

**Pre-Authorisation Scheme for filming
and photography undertaken on
Trafalgar Square and Parliament
Square Garden by the Professional
News Media**

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1. Introduction

This Scheme sets out the arrangements that apply to the professional news media when covering news stories on Greater London Authority (GLA) controlled land at Trafalgar Square and Parliament Square Garden.

It provides formal written pre-authorisation for professional news crews and photo-journalists, who hold and produce, when requested, a recognised press card, to go about their activities. The authorisation is given under byelaw 5(1) of the Trafalgar Square Byelaws 2012 and 5(1) of the Parliament Square Garden Byelaws 2012 (the '2012 Byelaws').

2. The 2012 Byelaws

2.1 Trafalgar Square Byelaws 2012

The following is an extract of byelaw 5 of the Trafalgar Square Byelaws 2012 which relates to commercial photography in the square:

"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-

[...]

(p) take photographs or any other recordings of visual images for the purpose of or in connection with a business, trade, profession or employment or any activity carried on by a person or body of persons, whether corporate or unincorporate."

2.2 Parliament Square Garden Byelaws 2012

The following is an extract of byelaw 5 of the Parliament Square Garden Byelaws 2012 which relates to commercial photography in the square:

"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-

[...]

(k) take photographs or any other recordings of visual images for the purpose of or in connection with a business, trade, profession or employment or any activity carried on by a person or body of persons, whether corporate or unincorporate."

3. Commercial Photography

The GLA makes a distinction between;

- a) commercial photography and filming for purposes such as photo-shoots to promote something, filming for movies and photographs for sale, where prior written authorisation is required, and
- b) professional news crews and photographers covering topical news stories where authorisation to carry on those activities is granted, subject to production of a recognised Press Card.

To make the distinction between the two types of photography and filming, the GLA's Heritage Wardens have to determine the purpose of the activity; this is most easily established by asking to see a recognised Press Card.

4. Other types of Commercial Photography and Filming

Commercial photography and filming for purposes such as photo-shoots to promote something, filming for movies and photographs for sale, does require prior written authorisation from the GLA and a fee may be charged. Where authorisation is granted a specific "Authorisation Notice" is given to the organiser which must then be shown to a Heritage Warden or other Authorised Enforcement Officer prior to the commencement of the activity.

5. Photography and Filming by Tourist and Amateur Photographers

The Byelaws place no restrictions on private or amateur photography in the GLA controlled areas of Trafalgar Square or Parliament Square Garden.

In the case of amateur photographers, if they have equipment that appears to be of a professional standard and seem to be undertaking commercial photography, then the Heritage Wardens will enquire about their purpose and if it is not commercial they will be able to continue their activity.

6. Recognised Press Card

For the purpose of identifying bona-fide professional news media film crews and photo-journalists the Greater London Authority recognises the "UK Press Card Authority's Press Card".

Details of this scheme can be found at the web-link below.

www.ukpresscardauthority.co.uk/

The authenticity of Press Cards issued by The UK Press Card Authority (UKPCA) can be verified by calling 08708 376 477.

To be valid for the purpose of being authorised under the Byelaws for newsgathering on Trafalgar Square and Parliament Square Garden, the Press Card must bear the holder's photograph, be in date and legible.

The UK Press Card Authority is wholly owned and collectively controlled by the British Association of Journalists; BBC; Broadcasting Equipment, Cinematograph & Theatre Union; British Press Photographers Association; Chartered Institute of Journalists; Council of Photographic News Agencies; Foreign Press Association; ITN Radio; ITV Networks; International Visual Communications Association; National Association of Press Agencies; National Union of Journalists; Newspaper Publishers Association; The Newspaper Society; Periodical Publishers Association; Reuters and Sky News.

7. Authorisation for UKPCA Press Card Holders

Authorisation is hereby granted pursuant to byelaw 5(1) of the Trafalgar Square Byelaws 2012 and 5(1) of the Parliament Square Garden Byelaws 2012 to holders of a valid Press Card issued by the UK Press Card Authority Limited, to carry out activities regulated by byelaw 5(1)(p) of the Trafalgar Square Byelaws 2012 and byelaw 5(1)(k) of the Parliament Square Garden Byelaws 2012. This document serves as the "Authorisation Notice".

8. Authorisation Procedure

Authorisation to carry out activities regulated by byelaw 5(1)(p) of the Trafalgar Square Byelaws 2012 and 5(1)(k) of Parliament Square Garden Byelaws 2012 is granted to professional news film crews and photo-journalists who display or produce, when required by an Authorised Enforcement Officer, a recognised and valid Press Card, as described in section 6 above. Members of the Press do not need to carry a copy of the Authorisation Notice for the authorisation to be valid.

No charge is made for this authorisation.

Failure to display or produce, when required by an Authorised Enforcement Officer, a valid Press Card will mean that authorisation is not granted under the Authorisation Notice. Members of the Press who fail to display or produce a valid Press Card and engage in the activities regulated by Byelaw 5 will be committing an offence under section 385(3) GLA Act 1999.

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

A copy of this "Authorisation Notice" in letter format is available to download on the GLA web-site at www.london.gov.uk.

9. Identification of Greater London Authority Authorised Enforcement Officers

Authorised Officers are appointed by the Greater London Authority to enforce the Byelaws and other relevant legislation and are known as Enforcement Officers. All Enforcement Officers carry a uniquely numbered two-part warrant card containing the GLA badge bearing the words "Enforcement Officer" and a plastic hologrammed identity card with the warrant number and the holder's photograph and name.

The GLA's Enforcement Officers can either be members of the uniformed Heritage Warden Service or a non-uniformed officer. Uniformed Heritage Wardens have the GLA insignia and the word "Heritage Warden" on their uniform.

Not all Heritage Wardens will be authorised Enforcement Officers and only warranted Heritage Wardens can give formal directions.

10. Media related Enquiries

In the event of a query regarding the use of the Squares at the time of covering a news story, the Heritage Wardens, who operate 24/7 on the Squares, will be pleased to provide practical advice.

All other general enquiries about the Squares can be made by contacting the GLA on 020 7983 4000 and asking for the Facilities Management Unit or by emailing at Trafalgar.square@london.gov.uk

All media enquiries relating to the activities of the GLA or Mayor of London should be addressed to the Mayor's Press Office by contacting 020 7983 4000 (24/7) and asking for the Duty Press Officer.

11. Review

This Scheme will be reviewed and updated annually or as required.