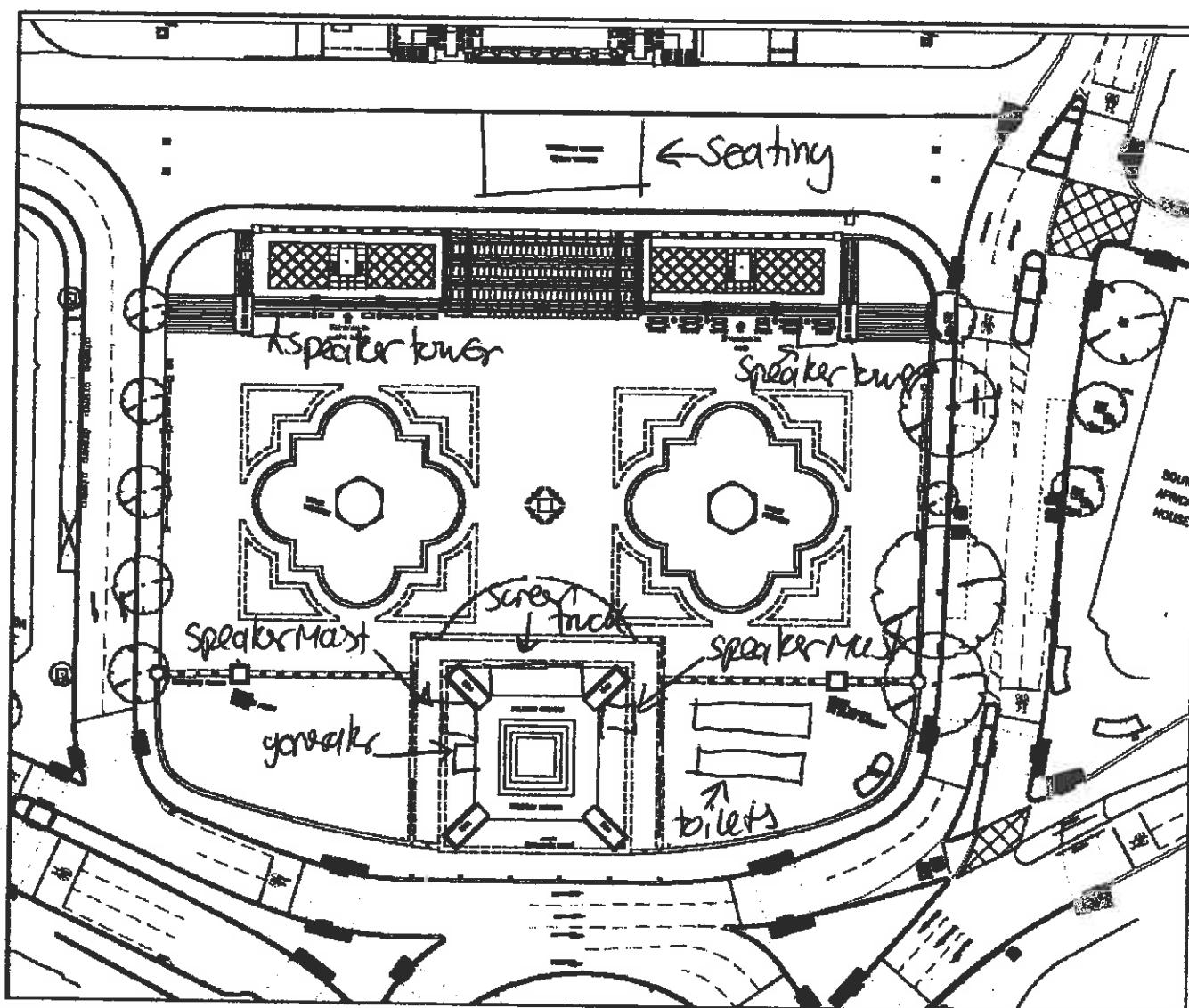
- Screen truck - cab leave site after drop off
- generator
- 2x PA masts
- 2x speaker towers
- public seating - flat floor
- public toilets
- 1x Ambulance during open period
- 1x Event Control Tent
- 1x Sound tent
- 1x stock tent
- 1x FOM Sound Control tent
- PA system
- Satellite vans x 2
- OB truck x 1
- Jib
- Hand held cameras
- light on stands (for presenter only)
- 2x small screens (for presenter only)



Email to [Trafalgar.square@london.gov.uk](mailto:Trafalgar.square@london.gov.uk)  
Fax 0207 983 4137

## GREATER LONDON AUTHORITY

Please mark on the plan below the area(s) of Trafalgar Square you wish to use. Please include location of infrastructure



See side plan for full banner details

Email to [Trafalgar.square@london.gov.uk](mailto:Trafalgar.square@london.gov.uk)  
Fax 0207 983 4137

## 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

<input checked="" type="checkbox"/> You will need to possess Public Liability Insurance to hold your event. The GLA requires a minimum of £5 million but large scale events and events involving the sale of alcohol are likely to require more. Please attach a copy of it valid for the date(s) of your activity
<input checked="" type="checkbox"/> All sections of the form completed with full details of event and organisation
<input checked="" type="checkbox"/> Application signed – please note unsigned applications will be returned and will delay the application process
<input checked="" type="checkbox"/> Risk Assessments and Method Statements for your activity

If your application includes structures/staging of any kind the GLA requires the following:

☒ Site plan detailing any structures/staging.

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 byelaws and all terms and conditions (set out below) and agree to abide by them. Failure to abide with the byelaws and terms and conditions may mean that the event is not permitted to proceed:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

26/01/2017

Name (Print): \_\_\_\_\_

Organisation: \_\_\_\_\_

ROYAL OPERA HOUSE

**ALL APPLICATIONS WILL BE CONSIDERED IN LINE WITH THE GLA'S RESPONSIBILITY OF PROTECTING THE SQUARE'S FABRIC AND ASSETS AS WELL AS ITS HERITAGE VALUE.**

**WE ENDEAVOUR TO CONFIRM RECEIPT OF APPLICATIONS WITHIN 5 DAYS. ONCE ALL REQUESTED INFORMATION ON THE ACTIVITY HAS BEEN RECEIVED WE WILL CONFIRM DECISIONS WITHIN 21 DAYS.**

## Paul Robinson

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**From:** [REDACTED] <[REDACTED]@roh.org.uk>  
**Sent:** 09 May 2017 17:20  
**To:** [REDACTED]  
**Subject:** Re: ROH 2017 at Trafalgar Square  
**Attachments:** Event Safety Management Plan Docs Trafalgar Square 2017.zip

Dear [REDACTED]

You can access the documents any time via the link I sent you earlier:

[REDACTED]

These are live document so whilst I do not foresee any major changes there will be minor updates.

I have attached these documents to but from experience I have found the GLA firewall does not accept large attachments. As a back up I will send this email again with just the EMP and no addendum to you too.

Please do ask if anything else is useful.

Many thanks

[REDACTED]  
Big Screen Venues Manager

Audiences and Media  
Royal Opera House  
Covent Garden, London WC2E 9DD  
Telephone: + [REDACTED]

Website: [www.roh.org.uk](http://www.roh.org.uk)  
YouTube: [www.youtube.com/royaloperahouse](http://www.youtube.com/royaloperahouse)  
Facebook: [www.facebook.com/royaloperahouse](http://www.facebook.com/royaloperahouse)  
Twitter: [@royaloperahouse](https://twitter.com/royaloperahouse)

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---

**From:** [REDACTED] <[REDACTED]@london.gov.uk>  
**Sent:** Tuesday, May 9, 2017 4:20 PM  
**To:** [REDACTED]  
**Subject:** RE: ROH 2017 at Trafalgar Square

Dear [REDACTED]

Thank you for the return of documents.

Authorisation does come from us, and can only be reviewed fully once all information is final and presented – hence the requirement for your final EMP and provided documents.

Can you e mail the final EMP asap, then any queries can be addressed, we can then grant authorisation. Hope that makes sense

Kind Regards

[REDACTED]  
[REDACTED]  
Events & Lettings Officer

**GREATER LONDON AUTHORITY**

City Hall

The Queen's Walk

London. SE1 2AA

020 7983 4000

[www.london.gov.uk](http://www.london.gov.uk)

---

**From:** [REDACTED] [mailto:[REDACTED]roh.org.uk]

**Sent:** 09 May 2017 15:59

**To:** Trafalgar Square

**Cc:** [REDACTED]

**Subject:** Re: ROH 2017 at Trafalgar Square

Dear [REDACTED]

Many thanks for your email, I have sent you a Box link to these documents for reference. Please do also find attached the signed fabric protection form, ROH insurance and the completed application form.

Will the authorisation letter come from yourself for the 7th of June event please? If so when are we scheduled to receive it please?

Please do not hesitate to ask if I can provide any further information.

Many thanks

[REDACTED]  
Big Screen Venues Manager

Audiences and Media

Royal Opera House

Covent Garden, London WC2E 9DD

Telephone: +[REDACTED]

Website: [www.roh.org.uk](http://www.roh.org.uk)

YouTube: [www.youtube.com/royaloperahouse](http://www.youtube.com/royaloperahouse)

Facebook: [www.facebook.com/royaloperahouse](http://www.facebook.com/royaloperahouse)

Twitter: [@royaloperahouse](https://twitter.com/royaloperahouse)

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**From:** Trafalgar Square <[TrafalgarSquare@london.gov.uk](mailto:TrafalgarSquare@london.gov.uk)>  
**Sent:** Tuesday, May 9, 2017 1:53 PM  
**To:** [REDACTED]  
**Subject:** RE: ROH 2017 at Trafalgar Square

Hi [REDACTED]  
Thank you for the link which I have briefly viewed.  
We do require a GLA application form (link below) to be completed, and a copy of your (Organisers) insurance for public liability at no less than £5million, could you complete the attached and e mail them back by return address please ( [Trafalgar.square@london.gov.uk](mailto:Trafalgar.square@london.gov.uk)) along with the EMP as a whole.

[https://www.london.gov.uk/sites/default/files/commercial\\_activity\\_application\\_form\\_-\\_trafalgar\\_square.pdf](https://www.london.gov.uk/sites/default/files/commercial_activity_application_form_-_trafalgar_square.pdf)

I look forward to speaking with you soon!

Many Thanks

[REDACTED]

---

**From:** [REDACTED] [mailto:[REDACTED][roh.org.uk](mailto:[REDACTED]@roh.org.uk)]  
**Sent:** 09 May 2017 12:24  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Re: ROH 2017 at Trafalgar Square

Dear [REDACTED]

Many thanks for your email. All the event documents can be found here:

[REDACTED]

I will also send you a separate email with direct access.

Please do not hesitate to contact me if I can provide any further information or you would like to discuss any element of the events.

Kind regards

[REDACTED]  
Big Screens Venues Manager  
Royal Opera House  
Tel: [REDACTED]

---

**From:** [REDACTED] <[REDACTED][london.gov.uk](mailto:[REDACTED]@london.gov.uk)>  
**Sent:** Tuesday, May 9, 2017 12:16 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: ROH 2017 at Trafalgar Square

Hi [REDACTED]

Please see below email from [REDACTED] in FM.

■ – please meet ■ who is leading on ROH.

Thanks

Best,

■ ■

Senior Events Officer

Events for London

Tel: ■ Mob: ■ E: ■ [london.gov.uk](mailto:■@london.gov.uk)

External Relations, Mayor of London's Office

GREATER LONDON AUTHORITY City Hall, Queen's Walk, More London, London, SE1 2AA

---

**From:** ■ ■

**Sent:** 09 May 2017 12:11

**To:** ■ ■

**Subject:** ROH 2017 at Trafalgar Square

Hi ■

I need to receive documents for ROH (Application form, Ins, RAMS, EMP etc). Do you know who is the main contact for ROH to supply them please so I can make contact today if possible?

Many Thanks

■ ■

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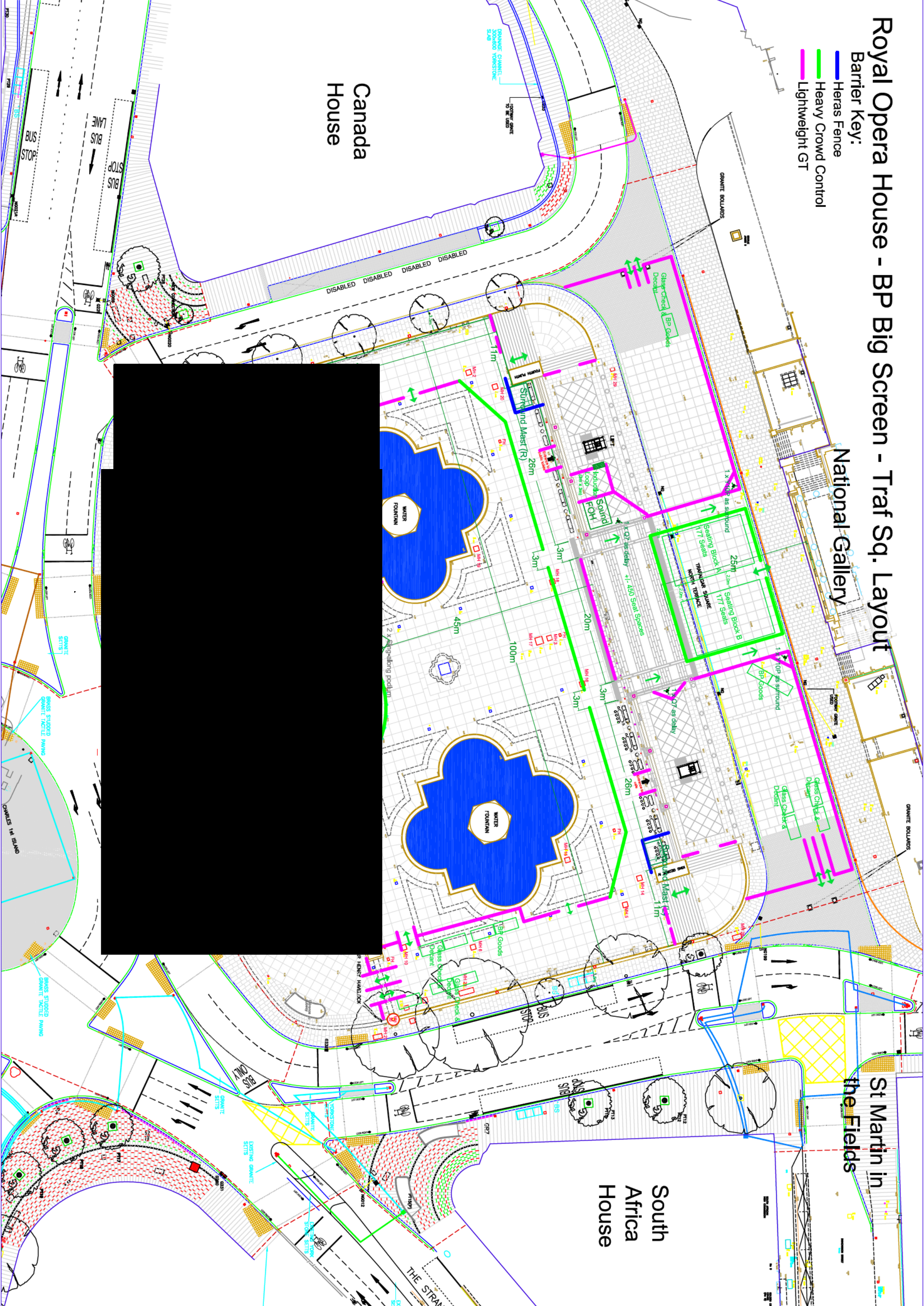
The information in this email may contain confidential or privileged materials. For more information see <https://www.london.gov.uk/about-us/email-notice/>



# Royal Opera House - BP Big Screen - Traf Sq. Layout

## Barrier Key:

- Heras Fence
- Heavy Crowd Control
- Lightweight GT





**Paul Robinson**

---

**From:** [REDACTED]  
**Sent:** 30 May 2017 09:48  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: ROH - GLA queries pre Authorisation  
**Attachments:** ROYAL OPERA HOUSE 2017.xlsx

Hi [REDACTED]

I've attached [REDACTED] updated waste management costs (covers all three screenings). Can you confirm receipt of below. Just checking after the email problems last week.

Cheers

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 26 May 2017 16:02  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: ROH - GLA queries pre Authorisation

[REDACTED]

Thanks for confirming my EMP email made it through today but that you haven't had any emails make it through from [REDACTED] address. [REDACTED] can you use above chain when you return to see if that fixes problem but also follow up with a call to [REDACTED] to see if emails are making it through.

I've edited [REDACTED] email query below based on our conversation today (my comments in red);

Everything will be in place and I'll sort out approvals with [REDACTED] on her return and letter should be released before Friday.

Best Wishes

[REDACTED]

**From:** Trafalgar Square  
**Sent:** 16 May 2017 14:29  
**To:** [REDACTED]  
**Subject:** ROH - GLA queries pre Authorisation

[REDACTED]

Cleansing and toilets. I've checked with [REDACTED] and he's confirmed that last year's costs attached will be the same and cover all three screenings. He will provide updated 2017 quote for our records and you will be invoiced after the final performance (14<sup>th</sup> July)

Public toilets are open from 9am. There will be an additional hour charge to open for crew from 8am – you have temporary toilets onsite from 7.30am. Are you sure you need/want open from 8am. Veolia waste management will cover toilet opening from 8am to 11pm on each screening day (with event finish at approx. 10.30pm). Event



production will be allowed access free of charge. Toilets will be free to public after 5pm when square re-opens to the public (timings on production schedule).

Please confirm you want counters set from 16.20hrs. N/A – Veolia set counters for their information to monitor usage and all extra costs for free toilets are covered in Waste management costs

Please confirm the closing time of public toilets (the standard time is 8pm). 11pm as referenced as above and covered by Veolia Waste Management quote

Additional waste bins will be supplied for the event (including glass). Veolia Waste Management quote will cover this and [REDACTED] is basing number of bins on previous ROH screenings

Water hose available from 7am? Veolia is on site from 6am and can provide water access from 7am

Please add anything further you require regarding cleansing. As always no bin collections during performance screen times

A quote for all services will be obtained as soon as I have all information you require for cleansing and water services. Veolia 2017 quote will be same as attached 2016 quote – [REDACTED] to provide updated quote

### Engineer

Please confirm times from and until (which will be once all electrical items removed and lift no longer required). GLA will instruct CBRE engineers to provide quote for additional engineer hours from 5pm to 11pm for each screening (additional hours on normal 8am to 5pm contracted)

Please confirm details of engineer requirements (what electrics required). No electrics / power access required but engineer is needed on site for toilet issues / lift operation and fountain control

Please confirm fountains are 'off' from 18.00hrs. As stated on production schedule 6pm off for fountains and they can be switched on at event end to indicate finale.

A quote for engineer services will be obtained as soon as I have all information you require for engineering services (note this includes access lift so engineer must be on site through event). CBRE will provide a quote for the 3 performances (5pm to 11pm – 6 hours each event – total 18 hours x £46.36p per hour (+VAT) = £834.38p. [REDACTED] I'll send a note to CBRE and copy you.

What time are you proposing sound checks and for how long so decibel readings can be taken and I can inform neighbours of the sound check times. Sound checks on production schedule sometime between 12noon and 2pm to avoid impact on neighbours business hours

Kind Regards

[REDACTED]

[REDACTED]

GREATER LONDON AUTHORITY

## COSTING OF SPECIAL EVENTS

**NAME OF EVENT :** ROYAL OPERA HOUSE

**DATE OF EVENT :** ALL THREE EVENTS 2016

SERVICE	NUMBER	TOTAL HRS	HOURLY RATE	TOTAL COST
<b>MANAGEMENT</b>				
Manager	1	24	£64.70	£1,552.80
Travel	2		£20.00	£120.00
<b>Sub Total 1</b>				<b>£1,672.80</b>
<b>OPERATIVES</b>				
		Mon-Fri	Sat-Sun	
Foreman	1	24	£30.00	£840.00
Sweepers	3	72	£20.00	£1,440.00
<b>Sub Total 2</b>				<b>£2,280.00</b>
<b>PLANT &amp; EQUIPMENT</b>				
Johnston Large			£34.65	£0.00
Johnston Small			£31.50	£0.00
Cage Vehicle			£26.25	£0.00
Gem R/C			£46.20	£0.00
RCV 4/2			£57.75	£0.00
RCV 6/2	1	6	£69.30	£415.80
Water Tank			£47.25	£0.00
Microwash			£57.75	£0.00
Graffiti Van			£31.50	£0.00
Madvac			£23.10	£0.00
Gritter			£34.65	£0.00
Toilets Turnstiles		2000	£0.20	£400.00
<b>Sub Total 3</b>				<b>£815.80</b>
<b>MATERIALS</b>				
Large Bags	3	box 200	£45.00	£135.00
Jumbo Toilet Rolls	30	Pack 6	£17.25	£517.50
Toilet Cleaner	30	1Ltr	£1.94	£58.20
Hand Soap		5Ltr	£9.45	£0.00
H'Way Extra		25 Ltrs	£47.25	£0.00
BBBs	30	BBBs	£126.00	£3,780.00
Disposal	6	Waste	£59.31	£355.86
<b>Sub Total 4</b>				<b>£4,846.56</b>
<b>Total</b>	<b>ESTIMATED COST</b>			<b>£9,615.16</b>

**Paul Robinson**

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**From:** Trafalgar Square  
**Sent:** 01 June 2017 15:53  
**To:** [REDACTED] [REDACTED] [REDACTED]roh.org.uk'  
**Cc:** Heritage.Wardens Supervisor; Heritage Warden Manager; [REDACTED]@cbre.com; [REDACTED]  
**Subject:** For Signature - Authorisation Notice re: ROH 7th June 2017  
**Attachments:** Tsq Authorisation Notice for 7th June 2017 RoH .doc; TSQ Vehicle Access Schedule Form ROH 7th June 2017 3rd draft.doc; TSq Fabric Protection Lge Events.doc; Appendix 2a Timetable Trafalgar Square 7 June 2017 2nd draft.docx

Good Afternoon [REDACTED]

Please see the attached authorisation notice for Royal Opera House Live Screening on Trafalgar Square this coming **Wednesday 7<sup>th</sup> June 2017**.

Please note all conditions contained within the letter related to the activity particularly the conditions/guidance on pages 1 to 3 of the letter. The letter has the final agreed timings and detail.

Please check the Notice then sign and return a photograph or scanned copy of the **first 3 pages** of the permission letter to the **entire copy list** above to ensure heritage wardens and contractors receive the signed permissions letter.

Please see the attached Fabric Protection form. **Please sign and return as above.**

The Vehicle Schedule form, also attached - please return fully completed in black with the other documents as requested.

The GLA requires all signed copies returned no later than **12.00hrs (midday) Monday 5<sup>th</sup> June 2017** to complete the authorisation process.

I further attach a copy of the Timetable for reference of all cc's, please check this is still current and advise if any changes have been made.

Kind Regards

[REDACTED]  
[REDACTED]  
Events & Lettings Officer  
**GREATER LONDON AUTHORITY**  
City Hall  
The Queen's Walk  
London. SE1 2AA  
020 7983 4000  
[www.london.gov.uk](http://www.london.gov.uk)

## **Fabric Protection for Event Builds & De-rigs on Trafalgar Square**

Trafalgar Square is a Grade 1 site on English Heritages Register of Parks & Gardens, with some 24 separately listed statues and structures. It is the responsibility of all those who use, access and work on the site to maintain and protect it. In order to prevent damage to the stonework and metalwork this document sets out the requirements and approach to apply for all events.

### **Site custody:**

- The event production company must appoint a person, of sufficient authority within the company, to ensure compliance of general and event-specific requirements to prevent damage.
- This person is required to complete the **Site inspection sign off** document with a GLA officer or Heritage Warden prior to build and post de-rig.

### **Vehicles use and load limitations:**

- The operation of vehicles steering when the vehicle is stationary is prohibited – the steering must only be operated when the vehicle is moving
- Vehicles should be manoeuvred with the largest possible turning circle – use of full lock or performing tight manoeuvres should be avoided.
- The maximum speed limit on the Square is 5 mph. A banksman must accompany all vehicle movements (including forklifts) at all times, even when the Square has been fully closed to public.
- No vehicle attachments e.g. tail-lifts or forks should be placed directly on the surface of the paving.
- Forklift tyres must be smooth and not heavy treaded. Heavy treaded forklifts or oversized telehandlers will be asked to leave site.
- In advance of an event the **TSQ Vehicle Access Schedule** document must be completed.
- Where possible combined deliveries should be considered to minimise the number of vehicles needed on site.
- Vehicles can only access the Square via the drop curb on the South West corner. If Vehicles require access to the South East corner the GLA needs prior notification.
- All Vehicles should be checked for leaks before driving onto the main body of the Square.
- Drip trays should be appropriately placed under parked vehicles at all times.
- Heritage Wardens must be notified immediately in the event of oil or chemical toilet spillages.

### **Stonework protection:**

- All event marquees, structures, ballast & infrastructure require protective matting underneath at all points that meet the stonework. This must also be in place during the build and de-rig.
- Water ballast is preferable for smaller marquees. Concrete or metal ballast will be considered on a case by case basis.
- At no time should metal objects be dragged or rolled across unprotected stonework.
- *Front of stage (Mojo) barrier* requires matting underneath that is correctly placed to avoid metal to stone contact.
- *Low-level pedestrian barrier* must be carried and not dragged across stonework. Some barrier providers have the option of rounded feet which is preferred on site.
- *High level (Heras) barrier* must not be braced to any fixed structures on the square. Only rubber footings are permitted. All panels must be linked together with two clips. At all positions where the barrier is used as a gate, Heras wheels are required.

### **Existing Square infrastructure:**

# GREATERLONDONAUTHORITY

- No structure or fence can be braced to any of the existing Square infrastructure; this includes the lampposts and balustrades.
- Where vehicle movements take place near to plinths, walls, stone bins or fixed furniture a banksmen must be in place to ensure no contact is made. Repair of these structures is very expensive and will be recharged to event organisers.
- Protective padding is required underneath all metal buckles on straps used to fix banners to the balustrade.
- Where it is necessary to apply adhesive tapes to stonework permission must first be sought from the GLA. Use of duct tape will not normally be approved.

## Food Preparation:

- Matting must be placed in back of house areas where food is being prepared and at access points to static food trailers.
- On no occasion should any food stuffs or cooking materials be deposited into gullies or drains.
- The **TSQ Catering Concessions Form** document must be completed prior to the event.

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I acknowledge receipt of this document and will ensure compliance for the event for which I am the lead person within the company. I will ensure it is shared among all relevant staff and subcontractors. I will provide to the GLA in a timely manner all information necessary to evaluate our company's intention to ensure compliance with the requirements set out in this document.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position \_\_\_\_\_

Production company \_\_\_\_\_

Date: \_\_\_\_\_

██████████  
Royal Opera House  
Bow Street  
Covent Garden  
London  
WC2E 9DD

**Department: Facilities Management**  
██████████

Date: 1st June 2017

Dear ██████████

**Authorisation Notice for use of Trafalgar Square ("TS")**

The Greater London Authority ("GLA") has agreed to grant you the following authorisation ("the Authorisation Notice") for the purposes of byelaw 5 of the Trafalgar Square Byelaws made under the Greater London Authority Act 1999:

Authorised person: ██████████ ("the Authorised Person")  
Activity: BP Screening of ROH The Royal Ballet - Ashton Triple Bill 7<sup>th</sup> June 2017  
("the Activity")  
Date and times: Wednesday 7<sup>th</sup> June 2017  
Build – 06.00 – 16.00hrs  
Event - 17:00 – 22:30hrs  
De-rig – 22.30 – 02.00hrs Wednesday/Thursday 7<sup>th</sup> – 8th June 2017  
("the Agreed Period")  
Insurance amount: £10 million Public Liability Insurance ("the Insured Amount")  
Number of attendees: 110 crew and 8,000 audience ("the Maximum Audience")  
Permitted Area: The area of TS outlined in red on the attached site plan ("the Permitted Area")

In consideration of the GLA granting this Authorisation Notice, you agree to pay a total fee of £0.00p ("the Fee").

In addition, you must fully compensate the GLA for any costs incurred in respect of cleaning and engineering and as a result of your non-compliance with any of the terms of this Authorisation Notice. The cleaning and engineering costs are estimated as:

**Cleaning:** £9615.06p plus VAT - Estimated for all three ROH screenings in 2017 to be invoiced after the final event.

**Engineering:** £834.48p plus VAT – Estimated for all three ROH screenings in 2017 to be invoiced after the final event.

The final costs will be confirmed after the event.

Please note attached term and condition 8 with regards to charges applicable to the cancellation of the Activity.

This Authorisation Notice is granted subject to the attached terms and conditions and the following special terms and conditions:

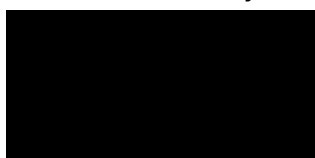
1. The Greater London Authority grants permission for Royal Opera House screening and simultaneous audio broadcast of a live performance from the stage of ROH Covent Garden within the Permitted Areas only and as specified on the site plan.
2. The screening will commence at 19.00hrs and finish no later than 22.30hrs.
3. It is understood that the named and responsible person for Royal Opera House at Trafalgar Square is [REDACTED] on [REDACTED] who is required to be onsite for the duration of the event (including set-up and de-rig).
4. The authorised site contact [REDACTED] must make herself known to the Heritage Wardens on site. The Warden's mobile is [REDACTED]. The authorised person will undertake a site sign-off with Wardens pre and post event.
5. GLA Facilities Management and ROH on site contact will carry out a site check at 15.15hrs. and further check during site close down period. Permission to open will be given by the GLA to the ROH site contact.
6. Trafalgar Square shall be closed to the public between 16.15 and 17.00hrs when audience admission is permitted.
7. It is understood a seating area will be erected on the North Terrace. It is your responsibility to obtain full Westminster City Council consent for this.
8. Only reputable and qualified contractors are to be engaged by ROH, who are responsible for receiving and approving all R.A.M.S. and Insurance prior to the event date.
9. This is considered to be a licensable event and as such the terms and conditions set out in Schedule 3 (1 to 14) apply. You are responsible for obtaining and ensuring all relevant licensing and permissions are in place, including but not limited to PRS.
10. Please note that the sound level limit for Trafalgar Square is 79db 5 min Laeq. Sound levels will be monitored, and any request to lower levels from an authorised GLA or WCC Officer must be complied with. Sound checks are audible beyond the confines of the main body of the Square and must only be carried out at agreed times with the GLA.
11. All reasonable steps must be taken to ensure that the fabric of Trafalgar Square is not damaged. All infrastructures and generators must have suitable ground protection underneath. Fire protection equipment must be supplied as appropriate to all areas. Any damage incurred as a result of your event will be charged to the organiser.
12. The stools and tables outside the Café on the Square will be removed during the morning of the event.
13. GLA contractors will provide access to water and a hose to fill ballast.
14. Public toilets within Trafalgar Square will be open from 08.00hrs and close at 22.45hrs. Free public entry will commence at 17.00hrs until 30mins after the performance finish.
15. Audience ingress and egress must be controlled to ensure numbers do not exceed the maximum audience numbers permitted (or a lesser number to ensure public safety), by trained personnel at all times.
16. Glass decanting and bag searches must be operational at all entry points at all times by trained personnel. It is understood ROH/BP (sponsors) will supply all and sufficient quantities of plastic jugs and cups.
17. The fountains will be deactivated at 18.00hrs for the duration of the event.

18. The working areas must have appropriate barriers, be supervised and have appropriate security at all times.
19. Production and other debris must be removed from site at the end of the event. Extra cleaning or waste removal required as a result of your event or build will be charged to the Organiser.
20. You must supply suitably trained stewards, security and first aid providers to ensure the safety of your attendees, and monitor ingress and egress at all times.
21. Permission is granted for the distribution of free of charge programs and appropriate BP branded merchandise on the GLA managed area only as detailed on the site plan.
22. All vehicle movement onsite must be accompanied by banksmen in hi-viz jackets and be traveling at no more than 5mph. Drip trays must be placed under all vehicles whilst stationary. Tyres must be clean of mud and stones prior to movement on Trafalgar Square to avoid marking the stone.
23. Vehicle permission is granted only for vehicles as outlined in the vehicle access schedule on the South West corner of Trafalgar Square. Please ensure that you liaise with the Heritage Wardens ( [REDACTED] ) upon arrival.
24. You are responsible for ensuring that all staff, volunteers and contractors are aware of the Terms and Conditions of the Authorisation Notice prior to carrying out work onsite.

This Authorisation Notice (or a copy of it) must be produced on request to the GLA's officers or the police.

Kindly acknowledge your acceptance of this Authorisation Notice with the attached terms and conditions by signing the Authorisation Notice and returning it to: [trafalgar.square@london.gov.uk](mailto:trafalgar.square@london.gov.uk) Failure to abide with the terms and conditions of this Authorisation Notice may result in the Authorisation Notice being revoked and your event not being permitted to proceed. The signed Authorisation Notice should be received by the GLA no later than **12.00hrs (midday) Monday 5<sup>th</sup> June 2017**.

Yours Sincerely



For and on behalf of the GLA

I hereby accept the terms and conditions of this Authorisation Notice for use of TS.  
Signed

Name:

Position:

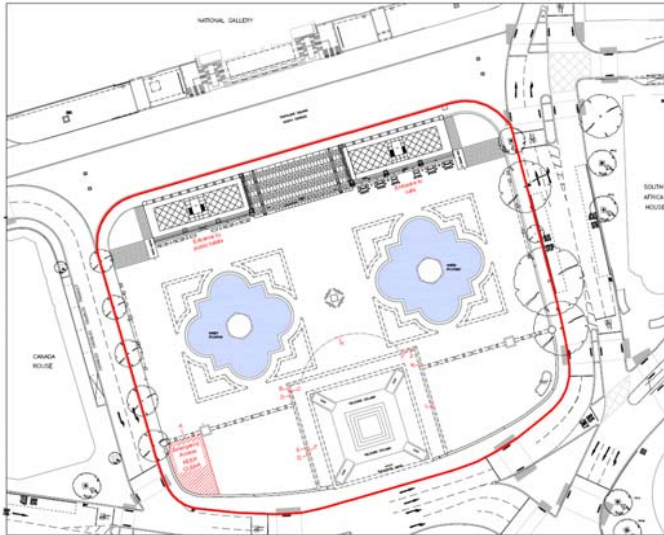
Organisation:

Date:

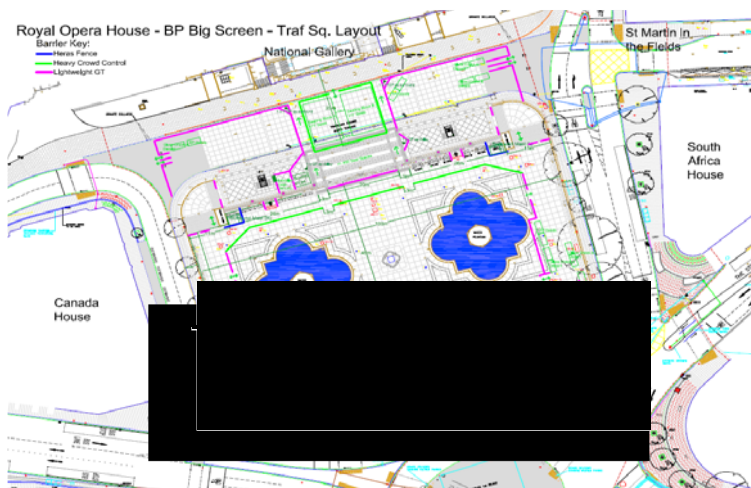
Cc GLA's authorised officers



## Trafalgar Square Site Plan



## ROH agreed Site Plan



**Use of Trafalgar Square ("TS") is subject to the following terms and conditions:**

Permission to use TS shall only be granted by way of an Authorisation Notice granted by the Greater London Authority.

## **1. Your responsibilities and obligations**

- 1.1. Use of TS shall be for the activity defined in the Authorisation Notice (“Activity”), during the Agreed Period (as set out in the Authorisation Notice) and within the Permitted Area (as set out in the Authorisation Notice) 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 Authorisation Notice or the use of TS 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 will provide details of your on site contact to the GLA at least 7 days prior to the event. Your contact must be available on TS 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 Authorisation Notice shall be subject to approval by the GLA. The Authorisation Notice relates solely to the Activity, at the Agreed Period, in the Permitted Area and for the Maximum Audience (as set out in the Authorisation Notice). You shall provide the GLA with a risk assessment, 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 in schedule 2. 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 Authorisation Notice then further written approval from the GLA will be required.
- 1.5. Breach of byelaw 3, 3A, 5 or 6 may result in prosecution.
- 1.6. At all times you shall comply with the Trafalgar Square Premises Licence Conditions as set out in Schedule 3.
- 1.7. 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.

- 1.8. You, your employees, agents and sub-contractors shall not damage, deface, interfere with or climb on any built structure forming the fabric of TS and shall not, without the express permission of the GLA, attach any article on any built structure forming the fabric of TS and you shall ensure that the fabric is protected with regards to all vehicles, infrastructure and barriers put in place for the Activity. You shall ensure that all sub-contractors are aware of these obligations as set out in these terms and conditions.
- 1.9. You must ensure that any vehicle on TS has drip trays to avoid oil markings. You will indemnify the GLA for all costs of removal of oil marks, fuel spillages or any other staining.
- 1.10. 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.
- 1.11. The following can only be used in exceptional circumstance and with the prior written consent of the GLA, such consent must be sought in writing 21 days prior to the Activity:
- demountable structures over 1 metre in height
  - amplification equipment
  - Dry ice and cryogenic fog
  - Smoke Machines and fog generators
  - Pyrotechnics including fireworks
  - Firearms
  - Lasers
  - Explosives and highly flammable substances
  - Real flame
  - Strobe Lighting

Any building control approvals for structures must be sought from Westminster City Council.

- 1.12. You shall ensure that the Activity is accessible to people with disabilities as required by the Equality Act 2010.
- 1.13. You are responsible, unless otherwise agreed with the GLA in writing, for removing all litter or waste resulting from the Activity and the Authorisation Notice. 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 TS related to the Activity.

- 1.14. You are responsible, unless otherwise agreed with the GLA in writing, for any costs related to accessing the power supply on TS for the Activity.
- 1.15. In addition to the Authorisation Notice, 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. All advertising consents must be sought from the Westminster City Council. You will be liable for any Performing Rights Society (“PRS”) or Phonographic Performance Limited (“PPL”) fees in connection with the use of any live or recorded music (by record, radio broadcast, CD, tape, mini disc, MP3 player, hard drive or any other form of electronic media storage).
- 1.16. You shall meet with third parties as 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 (as set out in the Authorisation Notice) 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 terms and conditions of the Authorisation Notice.

## **3. Damage**

- 3.1. At the commencement of the Agreed Period you will carry out a condition survey of the Permitted Area in conjunction with the GLA’s agent on TS 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 TS occurs as a result of or in connection with the Activity (including but not limited to graffiti), 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 Authorisation Notice 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 Authorisation Notice 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 reputation as may be required in order to comply with your obligations in relation to the Authorisation Notice and the Activity. You are required to have public liability insurance for the Insured Amount as set out in the Authorisation Notice 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 event 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 TS 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 TS at all times during the Activity.
- 6.4. You shall comply with all food hygiene requirements for the distribution or sale of food under the Food Safety Act 1990 and other relevant statutory provisions. You shall comply with all requirements from Westminster Environmental Health Consultation Team.
- 6.5. 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.
- 6.6. You must ensure that any cable installed must be a minimum of two metres away from the edge of the fountain basins in compliance with IEE Wiring Regulations Section 602.
- 6.7. You must ensure that all cable runs that traverse the public areas of TS are protected by cable ramping to prevent accidental damage of the cable.
- 6.8. All means of access, egress, sanitary accommodation and first aid facilities will be adequately and conspicuously sign posted at all times. All safety signs, notices and graphic symbols should conform to the Health and Safety (safety signs and signals) regulations 1996.

- 6.9. Only hangings, curtains, upholstery and temporary decorations complying with the relevant British (or where appropriate European) Standard shall be used. Where necessary these must be periodically tested for flame resistance and re-treated as necessary.
- 6.10. 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 required.
- 6.11. 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 GLA and its agents on TS will determine acceptable levels of volume for the Activity. You must comply with all instructions relating to volume of noise or any other matter relating to the Activity. You must ensure that the LAeq (5min) noise level does not exceed 79dB one metre from the nearest affected neighbouring buildings façade as determined by the GLA.
- 7.2. You shall, where appropriate, ensure that the conditions of the Code of Practice on Environmental Noise Control at Concerts (published 1995 by the Noise Control Council) are complied with.
- 7.3. You shall provide the GLA with a sound check and performance check schedule at least 7 days prior to the Activity.
- 7.4. You shall ensure, where applicable, that the use of all radio frequencies shall be properly licensed by Ofcom. The following radio frequencies are not permitted for use on TS:-  
Radio microphone / PA System Primary Frequency: 208.300 MHz and Secondary Microphone Frequency: 1 set of 5.000 Mhz.

## **8. Cancellation**

- 8.1 If you cancel the Activity with less than 48 hours notice, the GLA shall charge you the Fee for the Agreed Period set out in the Authorisation Notice.
- 8.2 If you cancel the Activity within 7 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 TS. 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 Fee for the Agreed Period set out in the Authorisation Notice.

8.4 The GLA reserves the right to charge for large or complex events that cancel within 14 days of the Activity and will liaise with applicants to confirm what fee or charge applies on a case-by-case basis.

## **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 Authorisation Notice 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 Authorisation Notice, with any such terms and conditions notified to you in writing by the GLA.

9.4. The Authorisation Notice applies to the Authorised Person(s) (as defined in the Authorisation Notice) only and is not transferable. Any activities in the absence of a valid Authorisation Notice are not permitted.

9.5. You are responsible for ensuring that your employees, agents and subcontractors are aware of the Terms and Conditions of the Authorisation Notice, including the Byelaws.

9.6. 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.



## **Schedule 2 - Byelaws**

GREATER LONDON AUTHORITY

TRAFALGAR SQUARE BYELAWS

MADE UNDER SECTION 385(1), (2) AND (4) OF THE GREATER LONDON AUTHORITY ACT 1999  
AND SECTION 236B OF THE LOCAL GOVERNMENT ACT 1972

The Mayor of London, acting on behalf of the Greater London Authority, hereby makes the following byelaws, which he considers are necessary for securing the proper management of Trafalgar Square, and the preservation of order and the prevention of abuses there.

### **1. Citation**

These byelaws may be cited as the Trafalgar Square Byelaws 2012 ("the Byelaws").

### **2. Interpretation`**

In the Byelaws-

"the Act" means the Greater London Authority Act 1999<sup>1</sup>;

"the Authority" means the Greater London Authority;

"the Mayor" means the Mayor of London;

"the Square" means Trafalgar Square as defined in the Trafalgar Square Act 1844<sup>2</sup>;

"amplified noise equipment" means any device that is designed or adapted for amplifying sound, including (but not limited to)-

**(a)** loudspeakers; and

**(b)** loudhailers;

"animal" means any animal or bird;

"authorised person" means a constable, or any person acting to enforce the Byelaws in accordance with an authorisation given by the Mayor under section 380 of the Act;

"the retention period" means the period of 28 days referred to in byelaw 7(2).

"sleeping equipment" means any sleeping bag, mattress or other similar item designed, or adapted, (solely or mainly) for the purpose of facilitating sleeping in a place.

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<sup>1</sup> 1999 c. 29.

<sup>2</sup> 1844 c.60.

3. Acts prohibited within the Square

**(1)** No person shall within the Square–

- (a)** do any act which pollutes or is likely to pollute water in any fountain or bathe in or otherwise enter any fountain or fountain bowl;
- (b)** fail to keep any animal of which he is in charge under control or on a lead;
- (c)** place any canoe, boat or inflatable object in any fountain or fountain bowl;
- (d)** use any kite, model aircraft, boat or any mechanically propelled or operated model;
- (e)** wash or dry any piece of clothing or fabric;
- (f)** fail to comply with a reasonable direction given by an authorised person to leave the Square;
- (g)** fail to remove any animal of which he is in charge from the Square after being required to do so by an authorised person;
- (h)** light a fire or barbeque, or place, throw or drop a lighted match or any other thing likely to cause a fire;
- (i)** obstruct an authorised officer in performance of his duties.

**(2)** 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(1) by doing anything reasonably necessary for the performance of that duty.

4. Feeding of birds

**(1)** No person other than a person acting at the direction of the Mayor shall within the Square–

- (a)** feed any bird (which shall include dropping or casting feeding stuff for birds); or
- (b)** distribute any feeding stuff for birds.

**(2)** 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 4(1) by doing anything reasonably necessary for the performance of that duty.

5. Acts within the Square for which written permission is required

**(1)** Unless acting in accordance with permission given in writing by the Mayor, or any person authorised by the Mayor under section 380 of the Act to give such permission, no person shall within the Square–

- (a)** attach any banner or article to, climb or interfere with any tree, plinth, plant box, seat, railing, fence, statue or other structure whether permanent or temporary;

- (b)** interfere with any notice or sign;
- (c)** exhibit any notice, advertisement or any other written or pictorial matter;
- (d)** play or cause to be played a musical instrument;
- (e)** operate any amplified noise equipment;
- (f)** use any apparatus for the transmission, reception or reproduction of sound or speech, 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;
- (g)** project any missile manually or by artificial means;
- (h)** erect or keep erected –
  - (i)** any tent, or
  - (ii)** any other structure that is designed, or adapted, (solely or mainly) for the purpose of facilitating sleeping or staying in a place for any period;
- (i)** use any tent or other such structure for the purpose of sleeping or staying in that area;
- (j)** place or keep in place any sleeping equipment with a view to its use (whether or not by the person placing it or keeping it in place) for the purpose of sleeping overnight in that area;
- (k)** use any sleeping equipment for the purpose of sleeping overnight in that area;
- (l)** erect or cause to be erected any structure for the purpose of enclosing or restricting access to any part of the Square;
- (m)** collect or solicit money or any other gift;
- (n)** make or give a public speech or address;
- (o)** organise or take part in any assembly, display, performance, representation, parade, procession, review or theatrical event;
- (p)** take photographs or film or make 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 unincorporate;
- (q)** ride any animal on the Square;
- (r)** interfere with, remove or displace any stone, paving slab or tree;
- (s)** cause or permit any animal or bird of which he is in charge to chase, worry or injure any animal or bird;

- (t)** engage in any organised form of sport or physical exercise which causes a disturbance to any other person using the square;
  - (u)** unless in an emergency, cause any vehicle to wait, or leave any vehicle unattended;
  - (v)** use any pedal cycle, roller skate, ice skate, scooter, roller blade, skate board or other foot-propelled device;
  - (w)** tow or leave any caravan or trailer.
- (2)** It is immaterial for the purposes of the acts within the Square for which written permission is required-
- (a)** in the case of an activity within Byelaw 5(1)(h) and 5(1)(i) of keeping a tent or similar structure erected or using a tent or similar structure, whether the tent or structure was first erected before or after the coming into force of this Byelaw;
  - (b)** in the case of an activity with Byelaw 5(1)(j) or 5(1)(k) of keeping in place any sleeping equipment or using any such equipment, whether the sleeping equipment was first placed before or after the coming into force of this Byelaw.

## 6. Trading

- (1)** Unless acting in accordance with the terms of a written licence issued by the Mayor, or any person authorised by the Mayor under section 380 of the Act to issue such a licence, no person shall within the Square-
- (a)** carry on any trade or business;
  - (b)** sell or hire anything, or offer anything for sale or hire;
  - (c)** expose or have in his possession anything for the purpose of sale or hire within the Square;
  - (d)** use language which publicly intimates that any article, commodity, facility or service can be obtained within the Square or elsewhere.
- (2)** Byelaw 6(1) is a trading byelaw for the purposes of section 385 of the Act.

## 7. Seizure

- (1)** An authorised person may seize and retain anything of a non-perishable nature that is on the Square if it appears to that authorised person that an item is being, or has been, used in connection with the breach of Byelaws 5(1)(e),(h),(i),(j),(k) or 6(1).
- (2)** An item seized under Byelaw 7(1) must be returned to the person from whom it was seized-
- (a)** no later than the end of the period of 28 days beginning with the day on which the item was seized, or

- (b)** if proceedings are commenced against the person for an offence under section 385 of the Act for breach of Byelaws 5(1)(e),(h),(i),(j),(k) or 6(1) before the return of the item under Byelaw 7(2)(a), at the conclusion of those proceedings.
- (3)** If it is not possible to return an item under Byelaw 7(2) because the name or address of the person from whom it was seized is not known-
  - (a)** the item may be returned to any person appearing to have rights in the property who has come forward to claim it, or
  - (b)** if there is no such person, the item may be disposed of or destroyed at any time after the end of the period of 90 days beginning with the day on which the item was seized.
- (4)** Byelaw 7(2)(b) and 7(3) do not apply if a court makes an order under Byelaw 8(1) for the forfeiture of the item.
- (5)** The references in Byelaw 7(1) to an item that is “on” the Square include references to an item that is in the possession of a person who is on the Square.

#### 8. Court power of forfeiture

- (1)** A court which convicts a person of an offence under section 385 of the Act for breach of Byelaw 5(1)(e),(h),(i),(j),(k) or 6(1) may make an order providing for the forfeiture of any item seized under Byelaw 7(1) that was used in the commission of the offence.
- (2)** The power of the court to make an order under Byelaw 8(1) is in addition to the court’s power to impose a fine under section 385(3) of the Act.

#### 9. Name and address

Where an authorised person has reasonable ground for belief that a person has contravened any one or more of the Byelaws, that person shall give on demand his name and address to that authorised person.

#### 10. Coming into operation of the Byelaws and revocation of previous Byelaws

- (1)** The Byelaws will come into operation on the date fixed by the confirming authority in accordance with the provisions of section 236(7) of the Local Government Act 1972.
- (2)** When the Byelaws come into operation, the Trafalgar Square and Parliament Square Byelaws 2000 (as amended by the Trafalgar Square and Parliament Square Garden (Amendment No.1) Byelaws 2002) made by Mayor of London and confirmed by Secretary of State on 12 September 2000, shall be revoked in so far as any of their provisions relate to the Square. This revocation is without prejudice to the validity of anything done under previous Byelaws or to any liability incurred in respect of any act or omission before the date of the coming into operation of the Byelaws.

The Common Seal of the Greater London Authority was affixed to the Byelaws this 25<sup>th</sup> day of January 2012.

The Common Seal of the }  
Greater London Authority was }  
hereunto affixed in the presence of:- }

Mayor of London Boris Johnson

The foregoing Byelaws are hereby confirmed by the Secretary of State and shall come into operation on 30<sup>th</sup> March 2012 .

10. Signed by authority of the

11. Secretary of State

Name: John Penrose MP

Title: Minister for Tourism and Heritage

Date: 27<sup>th</sup> March 2012

Addem:

### EXPLANATORY NOTE

Section 385 of the Greater London Authority Act 1999 provides that:

“A person who contravenes or fails to comply with any byelaw under this section shall be guilty of an offence and liable on summary conviction-

- (a)** If the byelaw is a trading byelaw, to a fine not exceeding level 3 on the standard scale,  
or
- (b)** In any other case, to a fine not exceeding level 1 on the standard scale.”

### **Schedule 3 – Summary of Trafalgar Square Premises License Conditions**

Westminster Licensing Authority has granted the GLA a Premise License to hold a limited number of licensable events per year on Trafalgar Square.

The following licensable activities are authorised by the Premise Licence between the hours of 9:00 to 23:00 hours.

- Performance of a Play
- Exhibition of a Film
- Playing of Live Music
- Playing of Recorded Music
- Performance of Dance
- Anything of a similar description to Live Music, Recorded Music or Performance of Dance

Sales of alcohol require the consent of the GLA. If the sale of alcohol is authorised by the GLA, sales can only take place between the hours of 11:00 to 22:00 hours.

If the GLA deems that an Activity contains licensable activities the following requirements apply:

1. Admission of children to the Square must be restricted in accordance with the film classification recommended by the British Board of Film Classification or recommended by Westminster licensing authority as appropriate.
2. All persons guarding the Square against unauthorised access or occupation or against outbreaks of disorder or against damage (door supervisors) must be licensed by the Security Industry Authority.
3. An Event Management Plan (EMP) must be provided to the Greater London Authority 42 days prior for major Activities or any Activities where an EMP is requested by the authority:

You must ensure that the EMP is followed. The EMP must incorporate the following:

- Detailed plan showing site layout including any temporary structures and emergency egress points
  - Waste Management Plan
  - Health and Safety Management plan including Risk Assessments
  - Emergency and Evacuation procedures including communications
  - Crowd Management and Stewarding
  - Provision and Storage of Electrical Generators and LPG Cylinders, where used
  - Provision of fire fighting equipment
4. A minimum of 21 days written notice to be given to the Greater London Authority of any Activity within Trafalgar Square where a temporary structure is to be erected.

5. Where condition 3 applies you shall ensure that the highway and public spaces in the vicinity of the Square are kept free of litter at all material times to the satisfaction of the Greater London Authority.

6. Where condition 3 applies the highway in the vicinity of the Square shall be swept at regular intervals and at the close of business. All litter and sweepings collected and stored in the accordance with the approved refuse storage arrangements. Vicinity shall include the highway to each side of Trafalgar Square to a distance of 50 metres.

7. You must ensure that the LAeq (5min) noise level does not exceed 79dB one metre from the nearest affected neighbouring buildings façade as determined by the GLA.

8. There shall be no noise audible at the boundary of the Square, from any construction or similar works in association with the set-up and breakdown of the site, outside the hours of:

- 08:00-20:00 Mon to Sat
- 08:00- 13:00 Sun

9. The following details must be provided to the Greater London Authority within a minimum of 14 days prior to the Activity day/s:

- Onsite contact details for an appropriate person, in overall charge of the noise levels.
- A running order, including the approximate times for any sound tests

10. Any special effects or mechanical installations shall be arranged and stored so as to minimise any risk to the safety of those using the Square. The following can only be used with the prior written consent of the GLA, such consent must be sought in writing 21 days prior to the Activity:

- Dry ice and cryogenic fog
- Smoke Machines and fog generators
- Pyrotechnics including fireworks
- Firearms
- Lasers
- Explosives and highly flammable substances
- Real flame
- Strobe Lighting

11. For all events 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.

12. Twenty-four hour Security Industry Authority (SIA) approved security to be provided on site from the night when equipment first arrives until removed.

13. No non-emergency vehicles shall be operated within the Square during an event.

14. You shall comply with all reasonable requirements of the Westminster Environmental Health Consultation Team, Westminster City Council, the London Fire and Emergency Planning Authority and the Metropolitan Police.





## Paul Robinson

---

**From:** [REDACTED] <[REDACTED]@roh.org.uk>  
**Sent:** 29 June 2017 18:28  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Royal Opera House Big Screens - Tuesday 4th July 2017 - Trafalgar Square  
**Attachments:** Authorisation Notice TSQ 4 July.pdf; Fabric Protection TSQ 4 July.pdf; TSQ Vehicle Access Schedule Form ROH 4th July 2017 5th draft.doc

Dear [REDACTED]

Please find attached the 3x signed documents as requested.

Many thanks,  
[REDACTED]

[REDACTED]  
Head of Operations: Cinema and BP Big Screens  
Enterprises

Royal Opera House  
Royal Opera House Covent Garden, London WC2E 9DD  
Telephone: [REDACTED]

Website: [www.roh.org.uk](http://www.roh.org.uk)  
YouTube: [www.youtube.com/royaloperahouse](http://www.youtube.com/royaloperahouse)  
Facebook: [www.roh.org.uk/facebook](http://www.roh.org.uk/facebook)  
Twitter: [@royaloperahouse](https://twitter.com/royaloperahouse)

Life reimagined – [Watch it Come Alive](#)  
Royal Opera House Covent Garden Foundation – a charitable company limited by guarantee  
Registered in England No. 480523 | Please consider the environment before printing this email

---

**From:** [REDACTED]  
**Sent:** 29 June 2017 16:16  
**To:** [REDACTED] <[REDACTED]@london.gov.uk>  
**Cc:** [REDACTED] <[REDACTED]@london.gov.uk>; [REDACTED] <[REDACTED]@roh.org.uk>  
**Subject:** Re: Royal Opera House Big Screens - Tuesday 4th July 2017 - Trafalgar Square

Hi [REDACTED]

I hope all is well with you, I know this is a busy time of year for you.

I sent all the event documents to Westminster on Tuesday and have had no objections back. I have also emailed them directly asking for their comment today.

[REDACTED] at the ROH will get the signed documents to you soon.

Do just ask if anything else is useful and have a lovely long weekend off too.

All the best

Big Screen Venues Manager

Audiences and Media  
Royal Opera House  
Covent Garden, London WC2E 9DD  
Telephone: +

Website: [www.roh.org.uk](http://www.roh.org.uk)  
YouTube: [www.youtube.com/royaloperahouse](http://www.youtube.com/royaloperahouse)  
Facebook: [www.facebook.com/royaloperahouse](http://www.facebook.com/royaloperahouse)  
Twitter: [@royaloperahouse](https://twitter.com/royaloperahouse)

Royal Opera House Enterprises Limited - a wholly-owned subsidiary of Royal Opera House Covent Garden Foundation  
Registered in England No. 04112266 | Please consider the environment before printing this email

---

**From:** <>  
**Sent:** Thursday, June 29, 2017 3:35 PM  
**To:**  
**Cc:**  
**Subject:** RE: Royal Opera House Big Screens - Tuesday 4th July 2017 - Trafalgar Square

Thank you for the documents

Please confirm Westminster City Council have given permission/authorisation for the HVM to be situated on the North Terrace for 4<sup>th</sup> July 2017 event  
Authorisation Notice has been sent earlier today for signature and return by tomorrow midday. and  
(both GLA) will be on site on 4<sup>th</sup> July 2017.

Do note I am out of the office at the weekend and Monday.

Kind Regards

**Greater London Authority**

---

**From:** [mailto:]  
**Sent:** 29 June 2017 15:17  
**To:** <>  
**Cc:** <>; <>  
**Subject:** Re: Royal Opera House Big Screens - Tuesday 4th July 2017 - Trafalgar Square

Hi

Please find attached the paper work. This is all in Box under Suppliers Insurance & RAMS 2017 - Vehicle Mitigation barriers.

These are the same barriers the LSO use for their events. The barriers will not be installed on top of pallets this time. However I am very happy to not have them if you would prefer?

\_\_\_\_\_

Audiences and Media  
Royal Opera House  
Covent Garden, London WC2E 9DD  
Telephone: +44 (0)20 7304 6000

Royal Opera House Enterprises Limited - a wholly-owned subsidiary of Royal Opera House Covent Garden Foundation  
Registered in England No. 04112266 | Please consider the environment before printing this email

Good Morning

Can you tell me where the RAMS and information regarding Heavy vehicle mitigation is located please. Can you also confirm (please include the evidence) the HVM is suitable.



To: [REDACTED]

[REDACTED]

>

**Subject: Royal Opera House Big Screens - Tuesday 4th July 2017 - Trafalgar Square**

Dear All

Please find attached the key event documents for the BP Big Screen in Trafalgar Square on Tuesday the 4th of July 2017. This includes the details of vehicles access, site plan, Event Safety Management Plan, full Contact List general risk assessment and timetable.

There are no changes operationally from the 7th June event, the 4th of July screening is La traviata performed by the Royal Opera.

All further event health and safety documents can be found here:

<https://app.box.com/s/vnp0qr0b1q0fns7j5zn4ws3n2jqqucgb>

Please do disseminate this information to all relevant agencies and/or your crews on site and do not hesitate to please ask if you have any questions.

All the best

[REDACTED]  
tel: [REDACTED]

[REDACTED]  
Big Screen Venues Manager

Audiences and Media  
Royal Opera House  
Covent Garden, London WC2E 9DD  
Telephone: + [REDACTED]

Website: [www.roh.org.uk](http://www.roh.org.uk)  
YouTube: [www.youtube.com/royaloperahouse](http://www.youtube.com/royaloperahouse)  
Facebook: [www.facebook.com/royaloperahouse](http://www.facebook.com/royaloperahouse)  
Twitter: [@royaloperahouse](https://twitter.com/royaloperahouse)

[REDACTED]  
Royal Opera House  
Bow Street  
Covent Garden  
London  
WC2E 9DD

Department: Facilities Management  
[REDACTED]

Date 29th July 2017

Dear [REDACTED]

**Authorisation Notice for use of Trafalgar Square ("TS")**

The Greater London Authority ("GLA") has agreed to grant you the following authorisation ("the Authorisation Notice") for the purposes of byelaw 5 of the Trafalgar Square Byelaws made under the Greater London Authority Act 1999:

Authorised person: [REDACTED] ("the Authorised Person")  
Activity: BP Screening of ROH La Traviata ("the Activity")  
Date and times: Tuesday 4<sup>th</sup> July 2017  
Build – 06.00-16.50hrs  
Event – 18.30-22.35hrs  
De-rig – 2300-01.30hrs Tuesday 4<sup>th</sup> – Wednesday 5<sup>th</sup> July 2017 ("the Agreed Period")  
Insurance amount: £10 million Public Liability Insurance ("the Insured Amount")  
Number of attendees: 110 crew and 8,000 audience ("the Maximum Audience")  
Permitted Area: The area of TS outlined in red on the attached site plan ("the Permitted Area")

In consideration of the GLA granting this Authorisation Notice, you agree to pay a total fee of £0.00p ("the Fee").

In addition, you must fully compensate the GLA for any costs incurred in respect of cleaning and engineering and as a result of your non-compliance with any of the terms of this Authorisation Notice. The cleaning and engineering costs are estimated as:

**Cleaning:** £9615.06p plus VAT - Estimated for all three ROH screenings in 2017 to be invoiced after the final event.

**Engineering:** £834.48p plus VAT – Estimated for all three ROH screenings in 2017 to be invoiced after the final event.

The final costs will be confirmed after the event.

Please note attached term and condition 8 with regards to charges applicable to the cancellation of the Activity.

This Authorisation Notice is granted subject to the attached terms and conditions and the following special terms and conditions:

1. The Greater London Authority grants permission for Royal Opera House screening and simultaneous audio broadcast of a live performance from the stage of ROH Covent Garden within the Permitted Areas only and as specified on the site plan.
2. The screening will commence at 19.00hrs and finish no later than 22.35hrs.
3. It is understood that the named and responsible person for Royal Opera House at Trafalgar Square is [REDACTED] who is required to be onsite for the duration of the event (including set-up and de-rig).
4. The authorised site contact [REDACTED] must make herself known to the Heritage Wardens on site. The Warden's mobile is [REDACTED]. The authorised person will undertake a site sign-off with Wardens pre and post event.
5. GLA Facilities Management and ROH on site contact will carry out a site check at 15.15hrs. A further check with ROH on site contact and Heritage Wardens will take place during site close down period. Permission to open will be given by the GLA to the ROH site contact.
6. Trafalgar Square shall be closed to the public between 16.15 and 17.00hrs when audience admission is permitted.
7. It is understood a seating area will be erected on the North Terrace. It is your responsibility to obtain full Westminster City Council consent for this.
8. Only reputable and qualified contractors are to be engaged by ROH, who are responsible for receiving and approving all R.A.M.S. and Insurance prior to the event date.
9. This is considered to be a licensable event and as such the terms and conditions set out in Schedule 3 (1 to 14) apply. You are responsible for obtaining and ensuring all relevant licensing and permissions are in place, including but not limited to PRS.
10. Please note that the sound level limit for Trafalgar Square is 79db 5 min Laeq. Sound levels will be monitored, and any request to lower levels from an authorised GLA or WCC Officer must be complied with. Sound checks are audible beyond the confines of the main body of the Square and must only be carried out at agreed times with the GLA.
11. All reasonable steps must be taken to ensure that the fabric of Trafalgar Square is not damaged. All infrastructures and generators must have suitable ground protection underneath. Fire protection equipment must be supplied as appropriate to all areas. Any damage incurred as a result of your event will be charged to the organiser.
12. The stools and bollards outside the Café on the Square will be removed during the morning of the event.
13. GLA contractors will provide access to water and a hose for organisers to fill ballast and HVM.
14. Public toilets within Trafalgar Square will be open from 08.00hrs and close at 23.00hrs. Free public entry will commence at 17.00hrs until 30mins after the performance finish.

15. Audience ingress and egress must be controlled to ensure numbers do not exceed the maximum audience numbers permitted (or a lesser number to ensure public safety), by trained personnel at all times.
16. Glass decanting and bag searches must be operational at all entry points at all times by trained personnel. It is understood ROH/BP (sponsors) will supply all and sufficient quantities of plastic jugs and cups.
17. The fountains will be deactivated at 18.00hrs and reactivated with green lighting at 22.35hrs.
18. The working areas must have appropriate barriers for the area in which they are used, be supervised and have appropriate security at all times.
19. Production and other debris must be removed from site at the end of the event. Extra cleaning or waste removal required as a result of your event or build will be charged to the Organiser.
20. You must supply suitably trained stewards, qualified security and first aid providers to ensure the safety of your attendees, and monitor ingress and egress at all times.
21. All security/stewards must be appropriately and fully briefed on all aspects of crowd management and safety, security of the entire venue and emergency procedures (including HVM stewarding in the event of an emergency evacuation).
22. Permission is granted for the distribution of free of charge programs and appropriate BP branded merchandise on the GLA managed area only as detailed on the site plan.
23. It is recognised HVM may be utilised on North Terrace, Westminster City Council permission must be obtained for this, and emergency evacuation procedures reflected.
24. All vehicle movement onsite must be accompanied by banksmen in hi-viz jackets and be traveling at no more than 5mph. Drip trays must be placed under all vehicles whilst stationary. Tyres must be clean of mud and stones prior to movement on Trafalgar Square to avoid marking the stone.
25. Vehicle permission is granted only for vehicles as outlined in the vehicle access schedule on the South West corner of Trafalgar Square. Please ensure that you liaise with the Heritage Wardens (██████████) upon arrival.
26. You are responsible for ensuring that all staff, volunteers and contractors are aware of the Terms and Conditions of the Authorisation Notice prior to carrying out work onsite.

This Authorisation Notice (or a copy of it) must be produced on request to the GLA's officers or the police.

Kindly acknowledge your acceptance of this Authorisation Notice with the attached terms and conditions by signing the Authorisation Notice and returning it to: [trafalgar.square@london.gov.uk](mailto:trafalgar.square@london.gov.uk) Failure to abide with the terms and conditions of this Authorisation Notice may result in the Authorisation Notice being revoked and your event not being permitted to proceed. The signed Authorisation Notice should be received by the GLA no later than 12.00hrs (midday) 30<sup>th</sup> July 2017.

Yours Sincerely





For and on behalf of the GLA

I hereby accept the terms and conditions of this Authorisation Notice for use of TS.  
Signed

Name:

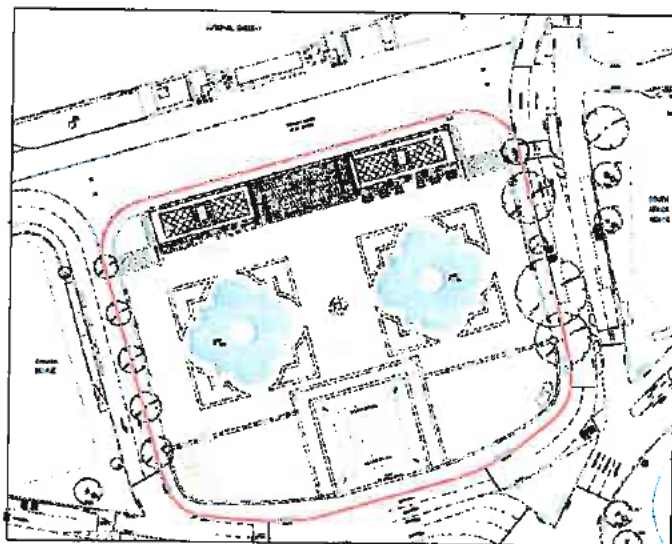
Position: HEAD OF OPERATIONS BIG-SCREENS

Organisation: ROYAL OPERA HOUSE

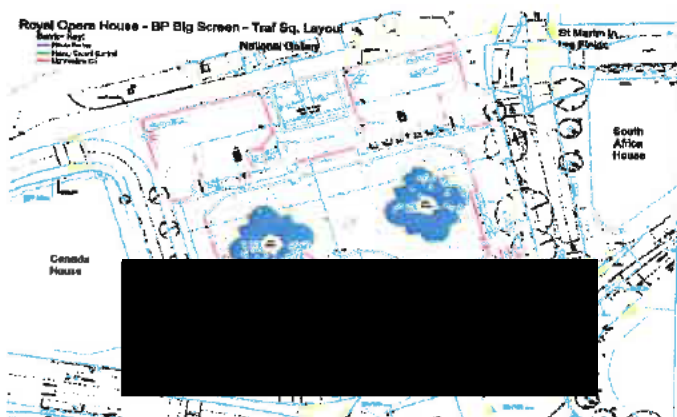
Date: 19/06/17

Cc GLA's authorised officers

### Trafalgar Square Site Plan



### ROH Site Plan



# GREATER LONDON AUTHORITY

## Fabric Protection for Event Builds & De-rigs on Trafalgar Square

Trafalgar Square is a Grade 1 site on English Heritages Register of Parks & Gardens, with some 24 separately listed statues and structures. It is the responsibility of all those who use, access and work on the site to maintain and protect it. In order to prevent damage to the stonework and metalwork this document sets out the requirements and approach to apply for all events.

### Site custody:

- The event production company must appoint a person, of sufficient authority within the company, to ensure compliance of general and event-specific requirements to prevent damage.
- This person is required to complete the **Site inspection sign off** document with a GLA officer or Heritage Warden prior to build and post de-rig.

### Vehicles use and load limitations:

- The operation of vehicles steering when the vehicle is stationary is prohibited – the steering must only be operated when the vehicle is moving
- Vehicles should be manoeuvred with the largest possible turning circle – use of full lock or performing tight manoeuvres should be avoided.
- The maximum speed limit on the Square is 5 mph. A banksman must accompany all vehicle movements (including forklifts) at all times, even when the Square has been fully closed to public.
- No vehicle attachments e.g. tail-lifts or forks should be placed directly on the surface of the paving.
- Forklift tyres must be smooth and not heavy treaded. Heavy treaded forklifts or oversized telehandlers will be asked to leave site.
- In advance of an event the **TSQ Vehicle Access Schedule** document must be completed.
- Where possible combined deliveries should be considered to minimise the number of vehicles needed on site.
- Vehicles can only access the Square via the drop curb on the South West corner. If Vehicles require access to the South East corner the GLA needs prior notification.
- All Vehicles should be checked for leaks before driving onto the main body of the Square.
- Drip trays should be appropriately placed under parked vehicles at all times.
- Heritage Wardens must be notified immediately in the event of oil or chemical toilet spillages.

### Stonework protection:

- All event marquees, structures, ballast & infrastructure require protective matting underneath at all points that meet the stonework. This must also be in place during the build and de-rig.
- Water ballast is preferable for smaller marquees. Concrete or metal ballast will be considered on a case by case basis.
- At no time should metal objects be dragged or rolled across unprotected stonework.
- *Front of stage (Mojo) barrier* requires matting underneath that is correctly placed to avoid metal to stone contact.
- *Low-level pedestrian barrier* must be carried and not dragged across stonework. Some barrier providers have the option of rounded feet which is preferred on site.
- *High level (Heras) barrier* must not be braced to any fixed structures on the square. Only rubber footings are permitted. All panels must be linked together with two clips. At all positions where the barrier is used as a gate, Heras wheels are required.

# GREATER LONDON AUTHORITY

## Existing Square infrastructure:

- No structure or fence can be braced to any of the existing Square infrastructure; this includes the lampposts and balustrades.
- Where vehicle movements take place near to plinths, walls, stone bins or fixed furniture a banksmen must be in place to ensure no contact is made. Repair of these structures is very expensive and will be recharged to event organisers.
- Protective padding is required underneath all metal buckles on straps used to fix banners to the balustrade.
- Where it is necessary to apply adhesive tapes to stonework permission must first be sought from the GLA. Use of duct tape will not normally be approved.

## Food Preparation:

- Matting must be placed in back of house areas where food is being prepared and at access points to static food trailers.
- On no occasion should any food stuffs or cooking materials be deposited into gullies or drains.
- The **TSQ Catering Concessions Form** document must be completed prior to the event.

---

I acknowledge receipt of this document and will ensure compliance for the event for which I am the lead person within the company. I will ensure it is shared among all relevant staff and subcontractors. I will provide to the GLA in a timely manner all information necessary to evaluate our company's intention to ensure compliance with the requirements set out in this document.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position

HEAD OF OPERATIONS CONVENA & BIG SCREENS

Production company

ROYAL OPERA HOUSE

Date:

29/06/17

**Paul Robinson**

---

**From:** [REDACTED]  
**Sent:** 29 June 2017 12:08  
**To:** [REDACTED]roh.org.uk'; [REDACTED]  
**Cc:** Heritage Warden Manager; Heritage.Wardens Supervisor; [REDACTED]  
[REDACTED]@cbre.com; [REDACTED]  
**Subject:** FOR SIGNATURE Authorisation Notice Re: ROH Screening 4th July 2017  
**Attachments:** TSq Fabric Protection Lge Events.doc; TSQ Vehicle Access Schedule Form ROH 4th July 2017  
3rd draft.doc; Appendix 2b Timetable Trafalgar Square 4 July 2017 1st draft (1).docx; Tsq  
Authorisation Notice for 4th July 2017 RoH .doc  
  
**Importance:** High

Good Afternoon [REDACTED]

Please see the attached authorisation notice for Royal Opera House Live Screening on Trafalgar Square this coming Tuesday 4<sup>th</sup> July 2017.

Please note all conditions contained within the letter related to the activity particularly the conditions/guidance on pages 1 to 3 of the letter. The letter has the final agreed timings and detail.

Please check the Notice then sign and return a photograph or scanned copy of the **first 3 pages** of the permission letter to the **entire copy list** above to ensure heritage wardens and contractors receive the signed permissions letter.

Please see the attached Fabric Protection form. **Please sign and return as above.**

The Vehicle Schedule form, also attached - please return fully completed in black with the other documents as requested.

The GLA requires all signed copies returned no later than **12.00hrs (midday) Friday 30<sup>th</sup> June 2017** to complete the authorisation process.

I further attach a copy of the Timetable for reference of all cc's, please check this is still current and advise if any changes have been made.

Kind Regards

[REDACTED]

[REDACTED]  
Events & Lettings Officer  
**GREATER LONDON AUTHORITY**  
City Hall  
The Queen's Walk  
London. SE1 2AA  
[REDACTED]  
[www.london.gov.uk](http://www.london.gov.uk)

██████████  
Royal Opera House  
Bow Street  
Covent Garden  
London  
WC2E 9DD

Department: Facilities Management  
██████████

Date 29th July 2017

Dear Mr ██████████

**Authorisation Notice for use of Trafalgar Square ("TS")**

The Greater London Authority ("GLA") has agreed to grant you the following authorisation ("the Authorisation Notice") for the purposes of byelaw 5 of the Trafalgar Square Byelaws made under the Greater London Authority Act 1999:

Authorised person: ██████████ ("the Authorised Person")  
Activity: BP Screening of ROH La Traviata ("the Activity")  
Date and times: Tuesday 4<sup>th</sup> July 2017  
Build – 06.00-16.50hrs  
Event – 18.30-22.35hrs  
De-rig – 2300-01.30hrs Tuesday 4<sup>th</sup> – Wednesday 5<sup>th</sup> July 2017 ("the Agreed Period")  
Insurance amount: £10 million Public Liability Insurance ("the Insured Amount")  
Number of attendees: 110 crew and 8,000 audience ("the Maximum Audience")  
Permitted Area: The area of TS outlined in red on the attached site plan ("the Permitted Area")

In consideration of the GLA granting this Authorisation Notice, you agree to pay a total fee of £0.00p ("the Fee").

In addition, you must fully compensate the GLA for any costs incurred in respect of cleaning and engineering and as a result of your non-compliance with any of the terms of this Authorisation Notice. The cleaning and engineering costs are estimated as:

**Cleaning:** £9615.06p plus VAT - Estimated for all three ROH screenings in 2017 to be invoiced after the final event.

**Engineering:** £834.48p plus VAT – Estimated for all three ROH screenings in 2017 to be invoiced after the final event.

The final costs will be confirmed after the event.

Please note attached term and condition 8 with regards to charges applicable to the cancellation of the Activity.

This Authorisation Notice is granted subject to the attached terms and conditions and the following special terms and conditions:

1. The Greater London Authority grants permission for Royal Opera House screening and simultaneous audio broadcast of a live performance from the stage of ROH Covent Garden within the Permitted Areas only and as specified on the site plan.
2. The screening will commence at 19.00hrs and finish no later than 22.35hrs.
3. It is understood that the named and responsible person for Royal Opera House at Trafalgar Square is [REDACTED] on [REDACTED] who is required to be onsite for the duration of the event (including set-up and de-rig).
4. The authorised site contact [REDACTED] must make herself known to the Heritage Wardens on site. The Warden's mobile is [REDACTED]. The authorised person will undertake a site sign-off with Wardens pre and post event.
5. GLA Facilities Management and ROH on site contact will carry out a site check at 15.15hrs. A further check with ROH on site contact and Heritage Wardens will take place during site close down period. Permission to open will be given by the GLA to the ROH site contact.
6. Trafalgar Square shall be closed to the public between 16.15 and 17.00hrs when audience admission is permitted.
7. It is understood a seating area will be erected on the North Terrace. It is your responsibility to obtain full Westminster City Council consent for this.
8. Only reputable and qualified contractors are to be engaged by ROH, who are responsible for receiving and approving all R.A.M.S. and Insurance prior to the event date.
9. This is considered to be a licensable event and as such the terms and conditions set out in Schedule 3 (1 to 14) apply. You are responsible for obtaining and ensuring all relevant licensing and permissions are in place, including but not limited to PRS.
10. Please note that the sound level limit for Trafalgar Square is 79db 5 min Laeq. Sound levels will be monitored, and any request to lower levels from an authorised GLA or WCC Officer must be complied with. Sound checks are audible beyond the confines of the main body of the Square and must only be carried out at agreed times with the GLA.
11. All reasonable steps must be taken to ensure that the fabric of Trafalgar Square is not damaged. All infrastructures and generators must have suitable ground protection underneath. Fire protection equipment must be supplied as appropriate to all areas. Any damage incurred as a result of your event will be charged to the organiser.
12. The stools and bollards outside the Café on the Square will be removed during the morning of the event.
13. GLA contractors will provide access to water and a hose for organisers to fill ballast and HVM.
14. Public toilets within Trafalgar Square will be open from 08.00hrs and close at 23.00hrs. Free public entry will commence at 17.00hrs until 30mins after the performance finish.
15. Audience ingress and egress must be controlled to ensure numbers do not exceed the maximum audience numbers permitted (or a lesser number to ensure public safety), by trained personnel at all times.
16. Glass decanting and bag searches must be operational at all entry points at all times by trained personnel. It is understood ROH/BP (sponsors) will supply all and sufficient quantities of plastic jugs and cups.



17. The fountains will be deactivated at 18.00hrs and reactivated with green lighting at 22.35hrs.
18. The working areas must have appropriate barriers for the area in which they are used, be supervised and have appropriate security at all times.
19. Production and other debris must be removed from site at the end of the event. Extra cleaning or waste removal required as a result of your event or build will be charged to the Organiser.
20. You must supply suitably trained stewards, qualified security and first aid providers to ensure the safety of your attendees, and monitor ingress and egress at all times.
21. All security/stewards must be appropriately and fully briefed on all aspects of crowd management and safety, security of the entire venue and emergency procedures (including HVM stewarding in the event of an emergency evacuation).
22. Permission is granted for the distribution of free of charge programs and appropriate BP branded merchandise on the GLA managed area only as detailed on the site plan.
23. It is recognised HVM may be utilised on North Terrace, Westminster City Council permission must be obtained for this, and emergency evacuation procedures reflected.
24. All vehicle movement onsite must be accompanied by banksmen in hi-viz jackets and be traveling at no more than 5mph. Drip trays must be placed under all vehicles whilst stationary. Tyres must be clean of mud and stones prior to movement on Trafalgar Square to avoid marking the stone.
25. Vehicle permission is granted only for vehicles as outlined in the vehicle access schedule on the South West corner of Trafalgar Square. Please ensure that you liaise with the Heritage Wardens ( [REDACTED] ) upon arrival.
26. You are responsible for ensuring that all staff, volunteers and contractors are aware of the Terms and Conditions of the Authorisation Notice prior to carrying out work onsite.

This Authorisation Notice (or a copy of it) must be produced on request to the GLA's officers or the police.

Kindly acknowledge your acceptance of this Authorisation Notice with the attached terms and conditions by signing the Authorisation Notice and returning it to: [trafalgar.square@london.gov.uk](mailto:trafalgar.square@london.gov.uk) Failure to abide with the terms and conditions of this Authorisation Notice may result in the Authorisation Notice being revoked and your event not being permitted to proceed. The signed Authorisation Notice should be received by the GLA no later than **12.00hrs (midday) 30<sup>th</sup> July 2017**.

Yours Sincerely

[REDACTED]  
[REDACTED]  
[REDACTED]

For and on behalf of the GLA

---

I hereby accept the terms and conditions of this Authorisation Notice for use of TS.  
Signed

Name:

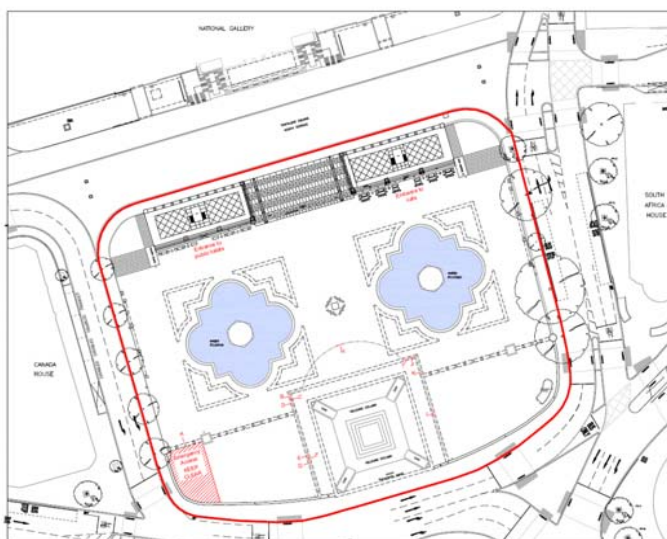
Position:

Organisation:

Date:

Cc GLA's authorised officers

## Trafalgar Square Site Plan



## ROH Site Plan



**Use of Trafalgar Square ("TS") is subject to the following terms and conditions:**



Permission to use TS shall only be granted by way of an Authorisation Notice granted by the Greater London Authority.

## **1. Your responsibilities and obligations**

- 1.1. Use of TS shall be for the activity defined in the Authorisation Notice (“Activity”), during the Agreed Period (as set out in the Authorisation Notice) and within the Permitted Area (as set out in the Authorisation Notice) 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 Authorisation Notice or the use of TS 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 will provide details of your on site contact to the GLA at least 7 days prior to the event. Your contact must be available on TS 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 Authorisation Notice shall be subject to approval by the GLA. The Authorisation Notice relates solely to the Activity, at the Agreed Period, in the Permitted Area and for the Maximum Audience (as set out in the Authorisation Notice). You shall provide the GLA with a risk assessment, 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 in schedule 2. 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 Authorisation Notice then further written approval from the GLA will be required.
- 1.5. Breach of byelaw 3, 3A, 5 or 6 may result in prosecution.
- 1.6. At all times you shall comply with the Trafalgar Square Premises Licence Conditions as set out in Schedule 3.

- 1.7. 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.
- 1.8. You, your employees, agents and sub-contractors shall not damage, deface, interfere with or climb on any built structure forming the fabric of TS and shall not, without the express permission of the GLA, attach any article on any built structure forming the fabric of TS and you shall ensure that the fabric is protected with regards to all vehicles, infrastructure and barriers put in place for the Activity. You shall ensure that all sub-contractors are aware of these obligations as set out in these terms and conditions.
- 1.9. You must ensure that any vehicle on TS has drip trays to avoid oil markings. You will indemnify the GLA for all costs of removal of oil marks, fuel spillages or any other staining.
- 1.10. 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.
- 1.11. The following can only be used in exceptional circumstance and with the prior written consent of the GLA, such consent must be sought in writing 21 days prior to the Activity:
- demountable structures over 1 metre in height
  - amplification equipment
  - Dry ice and cryogenic fog
  - Smoke Machines and fog generators
  - Pyrotechnics including fireworks
  - Firearms
  - Lasers
  - Explosives and highly flammable substances
  - Real flame
  - Strobe Lighting

Any building control approvals for structures must be sought from Westminster City Council.

- 1.12. You shall ensure that the Activity is accessible to people with disabilities as required by the Equality Act 2010.
- 1.13. You are responsible, unless otherwise agreed with the GLA in writing, for removing all litter or waste resulting from the Activity and the Authorisation Notice. 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 TS related to the Activity.

- 1.14. You are responsible, unless otherwise agreed with the GLA in writing, for any costs related to accessing the power supply on TS for the Activity.
- 1.15. In addition to the Authorisation Notice, 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. All advertising consents must be sought from the Westminster City Council. You will be liable for any Performing Rights Society ("PRS") or Phonographic Performance Limited ("PPL") fees in connection with the use of any live or recorded music (by record, radio broadcast, CD, tape, mini disc, MP3 player, hard drive or any other form of electronic media storage).
- 1.16. You shall meet with third parties as 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 (as set out in the Authorisation Notice) 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 terms and conditions of the Authorisation Notice.

## **3. Damage**

- 3.1. At the commencement of the Agreed Period you will carry out a condition survey of the Permitted Area in conjunction with the GLA's agent on TS 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 TS occurs as a result of or in connection with the Activity (including but not limited to graffiti), 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 Authorisation Notice 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 Authorisation Notice 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 reputation as may be required in order to comply with your obligations in relation to the Authorisation Notice and the Activity. You are required to have public liability insurance for the Insured Amount as set out in the Authorisation Notice 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 event 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 TS 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 TS at all times during the Activity.
- 6.4. You shall comply with all food hygiene requirements for the distribution or sale of food under the Food Safety Act 1990 and other relevant statutory provisions. You shall comply with all requirements from Westminster Environmental Health Consultation Team.
- 6.5. 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.
- 6.6. You must ensure that any cable installed must be a minimum of two metres away from the edge of the fountain basins in compliance with IEE Wiring Regulations Section 602.
- 6.7. You must ensure that all cable runs that traverse the public areas of TS are protected by cable ramping to prevent accidental damage of the cable.
- 6.8. All means of access, egress, sanitary accommodation and first aid facilities will be adequately and conspicuously sign posted at all times. All safety signs, notices and graphic symbols should conform to the Health and Safety (safety signs and signals) regulations 1996.

- 6.9. Only hangings, curtains, upholstery and temporary decorations complying with the relevant British (or where appropriate European) Standard shall be used. Where necessary these must be periodically tested for flame resistance and re-treated as necessary.
- 6.10. 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 required.
- 6.11. 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 GLA and its agents on TS will determine acceptable levels of volume for the Activity. You must comply with all instructions relating to volume of noise or any other matter relating to the Activity. You must ensure that the LAeq (5min) noise level does not exceed 79dB one metre from the nearest affected neighbouring buildings façade as determined by the GLA.
- 7.2. You shall, where appropriate, ensure that the conditions of the Code of Practice on Environmental Noise Control at Concerts (published 1995 by the Noise Control Council) are complied with.
- 7.3. You shall provide the GLA with a sound check and performance check schedule at least 7 days prior to the Activity.
- 7.4. You shall ensure, where applicable, that the use of all radio frequencies shall be properly licensed by Ofcom. The following radio frequencies are not permitted for use on TS:-  
Radio microphone / PA System Primary Frequency: 208.300 MHz and Secondary Microphone Frequency: 1 set of 5.000 Mhz.

## **8. Cancellation**

- 8.1 If you cancel the Activity with less than 48 hours notice, the GLA shall charge you the Fee for the Agreed Period set out in the Authorisation Notice.
- 8.2 If you cancel the Activity within 7 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 TS. 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 Fee for the Agreed Period set out in the Authorisation Notice.

8.4 The GLA reserves the right to charge for large or complex events that cancel within 14 days of the Activity and will liaise with applicants to confirm what fee or charge applies on a case-by-case basis.

## **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 Authorisation Notice 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 Authorisation Notice, with any such terms and conditions notified to you in writing by the GLA.

9.4. The Authorisation Notice applies to the Authorised Person(s) (as defined in the Authorisation Notice) only and is not transferable. Any activities in the absence of a valid Authorisation Notice are not permitted.

9.5. You are responsible for ensuring that your employees, agents and subcontractors are aware of the Terms and Conditions of the Authorisation Notice, including the Byelaws.

9.6. 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.

## **Schedule 2 - Byelaws**

GREATER LONDON AUTHORITY

TRAFALGAR SQUARE BYELAWS

MADE UNDER SECTION 385(1), (2) AND (4) OF THE GREATER LONDON AUTHORITY ACT 1999  
AND SECTION 236B OF THE LOCAL GOVERNMENT ACT 1972

The Mayor of London, acting on behalf of the Greater London Authority, hereby makes the following byelaws, which he considers are necessary for securing the proper management of Trafalgar Square, and the preservation of order and the prevention of abuses there.

1. Citation

These byelaws may be cited as the Trafalgar Square Byelaws 2012 ("the Byelaws").

2. Interpretation`

In the Byelaws-

"the Act" means the Greater London Authority Act 1999<sup>1</sup>;

"the Authority" means the Greater London Authority;

"the Mayor" means the Mayor of London;

"the Square" means Trafalgar Square as defined in the Trafalgar Square Act 1844<sup>2</sup>;

"amplified noise equipment" means any device that is designed or adapted for amplifying sound, including (but not limited to)-

**(a)** loudspeakers; and

**(b)** loudhailers;

"animal" means any animal or bird;

"authorised person" means a constable, or any person acting to enforce the Byelaws in accordance with an authorisation given by the Mayor under section 380 of the Act;

"the retention period" means the period of 28 days referred to in byelaw 7(2).

"sleeping equipment" means any sleeping bag, mattress or other similar item designed, or adapted, (solely or mainly) for the purpose of facilitating sleeping in a place.

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<sup>1</sup> 1999 c. 29.

<sup>2</sup> 1844 c.60.



3. Acts prohibited within the Square

**(1)** No person shall within the Square–

- (a)** do any act which pollutes or is likely to pollute water in any fountain or bathe in or otherwise enter any fountain or fountain bowl;
- (b)** fail to keep any animal of which he is in charge under control or on a lead;
- (c)** place any canoe, boat or inflatable object in any fountain or fountain bowl;
- (d)** use any kite, model aircraft, boat or any mechanically propelled or operated model;
- (e)** wash or dry any piece of clothing or fabric;
- (f)** fail to comply with a reasonable direction given by an authorised person to leave the Square;
- (g)** fail to remove any animal of which he is in charge from the Square after being required to do so by an authorised person;
- (h)** light a fire or barbeque, or place, throw or drop a lighted match or any other thing likely to cause a fire;
- (i)** obstruct an authorised officer in performance of his duties.

**(2)** 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(1) by doing anything reasonably necessary for the performance of that duty.

4. Feeding of birds

**(1)** No person other than a person acting at the direction of the Mayor shall within the Square–

- (a)** feed any bird (which shall include dropping or casting feeding stuff for birds); or
- (b)** distribute any feeding stuff for birds.

**(2)** 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 4(1) by doing anything reasonably necessary for the performance of that duty.

5. Acts within the Square for which written permission is required

**(1)** Unless acting in accordance with permission given in writing by the Mayor, or any person authorised by the Mayor under section 380 of the Act to give such permission, no person shall within the Square–

- (a)** attach any banner or article to, climb or interfere with any tree, plinth, plant box, seat, railing, fence, statue or other structure whether permanent or temporary;

- (b)** interfere with any notice or sign;
- (c)** exhibit any notice, advertisement or any other written or pictorial matter;
- (d)** play or cause to be played a musical instrument;
- (e)** operate any amplified noise equipment;
- (f)** use any apparatus for the transmission, reception or reproduction of sound or speech, 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;
- (g)** project any missile manually or by artificial means;
- (h)** erect or keep erected –
  - (i)** any tent, or
  - (ii)** any other structure that is designed, or adapted, (solely or mainly) for the purpose of facilitating sleeping or staying in a place for any period;
- (i)** use any tent or other such structure for the purpose of sleeping or staying in that area;
- (j)** place or keep in place any sleeping equipment with a view to its use (whether or not by the person placing it or keeping it in place) for the purpose of sleeping overnight in that area;
- (k)** use any sleeping equipment for the purpose of sleeping overnight in that area;
- (l)** erect or cause to be erected any structure for the purpose of enclosing or restricting access to any part of the Square;
- (m)** collect or solicit money or any other gift;
- (n)** make or give a public speech or address;
- (o)** organise or take part in any assembly, display, performance, representation, parade, procession, review or theatrical event;
- (p)** take photographs or film or make 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 unincorporate;
- (q)** ride any animal on the Square;
- (r)** interfere with, remove or displace any stone, paving slab or tree;
- (s)** cause or permit any animal or bird of which he is in charge to chase, worry or injure any animal or bird;

- (t)** engage in any organised form of sport or physical exercise which causes a disturbance to any other person using the square;
  - (u)** unless in an emergency, cause any vehicle to wait, or leave any vehicle unattended;
  - (v)** use any pedal cycle, roller skate, ice skate, scooter, roller blade, skate board or other foot-propelled device;
  - (w)** tow or leave any caravan or trailer.
- (2)** It is immaterial for the purposes of the acts within the Square for which written permission is required-
- (a)** in the case of an activity within Byelaw 5(1)(h) and 5(1)(i) of keeping a tent or similar structure erected or using a tent or similar structure, whether the tent or structure was first erected before or after the coming into force of this Byelaw;
  - (b)** in the case of an activity with Byelaw 5(1)(j) or 5(1)(k) of keeping in place any sleeping equipment or using any such equipment, whether the sleeping equipment was first placed before or after the coming into force of this Byelaw.

## 6. Trading

- (1)** Unless acting in accordance with the terms of a written licence issued by the Mayor, or any person authorised by the Mayor under section 380 of the Act to issue such a licence, no person shall within the Square-
- (a)** carry on any trade or business;
  - (b)** sell or hire anything, or offer anything for sale or hire;
  - (c)** expose or have in his possession anything for the purpose of sale or hire within the Square;
  - (d)** use language which publicly intimates that any article, commodity, facility or service can be obtained within the Square or elsewhere.
- (2)** Byelaw 6(1) is a trading byelaw for the purposes of section 385 of the Act.

## 7. Seizure

- (1)** An authorised person may seize and retain anything of a non-perishable nature that is on the Square if it appears to that authorised person that an item is being, or has been, used in connection with the breach of Byelaws 5(1)(e),(h),(i),(j),(k) or 6(1).
- (2)** An item seized under Byelaw 7(1) must be returned to the person from whom it was seized-
- (a)** no later than the end of the period of 28 days beginning with the day on which the item was seized, or

- (b)** if proceedings are commenced against the person for an offence under section 385 of the Act for breach of Byelaws 5(1)(e),(h),(i),(j),(k) or 6(1) before the return of the item under Byelaw 7(2)(a), at the conclusion of those proceedings.
- (3)** If it is not possible to return an item under Byelaw 7(2) because the name or address of the person from whom it was seized is not known-
  - (a)** the item may be returned to any person appearing to have rights in the property who has come forward to claim it, or
  - (b)** if there is no such person, the item may be disposed of or destroyed at any time after the end of the period of 90 days beginning with the day on which the item was seized.
- (4)** Byelaw 7(2)(b) and 7(3) do not apply if a court makes an order under Byelaw 8(1) for the forfeiture of the item.
- (5)** The references in Byelaw 7(1) to an item that is “on” the Square include references to an item that is in the possession of a person who is on the Square.

#### 8. Court power of forfeiture

- (1) A court which convicts a person of an offence under section 385 of the Act for breach of Byelaw 5(1)(e),(h),(i),(j),(k) or 6(1) may make an order providing for the forfeiture of any item seized under Byelaw 7(1) that was used in the commission of the offence.
- (2) The power of the court to make an order under Byelaw 8(1) is in addition to the court’s power to impose a fine under section 385(3) of the Act.

#### 9. Name and address

Where an authorised person has reasonable ground for belief that a person has contravened any one or more of the Byelaws, that person shall give on demand his name and address to that authorised person.

#### 10. Coming into operation of the Byelaws and revocation of previous Byelaws

- (1)** The Byelaws will come into operation on the date fixed by the confirming authority in accordance with the provisions of section 236(7) of the Local Government Act 1972.
- (2)** When the Byelaws come into operation, the Trafalgar Square and Parliament Square Byelaws 2000 (as amended by the Trafalgar Square and Parliament Square Garden (Amendment No.1) Byelaws 2002) made by Mayor of London and confirmed by Secretary of State on 12 September 2000, shall be revoked in so far as any of their provisions relate to the Square. This revocation is without prejudice to the validity of anything done under previous Byelaws or to any liability incurred in respect of any act or omission before the date of the coming into operation of the Byelaws.

The Common Seal of the Greater London Authority was affixed to the Byelaws this 25<sup>th</sup> day of January 2012.

The Common Seal of the }  
Greater London Authority was }  
hereunto affixed in the presence of:- }

Mayor of London Boris Johnson

The foregoing Byelaws are hereby confirmed by the Secretary of State and shall come into operation on 30<sup>th</sup> March 2012.

10. Signed by authority of the

11. Secretary of State

Name: John Penrose MP

Title: Minister for Tourism and Heritage

Date: 27<sup>th</sup> March 2012

Addem:

### EXPLANATORY NOTE

Section 385 of the Greater London Authority Act 1999 provides that:

“A person who contravenes or fails to comply with any byelaw under this section shall be guilty of an offence and liable on summary conviction-

- (a)** If the byelaw is a trading byelaw, to a fine not exceeding level 3 on the standard scale,  
or
- (b)** In any other case, to a fine not exceeding level 1 on the standard scale.”

### **Schedule 3 – Summary of Trafalgar Square Premises License Conditions**

Westminster Licensing Authority has granted the GLA a Premise License to hold a limited number of licensable events per year on Trafalgar Square.

The following licensable activities are authorised by the Premise Licence between the hours of 9:00 to 23:00 hours.

- Performance of a Play
- Exhibition of a Film
- Playing of Live Music
- Playing of Recorded Music
- Performance of Dance
- Anything of a similar description to Live Music, Recorded Music or Performance of Dance

Sales of alcohol require the consent of the GLA. If the sale of alcohol is authorised by the GLA, sales can only take place between the hours of 11:00 to 22:00 hours.

If the GLA deems that an Activity contains licensable activities the following requirements apply:

1. Admission of children to the Square must be restricted in accordance with the film classification recommended by the British Board of Film Classification or recommended by Westminster licensing authority as appropriate.
2. All persons guarding the Square against unauthorised access or occupation or against outbreaks of disorder or against damage (door supervisors) must be licensed by the Security Industry Authority.
3. An Event Management Plan (EMP) must be provided to the Greater London Authority 42 days prior for major Activities or any Activities where an EMP is requested by the authority:

You must ensure that the EMP is followed. The EMP must incorporate the following:

- Detailed plan showing site layout including any temporary structures and emergency egress points
  - Waste Management Plan
  - Health and Safety Management plan including Risk Assessments
  - Emergency and Evacuation procedures including communications
  - Crowd Management and Stewarding
  - Provision and Storage of Electrical Generators and LPG Cylinders, where used
  - Provision of fire fighting equipment
4. A minimum of 21 days written notice to be given to the Greater London Authority of any Activity within Trafalgar Square where a temporary structure is to be erected.

5. Where condition 3 applies you shall ensure that the highway and public spaces in the vicinity of the Square are kept free of litter at all material times to the satisfaction of the Greater London Authority.

6. Where condition 3 applies the highway in the vicinity of the Square shall be swept at regular intervals and at the close of business. All litter and sweepings collected and stored in the accordance with the approved refuse storage arrangements. Vicinity shall include the highway to each side of Trafalgar Square to a distance of 50 metres.

7. You must ensure that the LAeq (5min) noise level does not exceed 79dB one metre from the nearest affected neighbouring buildings façade as determined by the GLA.

8. There shall be no noise audible at the boundary of the Square, from any construction or similar works in association with the set-up and breakdown of the site, outside the hours of:

- 08:00-20:00 Mon to Sat
- 08:00- 13:00 Sun

9. The following details must be provided to the Greater London Authority within a minimum of 14 days prior to the Activity day/s:

- Onsite contact details for an appropriate person, in overall charge of the noise levels.
- A running order, including the approximate times for any sound tests

10. Any special effects or mechanical installations shall be arranged and stored so as to minimise any risk to the safety of those using the Square. The following can only be used with the prior written consent of the GLA, such consent must be sought in writing 21 days prior to the Activity:

- Dry ice and cryogenic fog
- Smoke Machines and fog generators
- Pyrotechnics including fireworks
- Firearms
- Lasers
- Explosives and highly flammable substances
- Real flame
- Strobe Lighting

11. For all events 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.

12. Twenty-four hour Security Industry Authority (SIA) approved security to be provided on site from the night when equipment first arrives until removed.

13. No non-emergency vehicles shall be operated within the Square during an event.

14. You shall comply with all reasonable requirements of the Westminster Environmental Health Consultation Team, Westminster City Council, the London Fire and Emergency Planning Authority and the Metropolitan Police.





## **Fabric Protection for Event Builds & De-rigs on Trafalgar Square**

Trafalgar Square is a Grade 1 site on English Heritages Register of Parks & Gardens, with some 24 separately listed statues and structures. It is the responsibility of all those who use, access and work on the site to maintain and protect it. In order to prevent damage to the stonework and metalwork this document sets out the requirements and approach to apply for all events.

### **Site custody:**

- The event production company must appoint a person, of sufficient authority within the company, to ensure compliance of general and event-specific requirements to prevent damage.
- This person is required to complete the **Site inspection sign off** document with a GLA officer or Heritage Warden prior to build and post de-rig.

### **Vehicles use and load limitations:**

- The operation of vehicles steering when the vehicle is stationary is prohibited – the steering must only be operated when the vehicle is moving
- Vehicles should be manoeuvred with the largest possible turning circle – use of full lock or performing tight manoeuvres should be avoided.
- The maximum speed limit on the Square is 5 mph. A banksman must accompany all vehicle movements (including forklifts) at all times, even when the Square has been fully closed to public.
- No vehicle attachments e.g. tail-lifts or forks should be placed directly on the surface of the paving.
- Forklift tyres must be smooth and not heavy treaded. Heavy treaded forklifts or oversized telehandlers will be asked to leave site.
- In advance of an event the **TSQ Vehicle Access Schedule** document must be completed.
- Where possible combined deliveries should be considered to minimise the number of vehicles needed on site.
- Vehicles can only access the Square via the drop curb on the South West corner. If Vehicles require access to the South East corner the GLA needs prior notification.
- All Vehicles should be checked for leaks before driving onto the main body of the Square.
- Drip trays should be appropriately placed under parked vehicles at all times.
- Heritage Wardens must be notified immediately in the event of oil or chemical toilet spillages.

### **Stonework protection:**

- All event marquees, structures, ballast & infrastructure require protective matting underneath at all points that meet the stonework. This must also be in place during the build and de-rig.
- Water ballast is preferable for smaller marquees. Concrete or metal ballast will be considered on a case by case basis.
- At no time should metal objects be dragged or rolled across unprotected stonework.
- *Front of stage (Mojo) barrier* requires matting underneath that is correctly placed to avoid metal to stone contact.
- *Low-level pedestrian barrier* must be carried and not dragged across stonework. Some barrier providers have the option of rounded feet which is preferred on site.
- *High level (Heras) barrier* must not be braced to any fixed structures on the square. Only rubber footings are permitted. All panels must be linked together with two clips. At all positions where the barrier is used as a gate, Heras wheels are required.

### **Existing Square infrastructure:**

# GREATERLONDONAUTHORITY

- No structure or fence can be braced to any of the existing Square infrastructure; this includes the lampposts and balustrades.
- Where vehicle movements take place near to plinths, walls, stone bins or fixed furniture a banksmen must be in place to ensure no contact is made. Repair of these structures is very expensive and will be recharged to event organisers.
- Protective padding is required underneath all metal buckles on straps used to fix banners to the balustrade.
- Where it is necessary to apply adhesive tapes to stonework permission must first be sought from the GLA. Use of duct tape will not normally be approved.

## Food Preparation:

- Matting must be placed in back of house areas where food is being prepared and at access points to static food trailers.
- On no occasion should any food stuffs or cooking materials be deposited into gullies or drains.
- The **TSQ Catering Concessions Form** document must be completed prior to the event.

---

I acknowledge receipt of this document and will ensure compliance for the event for which I am the lead person within the company. I will ensure it is shared among all relevant staff and subcontractors. I will provide to the GLA in a timely manner all information necessary to evaluate our company's intention to ensure compliance with the requirements set out in this document.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position \_\_\_\_\_

Production company \_\_\_\_\_

Date: \_\_\_\_\_

[REDACTED]  
Royal Opera House  
Bow Street  
Covent Garden  
London  
WC2E 9DD

Department: Facilities Management  
[REDACTED]

Date 29th July 2017

Dear [REDACTED]

**Authorisation Notice for use of Trafalgar Square ("TS")**

The Greater London Authority ("GLA") has agreed to grant you the following authorisation ("the Authorisation Notice") for the purposes of byelaw 5 of the Trafalgar Square Byelaws made under the Greater London Authority Act 1999:

Authorised person: [REDACTED] ("the Authorised Person")  
Activity: BP Screening of ROH La Traviata ("the Activity")  
Date and times: Tuesday 4<sup>th</sup> July 2017  
Build – 06.00-16.50hrs  
Event – 18.30-22.35hrs  
De-rig – 2300-01.30hrs Tuesday 4<sup>th</sup> – Wednesday 5<sup>th</sup> July 2017 ("the Agreed Period")  
Insurance amount: £10 million Public Liability Insurance ("the Insured Amount")  
Number of attendees: 110 crew and 8,000 audience ("the Maximum Audience")  
Permitted Area: The area of TS outlined in red on the attached site plan ("the Permitted Area")

In consideration of the GLA granting this Authorisation Notice, you agree to pay a total fee of £0.00p ("the Fee").

In addition, you must fully compensate the GLA for any costs incurred in respect of cleaning and engineering and as a result of your non-compliance with any of the terms of this Authorisation Notice. The cleaning and engineering costs are estimated as:

**Cleaning:** £9615.06p plus VAT - Estimated for all three ROH screenings in 2017 to be invoiced after the final event.

**Engineering:** £834.48p plus VAT – Estimated for all three ROH screenings in 2017 to be invoiced after the final event.

The final costs will be confirmed after the event.

Please note attached term and condition 8 with regards to charges applicable to the cancellation of the Activity.

This Authorisation Notice is granted subject to the attached terms and conditions and the following special terms and conditions:

1. The Greater London Authority grants permission for Royal Opera House screening and simultaneous audio broadcast of a live performance from the stage of ROH Covent Garden within the Permitted Areas only and as specified on the site plan.
2. The screening will commence at 19.00hrs and finish no later than 22.35hrs.
3. It is understood that the named and responsible person for Royal Opera House at Trafalgar Square is [REDACTED] who is required to be onsite for the duration of the event (including set-up and de-rig).
4. The authorised site contact [REDACTED] must make herself known to the Heritage Wardens on site. The Warden's mobile is [REDACTED]. The authorised person will undertake a site sign-off with Wardens pre and post event.
5. GLA Facilities Management and ROH on site contact will carry out a site check at 15.15hrs. A further check with ROH on site contact and Heritage Wardens will take place during site close down period. Permission to open will be given by the GLA to the ROH site contact.
6. Trafalgar Square shall be closed to the public between 16.15 and 17.00hrs when audience admission is permitted.
7. It is understood a seating area will be erected on the North Terrace. It is your responsibility to obtain full Westminster City Council consent for this.
8. Only reputable and qualified contractors are to be engaged by ROH, who are responsible for receiving and approving all R.A.M.S. and Insurance prior to the event date.
9. This is considered to be a licensable event and as such the terms and conditions set out in Schedule 3 (1 to 14) apply. You are responsible for obtaining and ensuring all relevant licensing and permissions are in place, including but not limited to PRS.
10. Please note that the sound level limit for Trafalgar Square is 79db 5 min Laeq. Sound levels will be monitored, and any request to lower levels from an authorised GLA or WCC Officer must be complied with. Sound checks are audible beyond the confines of the main body of the Square and must only be carried out at agreed times with the GLA.
11. All reasonable steps must be taken to ensure that the fabric of Trafalgar Square is not damaged. All infrastructures and generators must have suitable ground protection underneath. Fire protection equipment must be supplied as appropriate to all areas. Any damage incurred as a result of your event will be charged to the organiser.
12. The stools and bollards outside the Café on the Square will be removed during the morning of the event.
13. GLA contractors will provide access to water and a hose for organisers to fill ballast and HVM.
14. Public toilets within Trafalgar Square will be open from 08.00hrs and close at 23.00hrs. Free public entry will commence at 17.00hrs until 30mins after the performance finish.

15. Audience ingress and egress must be controlled to ensure numbers do not exceed the maximum audience numbers permitted (or a lesser number to ensure public safety), by trained personnel at all times.
16. Glass decanting and bag searches must be operational at all entry points at all times by trained personnel. It is understood ROH/BP (sponsors) will supply all and sufficient quantities of plastic jugs and cups.
17. The fountains will be deactivated at 18.00hrs and reactivated with green lighting at 22.35hrs.
18. The working areas must have appropriate barriers for the area in which they are used, be supervised and have appropriate security at all times.
19. Production and other debris must be removed from site at the end of the event. Extra cleaning or waste removal required as a result of your event or build will be charged to the Organiser.
20. You must supply suitably trained stewards, qualified security and first aid providers to ensure the safety of your attendees, and monitor ingress and egress at all times.
21. All security/stewards must be appropriately and fully briefed on all aspects of crowd management and safety, security of the entire venue and emergency procedures (including HVM stewarding in the event of an emergency evacuation).
22. Permission is granted for the distribution of free of charge programs and appropriate BP branded merchandise on the GLA managed area only as detailed on the site plan.
23. It is recognised HVM may be utilised on North Terrace, Westminster City Council permission must be obtained for this, and emergency evacuation procedures reflected.
24. All vehicle movement onsite must be accompanied by banksmen in hi-viz jackets and be traveling at no more than 5mph. Drip trays must be placed under all vehicles whilst stationary. Tyres must be clean of mud and stones prior to movement on Trafalgar Square to avoid marking the stone.
25. Vehicle permission is granted only for vehicles as outlined in the vehicle access schedule on the South West corner of Trafalgar Square. Please ensure that you liaise with the Heritage Wardens ( [REDACTED] ) upon arrival.
26. You are responsible for ensuring that all staff, volunteers and contractors are aware of the Terms and Conditions of the Authorisation Notice prior to carrying out work onsite.

This Authorisation Notice (or a copy of it) must be produced on request to the GLA's officers or the police.

Kindly acknowledge your acceptance of this Authorisation Notice with the attached terms and conditions by signing the Authorisation Notice and returning it to: [trafalgar.square@london.gov.uk](mailto:trafalgar.square@london.gov.uk) Failure to abide with the terms and conditions of this Authorisation Notice may result in the Authorisation Notice being revoked and your event not being permitted to proceed. The signed Authorisation Notice should be received by the GLA no later than 12.00hrs (midday) 30<sup>th</sup> July 2017.

Yours Sincerely



For and on behalf of the GLA

I hereby accept the terms and conditions of this Authorisation Notice for use of TS.  
Signed

Name:

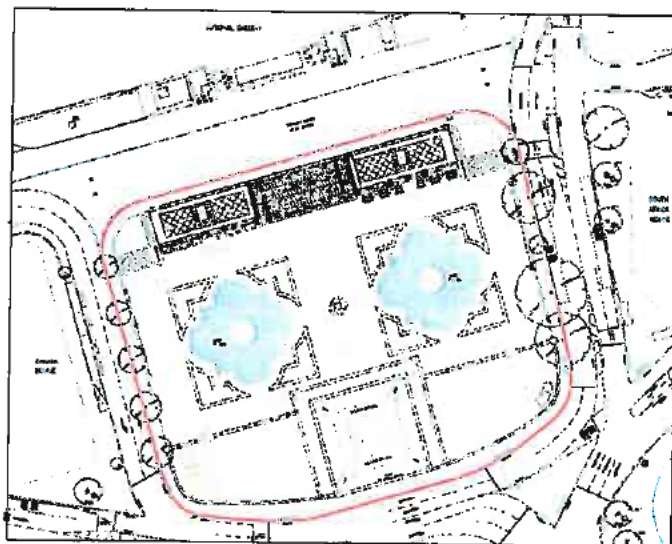
Position: HEAD OF OPERATIONS BIG-SCREENS

Organisation: ROYAL OPERA HOUSE

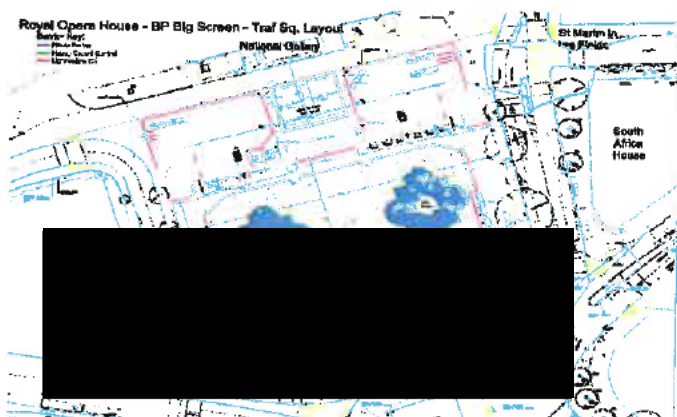
Date: 19/06/17

Cc GLA's authorised officers

### Trafalgar Square Site Plan



### ROH Site Plan



**Paul Robinson**

---

**From:** [REDACTED] <[REDACTED]@roh.org.uk>  
**Sent:** 07 July 2017 17:18  
**To:** [REDACTED]  
**Cc:** Heritage Warden Manager; Heritage.Wardens Supervisor; [REDACTED]  
[REDACTED]@cbre.com; [REDACTED] Trafalgar Square  
**Subject:** RE: FOR SIGNATURE Authorisation Notice Re: ROH Screening 14th July 2017  
**Attachments:** SIGNED fabric protection form.pdf; SIGNED TS Authorisation Notice 07 July 17.pdf

Dear [REDACTED]

Please find attached the signed copy of the first 3 pages plus the signature page itself.

Also attached is a signed copy of the Fabric Protection form.

Best regards

[REDACTED]  
[REDACTED]  
Head of Operations: Cinema and BP Big Screens  
Enterprises

Royal Opera House  
Royal Opera House Covent Garden, London WC2E 9DD  
Telephone: [REDACTED]

Website: [www.roh.org.uk](http://www.roh.org.uk)  
YouTube: [www.youtube.com/royaloperahouse](http://www.youtube.com/royaloperahouse)  
Facebook: [www.roh.org.uk/facebook](http://www.roh.org.uk/facebook)  
Twitter: [@royaloperahouse](https://twitter.com/royaloperahouse)

Life reimagined – [Watch it Come Alive](#)

Royal Opera House Covent Garden Foundation – a charitable company limited by guarantee  
Registered in England No. 480523 | Please consider the environment before printing this email

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**From:** [REDACTED] [mailto:[REDACTED]@london.gov.uk]  
**Sent:** 07 July 2017 10:52  
**To:** [REDACTED] <[REDACTED]@roh.org.uk>; [REDACTED] <[REDACTED]@roh.org.uk>  
**Cc:** Heritage Warden Manager [REDACTED]@london.gov.uk>; Heritage.Wardens Supervisor [REDACTED]@london.gov.uk>; [REDACTED]@veolia.co.uk>; [REDACTED]@cbre.com)<[REDACTED]@cbre.com>; [REDACTED]@cbre.com>; [REDACTED]@ocs.co.uk>; Trafalgar Square <TrafalgarSquare@london.gov.uk>  
**Subject:** RE: FOR SIGNATURE Authorisation Notice Re: ROH Screening 14th July 2017  
**Importance:** High

Good Afternoon [REDACTED] & [REDACTED]

Please see the attached authorisation notice for Royal Opera House Live Screening on Trafalgar Square this coming Friday 14<sup>th</sup> July 2017.

Please note all conditions contained within the letter related to the activity particularly the conditions/guidance on pages 1 to 4 of the letter. The letter has the final agreed timings and detail.

Please check the Notice then sign and return a photograph or scanned copy of the first 3 pages of the permission letter to the entire copy list above - ensuring Heritage Wardens and contractors receive all documents required.

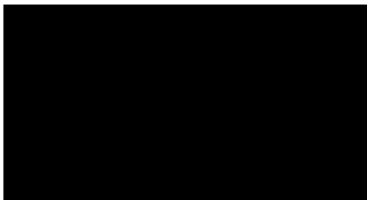
Please see the attached Fabric Protection form. **Please sign and return as above.**

The Vehicle Schedule form, also attached - please return fully completed in black with the other documents as requested.

The GLA requires all signed copies returned no later than **12.00hrs (midday) Monday 10<sup>th</sup> July 2017** to complete the authorisation process.

I further attach a copy of the Schedule (Appendix 2c) for reference of all cc's, please check this is still current and advise if any changes have been made.

Kind Regards



Events & Lettings Officer  
**GREATER LONDON AUTHORITY**  
City Hall  
The Queen's Walk  
London. SE1 2AA  
[www.london.gov.uk](http://www.london.gov.uk)

#LondonIsOpen

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██████████  
Royal Opera House  
Bow Street  
Covent Garden  
London  
WC2E 9DD

**Department: Facilities Management**  
██████████

Date: 7<sup>th</sup> July 2017

Dear Mr ██████████

**Authorisation Notice for use of Trafalgar Square ("TS")**

The Greater London Authority ("GLA") has agreed to grant you the following authorisation ("the Authorisation Notice") for the purposes of byelaw 5 of the Trafalgar Square Byelaws made under the Greater London Authority Act 1999:

Authorised person: ██████████ ("the Authorised Person")  
Activity: BP Screening of ROH: Opera Turandot on 14<sup>th</sup> July 2017 ("the Activity")  
Date and times: Friday 14<sup>th</sup> July 2017  
Build – 06.00 – 16.00hrs  
Event – 17:00 – 22:25hrs  
De-rig – 22.30 – 01.30hrs Friday 14<sup>th</sup> - Saturday 15<sup>th</sup> July 2017 ("the Agreed Period")  
Insurance amount: £10 million Public Liability Insurance ("the Insured Amount")  
Number of attendees: 110 crew and 8,000 audience ("the Maximum Audience")  
Permitted Area: The area of TS outlined in red on the attached site plan ("the Permitted Area")

In consideration of the GLA granting this Authorisation Notice, you agree to pay a total fee of £0.00p ("the Fee").

In addition, you must fully compensate the GLA for any costs incurred in respect of cleaning and engineering and as a result of your non-compliance with any of the terms of this Authorisation Notice. The cleaning and engineering costs are estimated as:

**Cleaning:** £9615.06p plus VAT - Estimated for all three ROH screenings in 2017 to be invoiced after the final event.

**Engineering:** £834.48p plus VAT – Estimated for all three ROH screenings in 2017 to be invoiced after the final event.

The final costs will be confirmed after the event.

Please note attached term and condition 8 with regards to charges applicable to the cancellation of the Activity.

This Authorisation Notice is granted subject to the attached terms and conditions and the following special terms and conditions:

1. The Greater London Authority grants permission for Royal Opera House screening and simultaneous audio broadcast of a live performance from the stage of ROH Covent Garden within the Permitted Areas only and as specified on the site plan.
2. The screening will commence at 19.00hrs and finish no later than 22.30hrs.
3. It is understood that the named and responsible person for Royal Opera House at Trafalgar Square is [REDACTED] on [REDACTED] who is required to be onsite for the duration of the event (including set-up and de-rig).
4. The authorised site contact [REDACTED] must make herself known to the Heritage Wardens on site. The Warden's mobile is [REDACTED]. The authorised person will undertake a site sign-off with Wardens pre-and post-event.
5. GLA Facilities Management and ROH on site contact will carry out a site check at 15.15hrs and further check during site close period (with Heritage Wardens). Permission to open will be given by the GLA to the ROH site contact.
6. Trafalgar Square shall be closed to the public between 16.15 and 17.00hrs when audience admission is permitted.
7. It is understood a seating area will be erected on the North Terrace, and water filled vehicle mitigation on the west side of the Terrace. It is your responsibility to obtain full Westminster City Council consent for this.
8. Only reputable and qualified contractors are to be engaged by ROH, who are responsible for receiving and approving all R.A.M.S. and Insurance prior to the event date.
9. This is considered to be a licensable event and as such the terms and conditions set out in Schedule 3 (1 to 14) apply. You are responsible for obtaining and ensuring all relevant licensing and permissions are in place, including but not limited to PRS.
10. Please note that the sound level limit for Trafalgar Square is 79db 5 min Laeq. Sound levels will be monitored, and any request to lower levels from an authorised GLA or WCC Officer must be complied with. Sound checks are audible beyond the confines of the main body of the Square and must only be carried out at agreed times with the GLA.
11. All reasonable steps must be taken to ensure that the fabric of Trafalgar Square is not damaged. All infrastructures and generators must have suitable ground protection underneath. Fire protection equipment must be supplied as appropriate to all areas. Any damage incurred as a result of your event will be charged to the organiser.
12. The stools and tables outside the Café on the Square will be removed during the morning of the event.
13. GLA contractors will provide access to water and a hose to fill ballast.
14. Public toilets within Trafalgar Square will be open from 08.00hrs and close at 23.00hrs. Free public entry will commence at 17.00hrs until 30mins after the performance finish.
15. Audience ingress and egress must be controlled to ensure numbers do not exceed the maximum audience numbers permitted (or a lesser number to ensure public safety), by trained personnel at all times.
16. Glass decanting and bag searches must be operational at all entry points at all times by trained personnel. It is understood ROH/BP (sponsors) will supply all and sufficient quantities of plastic jugs and cups.
17. The fountains will be deactivated at 18.00hrs for the duration of the event.

18. The working areas must have appropriate barriers, be supervised and have appropriate security at all times.
19. Production and other debris must be removed from site at the end of the event. Extra cleaning or waste removal required as a result of your event or build will be charged to the Organiser.
20. You must supply suitably trained stewards, security and first aid providers to ensure the safety of your attendees, and monitor ingress and egress at all times.
21. Permission is granted for the distribution of free of charge programs and appropriate BP branded merchandise on the GLA managed area only as detailed on the site plan.
22. All vehicle movement onsite must be accompanied by banksmen in hi-viz jackets and be traveling at no more than 5mph. Drip trays must be placed under all vehicles whilst stationary. Tyres must be clean of mud and stones prior to movement on Trafalgar Square to avoid marking the stone.
23. Vehicle permission is granted only for vehicles as outlined in the vehicle access schedule on the South West corner of Trafalgar Square. Please ensure that you liaise with the Heritage Wardens ( [REDACTED] ) upon arrival.
24. You are responsible for ensuring that all staff, volunteers and contractors are aware of the Terms and Conditions of the Authorisation Notice prior to carrying out work onsite.

This Authorisation Notice (or a copy of it) must be produced on request to the GLA's officers or the police.

Kindly acknowledge your acceptance of this Authorisation Notice with the attached terms and conditions by signing the Authorisation Notice and returning it to: [trafalgar.square@london.gov.uk](mailto:trafalgar.square@london.gov.uk) Failure to abide with the terms and conditions of this Authorisation Notice may result in the Authorisation Notice being revoked and your event not being permitted to proceed. The signed Authorisation Notice should be received by the GLA no later than **12.00hrs (midday) Monday 10<sup>th</sup> July 2017**.

Yours Sincerely

[REDACTED]

[REDACTED]

For and on behalf of the GLA

---

I hereby accept the terms and conditions of this Authorisation Notice for use of TS.  
Signed

Name:

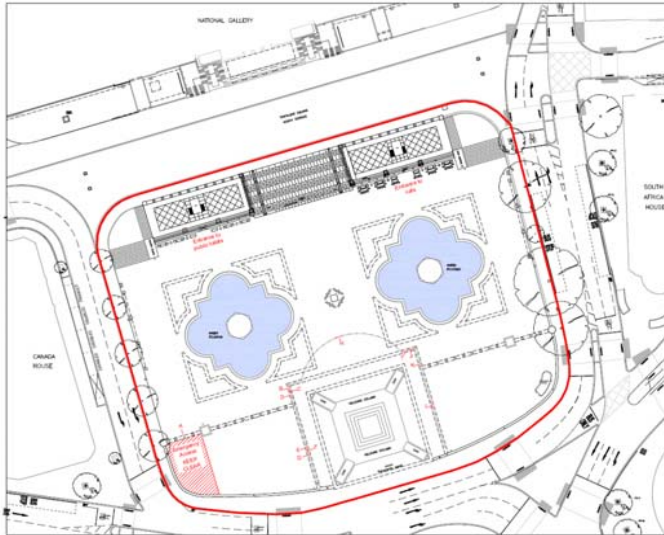
Position:

Organisation:

Date:

Cc GLA's authorised officers

## Trafalgar Square Site Plan



## ROH agreed Site Plan



**Use of Trafalgar Square ("TS") is subject to the following terms and conditions:**

Permission to use TS shall only be granted by way of an Authorisation Notice granted by the Greater London Authority.

## **1. Your responsibilities and obligations**

- 1.1. Use of TS shall be for the activity defined in the Authorisation Notice (“Activity”), during the Agreed Period (as set out in the Authorisation Notice) and within the Permitted Area (as set out in the Authorisation Notice) 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 Authorisation Notice or the use of TS 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 will provide details of your on site contact to the GLA at least 7 days prior to the event. Your contact must be available on TS 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 Authorisation Notice shall be subject to approval by the GLA. The Authorisation Notice relates solely to the Activity, at the Agreed Period, in the Permitted Area and for the Maximum Audience (as set out in the Authorisation Notice). You shall provide the GLA with a risk assessment, 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 in schedule 2. 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 Authorisation Notice then further written approval from the GLA will be required.
- 1.5. Breach of byelaw 3, 3A, 5 or 6 may result in prosecution.
- 1.6. At all times you shall comply with the Trafalgar Square Premises Licence Conditions as set out in Schedule 3.
- 1.7. 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.

- 1.8. You, your employees, agents and sub-contractors shall not damage, deface, interfere with or climb on any built structure forming the fabric of TS and shall not, without the express permission of the GLA, attach any article on any built structure forming the fabric of TS and you shall ensure that the fabric is protected with regards to all vehicles, infrastructure and barriers put in place for the Activity. You shall ensure that all sub-contractors are aware of these obligations as set out in these terms and conditions.
- 1.9. You must ensure that any vehicle on TS has drip trays to avoid oil markings. You will indemnify the GLA for all costs of removal of oil marks, fuel spillages or any other staining.
- 1.10. 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.
- 1.11. The following can only be used in exceptional circumstance and with the prior written consent of the GLA, such consent must be sought in writing 21 days prior to the Activity:
- demountable structures over 1 metre in height
  - amplification equipment
  - Dry ice and cryogenic fog
  - Smoke Machines and fog generators
  - Pyrotechnics including fireworks
  - Firearms
  - Lasers
  - Explosives and highly flammable substances
  - Real flame
  - Strobe Lighting

Any building control approvals for structures must be sought from Westminster City Council.

- 1.12. You shall ensure that the Activity is accessible to people with disabilities as required by the Equality Act 2010.
- 1.13. You are responsible, unless otherwise agreed with the GLA in writing, for removing all litter or waste resulting from the Activity and the Authorisation Notice. 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 TS related to the Activity.

- 1.14. You are responsible, unless otherwise agreed with the GLA in writing, for any costs related to accessing the power supply on TS for the Activity.
- 1.15. In addition to the Authorisation Notice, 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. All advertising consents must be sought from the Westminster City Council. You will be liable for any Performing Rights Society ("PRS") or Phonographic Performance Limited ("PPL") fees in connection with the use of any live or recorded music (by record, radio broadcast, CD, tape, mini disc, MP3 player, hard drive or any other form of electronic media storage).
- 1.16. You shall meet with third parties as 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 (as set out in the Authorisation Notice) 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 terms and conditions of the Authorisation Notice.

## **3. Damage**

- 3.1. At the commencement of the Agreed Period you will carry out a condition survey of the Permitted Area in conjunction with the GLA's agent on TS 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 TS occurs as a result of or in connection with the Activity (including but not limited to graffiti), 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 Authorisation Notice 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 Authorisation Notice 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 reputation as may be required in order to comply with your obligations in relation to the Authorisation Notice and the Activity. You are required to have public liability insurance for the Insured Amount as set out in the Authorisation Notice 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 event 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 TS 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 TS at all times during the Activity.
- 6.4. You shall comply with all food hygiene requirements for the distribution or sale of food under the Food Safety Act 1990 and other relevant statutory provisions. You shall comply with all requirements from Westminster Environmental Health Consultation Team.
- 6.5. 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.
- 6.6. You must ensure that any cable installed must be a minimum of two metres away from the edge of the fountain basins in compliance with IEE Wiring Regulations Section 602.
- 6.7. You must ensure that all cable runs that traverse the public areas of TS are protected by cable ramping to prevent accidental damage of the cable.
- 6.8. All means of access, egress, sanitary accommodation and first aid facilities will be adequately and conspicuously sign posted at all times. All safety signs, notices and graphic symbols should conform to the Health and Safety (safety signs and signals) regulations 1996.

- 6.9. Only hangings, curtains, upholstery and temporary decorations complying with the relevant British (or where appropriate European) Standard shall be used. Where necessary these must be periodically tested for flame resistance and re-treated as necessary.
- 6.10. 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 required.
- 6.11. 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 GLA and its agents on TS will determine acceptable levels of volume for the Activity. You must comply with all instructions relating to volume of noise or any other matter relating to the Activity. You must ensure that the LAeq (5min) noise level does not exceed 79dB one metre from the nearest affected neighbouring buildings façade as determined by the GLA.
- 7.2. You shall, where appropriate, ensure that the conditions of the Code of Practice on Environmental Noise Control at Concerts (published 1995 by the Noise Control Council) are complied with.
- 7.3. You shall provide the GLA with a sound check and performance check schedule at least 7 days prior to the Activity.
- 7.4. You shall ensure, where applicable, that the use of all radio frequencies shall be properly licensed by Ofcom. The following radio frequencies are not permitted for use on TS:-  
Radio microphone / PA System Primary Frequency: 208.300 MHz and Secondary Microphone Frequency: 1 set of 5.000 Mhz.

## **8. Cancellation**

- 8.1 If you cancel the Activity with less than 48 hours notice, the GLA shall charge you the Fee for the Agreed Period set out in the Authorisation Notice.
- 8.2 If you cancel the Activity within 7 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 TS. 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 Fee for the Agreed Period set out in the Authorisation Notice.

8.4 The GLA reserves the right to charge for large or complex events that cancel within 14 days of the Activity and will liaise with applicants to confirm what fee or charge applies on a case-by-case basis.

## **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 Authorisation Notice 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 Authorisation Notice, with any such terms and conditions notified to you in writing by the GLA.

9.4. The Authorisation Notice applies to the Authorised Person(s) (as defined in the Authorisation Notice) only and is not transferable. Any activities in the absence of a valid Authorisation Notice are not permitted.

9.5. You are responsible for ensuring that your employees, agents and subcontractors are aware of the Terms and Conditions of the Authorisation Notice, including the Byelaws.

9.6. 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.

## **Schedule 2 - Byelaws**

GREATER LONDON AUTHORITY

TRAFALGAR SQUARE BYELAWS

MADE UNDER SECTION 385(1), (2) AND (4) OF THE GREATER LONDON AUTHORITY ACT 1999  
AND SECTION 236B OF THE LOCAL GOVERNMENT ACT 1972

The Mayor of London, acting on behalf of the Greater London Authority, hereby makes the following byelaws, which he considers are necessary for securing the proper management of Trafalgar Square, and the preservation of order and the prevention of abuses there.

1. Citation

These byelaws may be cited as the Trafalgar Square Byelaws 2012 ("the Byelaws").

2. Interpretation`

In the Byelaws-

"the Act" means the Greater London Authority Act 1999<sup>1</sup>;

"the Authority" means the Greater London Authority;

"the Mayor" means the Mayor of London;

"the Square" means Trafalgar Square as defined in the Trafalgar Square Act 1844<sup>2</sup>;

"amplified noise equipment" means any device that is designed or adapted for amplifying sound, including (but not limited to)-

**(a)** loudspeakers; and

**(b)** loudhailers;

"animal" means any animal or bird;

"authorised person" means a constable, or any person acting to enforce the Byelaws in accordance with an authorisation given by the Mayor under section 380 of the Act;

"the retention period" means the period of 28 days referred to in byelaw 7(2).

"sleeping equipment" means any sleeping bag, mattress or other similar item designed, or adapted, (solely or mainly) for the purpose of facilitating sleeping in a place.

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<sup>1</sup> 1999 c. 29.

<sup>2</sup> 1844 c.60.

3. Acts prohibited within the Square

**(1)** No person shall within the Square–

- (a)** do any act which pollutes or is likely to pollute water in any fountain or bathe in or otherwise enter any fountain or fountain bowl;
- (b)** fail to keep any animal of which he is in charge under control or on a lead;
- (c)** place any canoe, boat or inflatable object in any fountain or fountain bowl;
- (d)** use any kite, model aircraft, boat or any mechanically propelled or operated model;
- (e)** wash or dry any piece of clothing or fabric;
- (f)** fail to comply with a reasonable direction given by an authorised person to leave the Square;
- (g)** fail to remove any animal of which he is in charge from the Square after being required to do so by an authorised person;
- (h)** light a fire or barbeque, or place, throw or drop a lighted match or any other thing likely to cause a fire;
- (i)** obstruct an authorised officer in performance of his duties.

**(2)** 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(1) by doing anything reasonably necessary for the performance of that duty.

4. Feeding of birds

**(1)** No person other than a person acting at the direction of the Mayor shall within the Square–

- (a)** feed any bird (which shall include dropping or casting feeding stuff for birds); or
- (b)** distribute any feeding stuff for birds.

**(2)** 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 4(1) by doing anything reasonably necessary for the performance of that duty.

5. Acts within the Square for which written permission is required

**(1)** Unless acting in accordance with permission given in writing by the Mayor, or any person authorised by the Mayor under section 380 of the Act to give such permission, no person shall within the Square–

- (a)** attach any banner or article to, climb or interfere with any tree, plinth, plant box, seat, railing, fence, statue or other structure whether permanent or temporary;

- (b)** interfere with any notice or sign;
- (c)** exhibit any notice, advertisement or any other written or pictorial matter;
- (d)** play or cause to be played a musical instrument;
- (e)** operate any amplified noise equipment;
- (f)** use any apparatus for the transmission, reception or reproduction of sound or speech, 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;
- (g)** project any missile manually or by artificial means;
- (h)** erect or keep erected –
  - (i)** any tent, or
  - (ii)** any other structure that is designed, or adapted, (solely or mainly) for the purpose of facilitating sleeping or staying in a place for any period;
- (i)** use any tent or other such structure for the purpose of sleeping or staying in that area;
- (j)** place or keep in place any sleeping equipment with a view to its use (whether or not by the person placing it or keeping it in place) for the purpose of sleeping overnight in that area;
- (k)** use any sleeping equipment for the purpose of sleeping overnight in that area;
- (l)** erect or cause to be erected any structure for the purpose of enclosing or restricting access to any part of the Square;
- (m)** collect or solicit money or any other gift;
- (n)** make or give a public speech or address;
- (o)** organise or take part in any assembly, display, performance, representation, parade, procession, review or theatrical event;
- (p)** take photographs or film or make 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 unincorporate;
- (q)** ride any animal on the Square;
- (r)** interfere with, remove or displace any stone, paving slab or tree;
- (s)** cause or permit any animal or bird of which he is in charge to chase, worry or injure any animal or bird;

- (t)** engage in any organised form of sport or physical exercise which causes a disturbance to any other person using the square;
  - (u)** unless in an emergency, cause any vehicle to wait, or leave any vehicle unattended;
  - (v)** use any pedal cycle, roller skate, ice skate, scooter, roller blade, skate board or other foot-propelled device;
  - (w)** tow or leave any caravan or trailer.
- (2)** It is immaterial for the purposes of the acts within the Square for which written permission is required-
- (a)** in the case of an activity within Byelaw 5(1)(h) and 5(1)(i) of keeping a tent or similar structure erected or using a tent or similar structure, whether the tent or structure was first erected before or after the coming into force of this Byelaw;
  - (b)** in the case of an activity with Byelaw 5(1)(j) or 5(1)(k) of keeping in place any sleeping equipment or using any such equipment, whether the sleeping equipment was first placed before or after the coming into force of this Byelaw.

## 6. Trading

- (1)** Unless acting in accordance with the terms of a written licence issued by the Mayor, or any person authorised by the Mayor under section 380 of the Act to issue such a licence, no person shall within the Square-
- (a)** carry on any trade or business;
  - (b)** sell or hire anything, or offer anything for sale or hire;
  - (c)** expose or have in his possession anything for the purpose of sale or hire within the Square;
  - (d)** use language which publicly intimates that any article, commodity, facility or service can be obtained within the Square or elsewhere.
- (2)** Byelaw 6(1) is a trading byelaw for the purposes of section 385 of the Act.

## 7. Seizure

- (1)** An authorised person may seize and retain anything of a non-perishable nature that is on the Square if it appears to that authorised person that an item is being, or has been, used in connection with the breach of Byelaws 5(1)(e),(h),(i),(j),(k) or 6(1).
- (2)** An item seized under Byelaw 7(1) must be returned to the person from whom it was seized-
- (a)** no later than the end of the period of 28 days beginning with the day on which the item was seized, or

- (b)** if proceedings are commenced against the person for an offence under section 385 of the Act for breach of Byelaws 5(1)(e),(h),(i),(j),(k) or 6(1) before the return of the item under Byelaw 7(2)(a), at the conclusion of those proceedings.
- (3)** If it is not possible to return an item under Byelaw 7(2) because the name or address of the person from whom it was seized is not known-
  - (a)** the item may be returned to any person appearing to have rights in the property who has come forward to claim it, or
  - (b)** if there is no such person, the item may be disposed of or destroyed at any time after the end of the period of 90 days beginning with the day on which the item was seized.
- (4)** Byelaw 7(2)(b) and 7(3) do not apply if a court makes an order under Byelaw 8(1) for the forfeiture of the item.
- (5)** The references in Byelaw 7(1) to an item that is “on” the Square include references to an item that is in the possession of a person who is on the Square.

#### 8. Court power of forfeiture

- (1) A court which convicts a person of an offence under section 385 of the Act for breach of Byelaw 5(1)(e),(h),(i),(j),(k) or 6(1) may make an order providing for the forfeiture of any item seized under Byelaw 7(1) that was used in the commission of the offence.
- (2) The power of the court to make an order under Byelaw 8(1) is in addition to the court’s power to impose a fine under section 385(3) of the Act.

#### 9. Name and address

Where an authorised person has reasonable ground for belief that a person has contravened any one or more of the Byelaws, that person shall give on demand his name and address to that authorised person.

#### 10. Coming into operation of the Byelaws and revocation of previous Byelaws

- (1)** The Byelaws will come into operation on the date fixed by the confirming authority in accordance with the provisions of section 236(7) of the Local Government Act 1972.
- (2)** When the Byelaws come into operation, the Trafalgar Square and Parliament Square Byelaws 2000 (as amended by the Trafalgar Square and Parliament Square Garden (Amendment No.1) Byelaws 2002) made by Mayor of London and confirmed by Secretary of State on 12 September 2000, shall be revoked in so far as any of their provisions relate to the Square. This revocation is without prejudice to the validity of anything done under previous Byelaws or to any liability incurred in respect of any act or omission before the date of the coming into operation of the Byelaws.

The Common Seal of the Greater London Authority was affixed to the Byelaws this 25<sup>th</sup> day of January 2012.



The Common Seal of the }  
Greater London Authority was }  
hereunto affixed in the presence of:- }

Mayor of London Boris Johnson

The foregoing Byelaws are hereby confirmed by the Secretary of State and shall come into operation on 30<sup>th</sup> March 2012 .

10. Signed by authority of the

11. Secretary of State

Name: John Penrose MP

Title: Minister for Tourism and Heritage

Date: 27<sup>th</sup> March 2012

Addem:

### EXPLANATORY NOTE

Section 385 of the Greater London Authority Act 1999 provides that:

“A person who contravenes or fails to comply with any byelaw under this section shall be guilty of an offence and liable on summary conviction-

- (a)** If the byelaw is a trading byelaw, to a fine not exceeding level 3 on the standard scale,  
or
- (b)** In any other case, to a fine not exceeding level 1 on the standard scale.”

### **Schedule 3 – Summary of Trafalgar Square Premises License Conditions**

Westminster Licensing Authority has granted the GLA a Premise License to hold a limited number of licensable events per year on Trafalgar Square.

The following licensable activities are authorised by the Premise Licence between the hours of 9:00 to 23:00 hours.

- Performance of a Play
- Exhibition of a Film
- Playing of Live Music
- Playing of Recorded Music
- Performance of Dance
- Anything of a similar description to Live Music, Recorded Music or Performance of Dance

Sales of alcohol require the consent of the GLA. If the sale of alcohol is authorised by the GLA, sales can only take place between the hours of 11:00 to 22:00 hours.

If the GLA deems that an Activity contains licensable activities the following requirements apply:

1. Admission of children to the Square must be restricted in accordance with the film classification recommended by the British Board of Film Classification or recommended by Westminster licensing authority as appropriate.
2. All persons guarding the Square against unauthorised access or occupation or against outbreaks of disorder or against damage (door supervisors) must be licensed by the Security Industry Authority.
3. An Event Management Plan (EMP) must be provided to the Greater London Authority 42 days prior for major Activities or any Activities where an EMP is requested by the authority:

You must ensure that the EMP is followed. The EMP must incorporate the following:

- Detailed plan showing site layout including any temporary structures and emergency egress points
  - Waste Management Plan
  - Health and Safety Management plan including Risk Assessments
  - Emergency and Evacuation procedures including communications
  - Crowd Management and Stewarding
  - Provision and Storage of Electrical Generators and LPG Cylinders, where used
  - Provision of fire fighting equipment
4. A minimum of 21 days written notice to be given to the Greater London Authority of any Activity within Trafalgar Square where a temporary structure is to be erected.

5. Where condition 3 applies you shall ensure that the highway and public spaces in the vicinity of the Square are kept free of litter at all material times to the satisfaction of the Greater London Authority.

6. Where condition 3 applies the highway in the vicinity of the Square shall be swept at regular intervals and at the close of business. All litter and sweepings collected and stored in the accordance with the approved refuse storage arrangements. Vicinity shall include the highway to each side of Trafalgar Square to a distance of 50 metres.

7. You must ensure that the LAeq (5min) noise level does not exceed 79dB one metre from the nearest affected neighbouring buildings façade as determined by the GLA.

8. There shall be no noise audible at the boundary of the Square, from any construction or similar works in association with the set-up and breakdown of the site, outside the hours of:

- 08:00-20:00 Mon to Sat
- 08:00- 13:00 Sun

9. The following details must be provided to the Greater London Authority within a minimum of 14 days prior to the Activity day/s:

- Onsite contact details for an appropriate person, in overall charge of the noise levels.
- A running order, including the approximate times for any sound tests

10. Any special effects or mechanical installations shall be arranged and stored so as to minimise any risk to the safety of those using the Square. The following can only be used with the prior written consent of the GLA, such consent must be sought in writing 21 days prior to the Activity:

- Dry ice and cryogenic fog
- Smoke Machines and fog generators
- Pyrotechnics including fireworks
- Firearms
- Lasers
- Explosives and highly flammable substances
- Real flame
- Strobe Lighting

11. For all events 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.

12. Twenty-four hour Security Industry Authority (SIA) approved security to be provided on site from the night when equipment first arrives until removed.

13. No non-emergency vehicles shall be operated within the Square during an event.

14. You shall comply with all reasonable requirements of the Westminster Environmental Health Consultation Team, Westminster City Council, the London Fire and Emergency Planning Authority and the Metropolitan Police.



## **Fabric Protection for Event Builds & De-rigs on Trafalgar Square**

Trafalgar Square is a Grade 1 site on English Heritages Register of Parks & Gardens, with some 24 separately listed statues and structures. It is the responsibility of all those who use, access and work on the site to maintain and protect it. In order to prevent damage to the stonework and metalwork this document sets out the requirements and approach to apply for all events.

### **Site custody:**

- The event production company must appoint a person, of sufficient authority within the company, to ensure compliance of general and event-specific requirements to prevent damage.
- This person is required to complete the **Site inspection sign off** document with a GLA officer or Heritage Warden prior to build and post de-rig.

### **Vehicles use and load limitations:**

- The operation of vehicles steering when the vehicle is stationary is prohibited – the steering must only be operated when the vehicle is moving
- Vehicles should be manoeuvred with the largest possible turning circle – use of full lock or performing tight manoeuvres should be avoided.
- The maximum speed limit on the Square is 5 mph. A banksman must accompany all vehicle movements (including forklifts) at all times, even when the Square has been fully closed to public.
- No vehicle attachments e.g. tail-lifts or forks should be placed directly on the surface of the paving.
- Forklift tyres must be smooth and not heavy treaded. Heavy treaded forklifts or oversized telehandlers will be asked to leave site.
- In advance of an event the **TSQ Vehicle Access Schedule** document must be completed.
- Where possible combined deliveries should be considered to minimise the number of vehicles needed on site.
- Vehicles can only access the Square via the drop curb on the South West corner. If Vehicles require access to the South East corner the GLA needs prior notification.
- All Vehicles should be checked for leaks before driving onto the main body of the Square.
- Drip trays should be appropriately placed under parked vehicles at all times.
- Heritage Wardens must be notified immediately in the event of oil or chemical toilet spillages.

### **Stonework protection:**

- All event marquees, structures, ballast & infrastructure require protective matting underneath at all points that meet the stonework. This must also be in place during the build and de-rig.
- Water ballast is preferable for smaller marquees. Concrete or metal ballast will be considered on a case by case basis.
- At no time should metal objects be dragged or rolled across unprotected stonework.
- *Front of stage (Mojo) barrier* requires matting underneath that is correctly placed to avoid metal to stone contact.
- *Low-level pedestrian barrier* must be carried and not dragged across stonework. Some barrier providers have the option of rounded feet which is preferred on site.
- *High level (Heras) barrier* must not be braced to any fixed structures on the square. Only rubber footings are permitted. All panels must be linked together with two clips. At all positions where the barrier is used as a gate, Heras wheels are required.

### **Existing Square infrastructure:**

# GREATERLONDONAUTHORITY

- No structure or fence can be braced to any of the existing Square infrastructure; this includes the lampposts and balustrades.
- Where vehicle movements take place near to plinths, walls, stone bins or fixed furniture a banksmen must be in place to ensure no contact is made. Repair of these structures is very expensive and will be recharged to event organisers.
- Protective padding is required underneath all metal buckles on straps used to fix banners to the balustrade.
- Where it is necessary to apply adhesive tapes to stonework permission must first be sought from the GLA. Use of duct tape will not normally be approved.

## Food Preparation:

- Matting must be placed in back of house areas where food is being prepared and at access points to static food trailers.
- On no occasion should any food stuffs or cooking materials be deposited into gullies or drains.
- The **TSQ Catering Concessions Form** document must be completed prior to the event.

---

I acknowledge receipt of this document and will ensure compliance for the event for which I am the lead person within the company. I will ensure it is shared among all relevant staff and subcontractors. I will provide to the GLA in a timely manner all information necessary to evaluate our company's intention to ensure compliance with the requirements set out in this document.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position \_\_\_\_\_

Production company \_\_\_\_\_

Date: \_\_\_\_\_

**Paul Robinson**

---

**From:** [REDACTED] <[REDACTED]@roh.org.uk>  
**Sent:** 07 July 2017 17:18  
**To:** [REDACTED]  
**Cc:** Heritage Warden Manager; Heritage.Wardens Supervisor; [REDACTED]  
[REDACTED]@cbre.com; [REDACTED]; Trafalgar Square  
**Subject:** RE: FOR SIGNATURE Authorisation Notice Re: ROH Screening 14th July 2017  
**Attachments:** SIGNED fabric protection form.pdf; SIGNED TS Authorisation Notice 07 July 17.pdf

Dear [REDACTED]

Please find attached the signed copy of the first 3 pages plus the signature page itself.

Also attached is a signed copy of the Fabric Protection form.

Best regards

[REDACTED]  
[REDACTED]  
Head of Operations: Cinema and BP Big Screens  
Enterprises

Royal Opera House  
Royal Opera House Covent Garden, London WC2E 9DD  
Telephone: [REDACTED]

Website: [www.roh.org.uk](http://www.roh.org.uk)  
YouTube: [www.youtube.com/royaloperahouse](http://www.youtube.com/royaloperahouse)  
Facebook: [www.roh.org.uk/facebook](http://www.roh.org.uk/facebook)  
Twitter: [@royaloperahouse](https://twitter.com/royaloperahouse)

Life reimagined – [Watch it Come Alive](#)

Royal Opera House Covent Garden Foundation – a charitable company limited by guarantee  
Registered in England No. 480523 | Please consider the environment before printing this email

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**From:** [REDACTED] [mailto:[REDACTED]@london.gov.uk]  
**Sent:** 07 July 2017 10:52  
**To:** [REDACTED] <[REDACTED]@roh.org.uk>; [REDACTED] <[REDACTED]@roh.org.uk>  
**Cc:** Heritage Warden Manager; [REDACTED] Heritage.Wardens Supervisor  
[REDACTED]@cbre.com; [REDACTED]@cbre.com; [REDACTED]@cbre.com;  
[REDACTED]@ocs.co.uk; Trafalgar Square <TrafalgarSquare@london.gov.uk>  
**Subject:** RE: FOR SIGNATURE Authorisation Notice Re: ROH Screening 14th July 2017  
**Importance:** High

Good Afternoon [REDACTED] & [REDACTED]

Please see the attached authorisation notice for Royal Opera House Live Screening on Trafalgar Square this coming Friday 14<sup>th</sup> July 2017.

Please note all conditions contained within the letter related to the activity particularly the conditions/guidance on pages 1 to 4 of the letter. The letter has the final agreed timings and detail.

Please check the Notice then sign and return a photograph or scanned copy of the first 3 pages of the permission letter to the entire copy list above - ensuring Heritage Wardens and contractors receive all documents required.

Please see the attached Fabric Protection form. **Please sign and return as above.**

The Vehicle Schedule form, also attached - please return fully completed in black with the other documents as requested.

The GLA requires all signed copies returned no later than **12.00hrs (midday) Monday 10<sup>th</sup> July 2017** to complete the authorisation process.

I further attach a copy of the Schedule (Appendix 2c) for reference of all cc's, please check this is still current and advise if any changes have been made.

Kind Regards



Events & Lettings Officer  
**GREATER LONDON AUTHORITY**  
City Hall  
The Queen's Walk  
London. SE1 2AA  
[www.london.gov.uk](http://www.london.gov.uk)

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# GREATER LONDON AUTHORITY

## Fabric Protection for Event Builds & De-rigs on Trafalgar Square

Trafalgar Square is a Grade 1 site on English Heritages Register of Parks & Gardens, with some 24 separately listed statues and structures. It is the responsibility of all those who use, access and work on the site to maintain and protect it. In order to prevent damage to the stonework and metalwork this document sets out the requirements and approach to apply for all events.

### Site custody:

- The event production company must appoint a person, of sufficient authority within the company, to ensure compliance of general and event-specific requirements to prevent damage.
- This person is required to complete the **Site inspection sign off** document with a GLA officer or Heritage Warden prior to build and post de-rig.

### Vehicles use and load limitations:

- The operation of vehicles steering when the vehicle is stationary is prohibited – the steering must only be operated when the vehicle is moving
- Vehicles should be manoeuvred with the largest possible turning circle – use of full lock or performing tight manoeuvres should be avoided.
- The maximum speed limit on the Square is 5 mph. A banksman must accompany all vehicle movements (including forklifts) at all times, even when the Square has been fully closed to public.
- No vehicle attachments e.g. tail-lifts or forks should be placed directly on the surface of the paving.
- Forklift tyres must be smooth and not heavy treaded. Heavy treaded forklifts or oversized telehandlers will be asked to leave site.
- In advance of an event the **TSQ Vehicle Access Schedule** document must be completed.
- Where possible combined deliveries should be considered to minimise the number of vehicles needed on site.
- Vehicles can only access the Square via the drop curb on the South West corner. If Vehicles require access to the South East corner the GLA needs prior notification.
- All Vehicles should be checked for leaks before driving onto the main body of the Square.
- Drip trays should be appropriately placed under parked vehicles at all times.
- Heritage Wardens must be notified immediately in the event of oil or chemical toilet spillages.

### Stonework protection:

- All event marquees, structures, ballast & infrastructure require protective matting underneath at all points that meet the stonework. This must also be in place during the build and de-rig.
- Water ballast is preferable for smaller marquees. Concrete or metal ballast will be considered on a case by case basis.
- At no time should metal objects be dragged or rolled across unprotected stonework.
- *Front of stage (Mojo) barrier* requires matting underneath that is correctly placed to avoid metal to stone contact.
- *Low-level pedestrian barrier* must be carried and not dragged across stonework. Some barrier providers have the option of rounded feet which is preferred on site.
- *High level (Heras) barrier* must not be braced to any fixed structures on the square. Only rubber footings are permitted. All panels must be linked together with two clips. At all positions where the barrier is used as a gate, Heras wheels are required.

# GREATER LONDON AUTHORITY

## Existing Square infrastructure:

- No structure or fence can be braced to any of the existing Square infrastructure; this includes the lampposts and balustrades.
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- Protective padding is required underneath all metal buckles on straps used to fix banners to the balustrade.
- Where it is necessary to apply adhesive tapes to stonework permission must first be sought from the GLA. Use of duct tape will not normally be approved.

## Food Preparation:

- Matting must be placed in back of house areas where food is being prepared and at access points to static food trailers.
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- The **TSQ Catering Concessions Form** document must be completed prior to the event.

---

I acknowledge receipt of this document and will ensure compliance for the event for which I am the lead person within the company. I will ensure it is shared among all relevant staff and subcontractors. I will provide to the GLA in a timely manner all information necessary to evaluate our company's intention to ensure compliance with the requirements set out in this document.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position: HEAD OF CINEMA OPERATIONS

Production company: ROYAL OPERA HOUSE

Date: 07/07/17

[REDACTED]  
Royal Opera House  
Bow Street  
Covent Garden  
London  
WC2E 9DD

Department: Facilities Management  
[REDACTED]

Date: 7<sup>th</sup> July 2017

Dear [REDACTED]

**Authorisation Notice for use of Trafalgar Square ("TS")**

The Greater London Authority ("GLA") has agreed to grant you the following authorisation ("the Authorisation Notice") for the purposes of byelaw 5 of the Trafalgar Square Byelaws made under the Greater London Authority Act 1999:

Authorised person: [REDACTED] ("the Authorised Person")  
Activity: BP Screening of ROH: Opera Turandot on 14<sup>th</sup> July 2017 ("the Activity")  
Date and times: Friday 14<sup>th</sup> July 2017  
Build – 06.00 – 16.00hrs  
Event – 17:00 – 22:25hrs  
De-rig – 22.30 – 01.30hrs Friday 14<sup>th</sup> – Saturday 15<sup>th</sup> July 2017 ("the Agreed Period")  
Insurance amount: £10 million Public Liability Insurance ("the Insured Amount")  
Number of attendees: 110 crew and 8,000 audience ("the Maximum Audience")  
Permitted Area: The area of TS outlined in red on the attached site plan ("the Permitted Area")

In consideration of the GLA granting this Authorisation Notice, you agree to pay a total fee of £0.00p ("the Fee").

In addition, you must fully compensate the GLA for any costs incurred in respect of cleaning and engineering and as a result of your non-compliance with any of the terms of this Authorisation Notice. The cleaning and engineering costs are estimated as:

**Cleaning:** £9615.06p plus VAT - Estimated for all three ROH screenings in 2017 to be invoiced after the final event.

**Engineering:** £834.48p plus VAT – Estimated for all three ROH screenings in 2017 to be invoiced after the final event.

The final costs will be confirmed after the event.

Please note attached term and condition 8 with regards to charges applicable to the cancellation of the Activity.

This Authorisation Notice is granted subject to the attached terms and conditions and the following special terms and conditions:

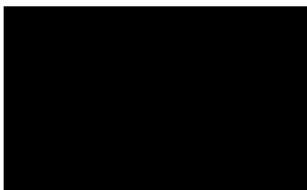
1. The Greater London Authority grants permission for Royal Opera House screening and simultaneous audio broadcast of a live performance from the stage of ROH Covent Garden within the Permitted Areas only and as specified on the site plan.
2. The screening will commence at 19.00hrs and finish no later than 22.30hrs.
3. It is understood that the named and responsible person for Royal Opera House at Trafalgar Square is [REDACTED] who is required to be onsite for the duration of the event (including set-up and de-rig).
4. The authorised site contact [REDACTED] must make herself known to the Heritage Wardens on site. The Warden's mobile is [REDACTED]. The authorised person will undertake a site sign-off with Wardens pre-and post-event.
5. GLA Facilities Management and ROH on site contact will carry out a site check at 15.15hrs and further check during site close period (with Heritage Wardens). Permission to open will be given by the GLA to the ROH site contact.
6. Trafalgar Square shall be closed to the public between 16.15 and 17.00hrs when audience admission is permitted.
7. It is understood a seating area will be erected on the North Terrace, and water filled vehicle mitigation on the west side of the Terrace. It is your responsibility to obtain full Westminster City Council consent for this.
8. Only reputable and qualified contractors are to be engaged by ROH, who are responsible for receiving and approving all R.A.M.S. and Insurance prior to the event date.
9. This is considered to be a licensable event and as such the terms and conditions set out in Schedule 3 (1 to 14) apply. You are responsible for obtaining and ensuring all relevant licensing and permissions are in place, including but not limited to PRS.
10. Please note that the sound level limit for Trafalgar Square is 79db 5 min Laeq. Sound levels will be monitored, and any request to lower levels from an authorised GLA or WCC Officer must be complied with. Sound checks are audible beyond the confines of the main body of the Square and must only be carried out at agreed times with the GLA.
11. All reasonable steps must be taken to ensure that the fabric of Trafalgar Square is not damaged. All infrastructures and generators must have suitable ground protection underneath. Fire protection equipment must be supplied as appropriate to all areas. Any damage incurred as a result of your event will be charged to the organiser.
12. The stools and tables outside the Café on the Square will be removed during the morning of the event.
13. GLA contractors will provide access to water and a hose to fill ballast.
14. Public toilets within Trafalgar Square will be open from 08.00hrs and close at 23.00hrs. Free public entry will commence at 17.00hrs until 30mins after the performance finish.

15. Audience ingress and egress must be controlled to ensure numbers do not exceed the maximum audience numbers permitted (or a lesser number to ensure public safety), by trained personnel at all times.
16. Glass decanting and bag searches must be operational at all entry points at all times by trained personnel. It is understood ROH/BP (sponsors) will supply all and sufficient quantities of plastic jugs and cups.
17. The fountains will be deactivated at 18.00hrs for the duration of the event.
18. The working areas must have appropriate barriers, be supervised and have appropriate security at all times.
19. Production and other debris must be removed from site at the end of the event. Extra cleaning or waste removal required as a result of your event or build will be charged to the Organiser.
20. You must supply suitably trained stewards, security and first aid providers to ensure the safety of your attendees, and monitor ingress and egress at all times.
21. Permission is granted for the distribution of free of charge programs and appropriate BP branded merchandise on the GLA managed area only as detailed on the site plan.
22. All vehicle movement onsite must be accompanied by banksmen in hi-viz jackets and be traveling at no more than 5mph. Drip trays must be placed under all vehicles whilst stationery. Tyres must be clean of mud and stones prior to movement on Trafalgar Square to avoid marking the stone.
23. Vehicle permission is granted only for vehicles as outlined in the vehicle access schedule on the South West corner of Trafalgar Square. Please ensure that you liaise with the Heritage Wardens [REDACTED] upon arrival.
24. You are responsible for ensuring that all staff, volunteers and contractors are aware of the Terms and Conditions of the Authorisation Notice prior to carrying out work onsite.

This Authorisation Notice (or a copy of it) must be produced on request to the GLA's officers or the police.

Kindly acknowledge your acceptance of this Authorisation Notice with the attached terms and conditions by signing the Authorisation Notice and returning it to: [trafalgar.square@london.gov.uk](mailto:trafalgar.square@london.gov.uk) Failure to abide with the terms and conditions of this Authorisation Notice may result in the Authorisation Notice being revoked and your event not being permitted to proceed. The signed Authorisation Notice should be received by the GLA no later than **12.00hrs (midday) Monday 10<sup>th</sup> July 2017**.

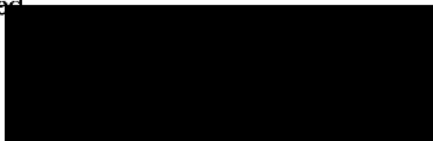
Yours Sincerely



For and on behalf of the GLA

I hereby accept the terms and conditions of this Authorisation Notice for use of TS.

Signed



Page 3 of 22

BP Big Screening of ROH 14<sup>th</sup> July 2017

Name:

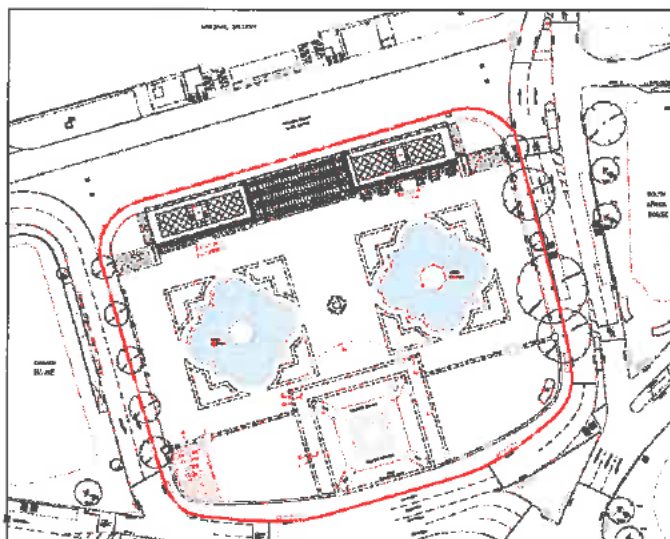
Position: HEAD OF CAMERA OPERATIONS

Organisation: ROYAL OPERA HOUSE

Date: 07/07/17

Cc GLA's authorised officers

### Trafalgar Square Site Plan



### ROH agreed Site Plan



**Paul Robinson**

---

**From:** [REDACTED] <[REDACTED]roh.org.uk>  
**Sent:** 25 August 2017 13:22  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: DATE: ROH at Trafalgar Square July 3rd 2018

Hi [REDACTED]

I will remind the Marketing team here of this and get back to you asap.

Best

[REDACTED]

---

**From:** [REDACTED] [mailto:[REDACTED]london.gov.uk]  
**Sent:** 24 August 2017 15:47  
**To:** [REDACTED] <[REDACTED]roh.org.uk>  
**Cc:** [REDACTED] <[REDACTED]london.gov.uk>; [REDACTED] <[REDACTED]london.gov.uk>  
**Subject:** RE: DATE: ROH at Trafalgar Square July 3rd 2018

Hi [REDACTED]

Hope this email finds you well.

Just a reminder regarding the audience data information. I am being chased to create a summary evaluation for ROH screening including audience information so the sooner you can send it to me the better.

Thanks

Best,

[REDACTED]  
[REDACTED]  
Senior Events Officer  
Events for London  
Tel: [REDACTED] Mob: [REDACTED] E: [REDACTED][london.gov.uk](mailto:[REDACTED]@london.gov.uk)  
External Relations, Mayor of London's Office  
[GREATERLONDONAUTHORITY](http://www.london.gov.uk) City Hall, Queen's Walk, More London, London, SE1 2AA

---

**From:** [REDACTED] [mailto:[REDACTED]roh.org.uk]  
**Sent:** 26 July 2017 16:09  
**To:** [REDACTED] <[REDACTED]london.gov.uk>  
**Cc:** [REDACTED] <[REDACTED]london.gov.uk>; [REDACTED] <[REDACTED]london.gov.uk>  
**Subject:** RE: DATE: ROH at Trafalgar Square July 3rd 2018

Hi [REDACTED]

Whilst we investigate the last date for 2018 as per below, I am just coming back to you regarding the qualitative audience data summary to be added to this year's big screens file as you mentioned during our last meeting?

I spoke with our Marketing team (headed by [REDACTED] and with the summer break already upon us they will need more time to go through the data from the questionnaires handed to the public.







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