

City Hall Admissions Policy

Welcome to City Hall, while you are waiting to go through the search point please familiarise yourself with the Admissions Policy.

As part of City Hall's health and safety arrangements admission for all visitors is conditional upon agreeing to go through the search procedures and complying with all security arrangements and instructions as detailed below. The Greater London Authority (GLA) reserves the right to refuse admission.

Search Procedures

All visitors wishing to enter City Hall will be subject to a security search of both their person and any bags or carried items, including folding bicycles. The search aims to ensure that no prohibited items (please refer to the list displayed nearby) are either deliberately or accidentally brought into the building.

Please note that visitors may also be required to place their outer garments, hats, shoes and belts through the x-ray scanner, and laptop computers will need to be removed from their cases. Wheelchairs will also be subject to search. The scanning equipment will not harm photographic or electronic media or devices.

It will assist the search process if people are ready to remove metal objects carried on their person (with the exception of very small items of jewellery) and place them in the trays provided.

At the discretion of the Security Officer, visitors found in possession of prohibited items may be refused entry to the building, or will only be admitted if they are prepared to surrender the items to Security, for which a receipt will be issued. Any confiscated items can be collected from Security, on production of the receipt on departure from the building, with the exception of illegal items, which will be passed to the Police.

At the discretion of the Security Officer, visitors deliberately trying to conceal prohibited items or being obstructive may be refused entry and reported to the Police.

Visitor's Behaviour and Conduct

Visitors to City Hall are respectfully requested to behave in a considerate and courteous manner at all times and comply with official instructions given by Security Officers and GLA Staff. Anyone who is considered to be a threat to good order will not be admitted. Visitors must not disrupt or interfere with the activities that are taking place at City Hall.

The intimidation of Security Officers or other members of GLA Staff will not be tolerated and neither will; aggressive behaviour, offensive, threatening or abusive language or gestures.

Anyone displaying these behaviours or not complying with official instructions will be required to leave City Hall immediately and may at the discretion of the Security Officer be refused from future entry.

Visitors are advised not to make comments to security staff that could be interpreted as a potential threat; such actions could result in the Police being called.

Children

Young people under the age of sixteen will not be permitted access to the building unless accompanied by an appropriate adult. Security staff may ask for proof of age if the visitor does not look sixteen years of age or over.

Animals

The only animals permitted access to City Hall are assistance animals and police search dogs with appropriate official identification.

Photography and Filming

No photography or filming of City Hall security arrangements or equipment is permitted.

No commercial photography or filming at City Hall is permitted without prior written agreement from the Greater London Authority.

CCTV

For everyone's security and safety monitored and recorded CCTV is in operation at City Hall.

Changes to Security Arrangements

Please note in the interests of everyone's health and safety, security arrangements are subject to no notice extension and change.

THANK-YOU FOR YOUR UNDERSTANDING AND CO-OPERATION

Prohibited Items

To help protect the safety and welfare of both visitors and staff the following is a non-exclusive list of items that are prohibited from being brought into City Hall;

- Bladed items, including; pen knives, fixed bladed knives and scalpels
- Offensives weapons eg. tasers, etc.
- Imitation or toy weapons, including toy hand grenades and guns
- Items that could be readily converted into weapons
- Component parts of weapons
- Flares or fireworks
- Party poppers and party canons
- Strobe lights, high intensity torches and lasers
- Hazardous materials eg. CS gas, pepper spray, gas canisters, acids and alkalis
- Spray paints or cans of paint
- Powders that are not personal prescription medicines or for cosmetic purposes
- Illegal drugs
- Opened bottles / cans of alcohol
- Pointed Scissors / pointed tweezers
- Knitting Needles
- Syringes (unless required for personal medical use)
- Placards, Banners and Flags
- Mobile phone jamming devices
- Items that could cause loud audible disruption eg. whistles, megaphones, sirens, air horns, large radios / cd players
- Covert surveillance and recording equipment
- Climbing and abseiling equipment
- Tools eg. pliers, screwdrivers, wire cutters, saws, etc.
- Any items considered to be suspicious or unacceptable by security staff that the owner cannot provide a reasonable explanation for possessing