

GREATER LONDON AUTHORITY

Frequently Asked Questions

1. What is the application process to use Trafalgar/Parliament Square Garden?

The GLA manages Trafalgar and Parliament Square Garden and there is an application form and fee for their use. A completed application needs to be submitted at least seven working days before the event. Large or complex proposals will require longer notice periods. If your event contains an element of licensable activity, the GLA require at least 28 working days' notice in order to comply with licence conditions.

Applications will not be taken for Trafalgar Square more than six months in advance and organisers may have only one application pending in the same period.

Applications operate on a first come, first served basis. Weekend bookings for rallies and demonstrations may take precedence over other activities.

Once a completed application has been received with all necessary documentation attached, your application will be considered valid and passed to an Events Officer. An available date will then be confirmed and the officer will assess the application and all the details of the event/activity. Once all the relevant information has been provided the Officer will determine if approval can be given. Final approval will only be granted once full details of the activity requested by the GLA are given.

2. What information will I need to provide for an event to use Trafalgar/Parliament Square Garden?

Organisers must provide full details of the activity, date, times and information of any equipment and infrastructure brought onto the Square. Additional documents may be required such as risk assessments for equipment and infrastructures.

In addition to a completed application form, a copy of the current Public Liability Insurance for a minimum cover of £5 million is required for the GLA to consider an activity on Trafalgar or Parliament Square Garden.

3. Why do I need Public Liability Insurance/what does this cover?

Public Liability Insurance provides cover in the event that organisers injure anyone or damage third party property - i.e. GLA property or that of other visitors, consultants etc.

This cover is vital in the event that the organisers cause serious injury or even death. The cover is based upon negligence, so any other party would still need to prove that the organiser was negligent. The policy responds to claims from third parties.

4. Will Public Liability insurance for less than £5 million be okay?

The GLA requires Public Liability Insurance cover for a minimum of £5 million and would request the organiser to purchase sufficient cover for the period of the event.

5. Can Public Liability Insurance be in another currency, e.g. Euro or US\$?

Insurance may be in a different currency however when the foreign currency cover is converted to British pounds it must cover a minimum of £5 million. The currency conversion rate used to assess if the insurance covers a minimum of £5 million will be the current exchange rate.

A copy of the foreign Public Liability Insurance must be provided and confirmation and translation may be required to verify that it is valid Public Liability Insurance for the activity.

6. Can you recommend any companies that can provide Public Liability Insurance cover?

Most insurance companies can provide Public Liability Insurance and every attempt should be made by the event organisers to get cover for activities on Trafalgar or Parliament Square Garden.

7. What are the hire fees for the square'?

The detail of fees and charges (including cancellation and postponement charges) for Trafalgar Square and Parliament Square Garden can be found on the Fees and Charges schedule and are also included in the relevant application forms for the Squares.

There may be further costs that arise through services provided by GLA contractors, i.e. any additional cleaning required on the Square as a result of the activity will be chargeable to the organiser. Also if power supply is required there may be out of hours charges for an engineer to turn the power on and off before and after the activity.

8. Can we apply for a reduced fee?

A reduced rate is available for UK registered charities, students and some other activities.

Those holding press passes and students with a valid letter from their education establishment are able to gain a 100% concession. This will be assessed on a case-by-case basis.

A 50% reduction to the fee applies to the following groups:

- UK registered charities
- Educational children's programmes
- Tourist promotions for London (including Visit London & Film London)
- Political parties
- Trade unions
- Functional Bodies
- MPS

Relevant supporting documents and confirmation stating the activity is organised by one of the above may be required to consider whether a reduced fee is applicable.

9. Will someone be on site on the day I use the Square?

There are Heritage Wardens on shift 24 hours a day, 7 days per week. They are there to help you and make sure the Squares remain a safe place. They also ensure the Square is protected from any damage and provide information to visitors.

Organisers should identify themselves upon arrival to the Square and liaise with the Heritage Wardens on the day of the activity. All instructions from the wardens must be followed.

10. What services are available on Trafalgar Square?

Trafalgar Square has a range of contractors who can assist with elements of your event. Our Heritage Wardens are on site 24 hours a day, 7 days a week, and can assist you. The Café on the Square is open from 10am-6pm daily, serving a wide range of refreshments. The square also has its own power supply and engineers, as well as cleaning contractors who can offer a range of services, such as water supply and wet-downs.

Public toilets are open 7 days a week from 9am - 8pm. Both the toilets and the café are wheelchair accessible. One lift is located on the northern part of the square.

11. Can we arrange a site visit before we book or place an application?

Organisers are free to carry out site visits prior to the activity or placing an application. Please inform the GLA if there will be more than 5 people carrying out the site visits. No large equipment, professional cameras or tripods should be taken to site visits.

When carrying out a Trafalgar Square site visit please inform the Heritage Wardens that you are there for a site visit. Any questions or enquires relating to the square can be relayed by the Wardens.

12. Can we change the date of the activity after I have made an application?

Depending on availability and the notice given to change the activity date, the GLA may consider changes to the date provided on the application.

The date on the application should be as accurate as possible when the application is first submitted.

13. I do not have all the details for the event or proposed activity yet; can I provide this after I have made an application?

In order to confirm dates and to assess if approval can be given, the GLA does require a complete application form with all sections completed and relevant documentation attached.

You should therefore provide as much detail as possible when submitting the application and send any other details and documents soon as possible. This is so the application can be considered valid and passed to an Events Officer. A date will then be confirmed and your application assessed.

Final approval will be granted only when full details of the activity requested by the GLA are given.

14. What is the activity or application cancellation process?

In an event of cancellation the GLA should be informed as soon as possible. There is a cancellation fee.

All cancellations should be confirmed in writing.

15. Who can I contact to get further information?

If none of the above FAQs or the website guidance and information answers your questions please contact the team on 0207 983 4750 who will be happy to assist and discuss any questions you may have.