



LONDON NOTTING HILL CARNIVAL ENTERPRISES TRUST

35 Powis Square, London W11 2AY

Company registered in the UK, No. 081007183

www.thelondonnottinghillcarnival.com

Email: press@lnhcet.com

MEDIA ACCREDITATION

MEDIA TYPE (tick appropriate box)

UK MEDIA	<input type="checkbox"/>	INTERNATIONAL MEDIA	<input type="checkbox"/>
TELEVISION	<input type="checkbox"/>	NATIONAL NEWSPAPER	<input type="checkbox"/>
RADIO	<input type="checkbox"/>	REGIONAL NEWSPAPER	<input type="checkbox"/>
NEWS AGENCY	<input type="checkbox"/>	MAGAZINE	<input type="checkbox"/>
PHOTO AGENCY	<input type="checkbox"/>	ONLINE MEDIA	<input type="checkbox"/>
FREELANCE *	<input type="checkbox"/>	*If freelance attach a letter of confirmation from the relevant publication	

CONTACT INFORMATION: (Please use capital letters)

NAME:	
MEDIA OUTLET(s):	
ADDRESS:	
POSTCODE:	
DAYTIME TELEPHONE:	
MOBILE NUMBER:	
FAX NUMBER:	
EMAIL ADDRESS:	



2016 NOTTING HILL CARNIVAL EVENTS

27th August – National Panorama Championship
Emslie Horniman’s Pleasance Park, Kensal Road

28th August – Carnival Sunday (Children’s Day)

28th August – Carnival Sunday (morning) Jouvert

29th August – Carnival Monday (Adult’s Day)

ABC London Calypso Tent (Dates will be given following application)

TELEVISION AND RADIO BROADCAST

For information on parking for satellite trucks please contact the Kensington & Chelsea Council’s special events team on 020 7341 5133.

GENERAL

In the interests of safety of everyone involved, accredited press are asked to keep within the designated areas, behind the barriers.

Please return this form to press@lnhcet.com. If you require any further information, contact press@lnhcet.com.

Signature of applicant:	
Date of application:	

Note: All applicants are required to be in possession of public liability insurance.



NOTTING HILL CARNIVAL, 2016
35 Powis Square, London W11 2AY
Co. Regn. No 08107183. e-Mail: press@lnhcet.com

PRESS ACCREDITATION POLICY AND **APPLICATION PROCESS**

POLICY STATEMENT

London Notting Hill Carnival Enterprise Trust (LNHCET) welcomes professional as well as amateur members of the press to its annual events. LNHCET aims to ensure that members of the press attain the best possible access to information and events within the London Notting Hill Carnival.

THE NEED FOR FORMAL ARRANGEMENTS

LNHCET considers it necessary to create the right manageable conditions and make suitable arrangement to enable the promotion of the event.

LNHCET has therefore reviewed its Media Accreditation arrangements to meet the requirements of a modern sustainable Carnival organization concurrent with facilitating access to Europe's largest street event.

BASIC ACCREDITATION CRITERIA

Full-time journalists who are able to demonstrate their status by means of a valid press pass issued by a Press Association are eligible to receive press accreditation for the events of the London Notting Hill Carnival subject to the terms agreed by LNHCET. In addition, the following categories of persons are also eligible to apply for Media Accreditation:

- Print Journalists (newspapers, magazines, etc.) Photographers, TV, Radio and Online Reporters, PR Agents and Press Agency Correspondents who are able to present an official press pass or letter issued by a news agency, editorial office or publication in the UK or overseas.
- Persons able to demonstrate their eligibility by means of relevant press material bearing their name and of a recent date (no older than three months before the date of the event).
- Persons able to present a recent information (no older than three months) naming them as an editor or freelance author for a publication.



- Persons able to demonstrate that they are responsible for the press activities of a publication, PR or press office of a sponsor of the London Notting Hill Carnival.

NOTE: All applicants seeking accreditation must be the holder of public liability insurance

MEDIA ACCREDITATIONS PASSES AND BENEFITS

Media Accreditation passes are intended for media personnel, whether professional or amateur for the promotion of good media coverage of the carnival art-form. Accreditation applications must be submitted by, **15th August**.

The access entitlements and benefits Media Accreditation Pass holders are:

- Access - Carnival Saturday/Sunday/Monday – Electronic Press Pass and Lanyard

CONDITIONS OF MEDIA ACCREDITATION PASS

In exchange for providing a Media Accreditation Pass, LNH CET requires and the recipient agrees to share a link of their blog, video, article, write-up, recap, review or coverage of the events attended within 2 months of the conclusion of the event.

Where the media is seeking to utilise materials for a foreign publication, LNH CET requires that an English version of the piece be provided. In turn for providing the piece, LNH CET will cross-promote the piece on our social media accounts, emails, etc. where applicable. Potential applicants who do not wish or plan to participate in the arrangements should not apply for a Media Accreditation pass.

Applicants given Media Accreditation agree automatically to allow LNH CET permission to share their contact information with sponsors and Arenas, who may make contact before, during or after the various events as part of their own media-relations outreach.

The issued Media Accreditation pass is non-transferable.

APPLICATIONS FOR MEDIA ACCREDITATION PASSES

Applications for accreditation shall be made on the **LNH CET Media Accreditation Application Form** (attached), which must be submitted to LNH CET via e-mail press@lnhcet.com by 15th August.



The **LNHCET Media Accreditation Application Form must be signed by the intended user.**

All applications must include:

- the completed, signed and endorsed LNHCET Media Accreditation Form;
- a passport size photograph of the media person who will be using the pass;
- on accreditation form (by ticking the appropriate boxes) work that is planned to be undertaken at the London Notting Hill Carnival events;

As demand always exceeds supply, it is regretted that LNHCET cannot guarantee the issue of Media Accreditation passes to all applicants; applicants are however advised to submit their requests as early as possible to avoid disappointment.

LNHCET reserves the right to request a letter of confirmation from an Editor before Media Accreditation is granted. LNHCET also reserves the right to reject any application, the reasons for which will be provided, but the decision of the Trustees shall be final.

Accreditation applications must be submitted by, **15th August**

Media Accreditation passes will be issued electronically to the e-mail address provided by the applicant for downloading and subsequent presentation at the LNHCET event entry points. Lanyards for electronic passes will be available for collection at Panorama VIP area or the Judging Zone on Sunday or Monday of the carnival.