

Temporary Installations Guide



St Pancras
INTERNATIONAL

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Welcome

**On behalf of Highspeed 1 Limited ('HS1'),
welcome to St Pancras International.**

**We are the proud owners of a Grade I listed
building and one of the most impressive
stations in the world. We have a vision to
protect and grow a world class railway
and commercial environment that integrates
with the different architectural identities of
each of our stations.**

Background

1.1 Between 2004 and 2007 the historic station was refurbished and extended to accommodate both international and domestic services via the HS1 network. As part of the refurbishment the station's undercroft was altered to accommodate a range of ancillary spaces, including an attractive arcade of retail units.

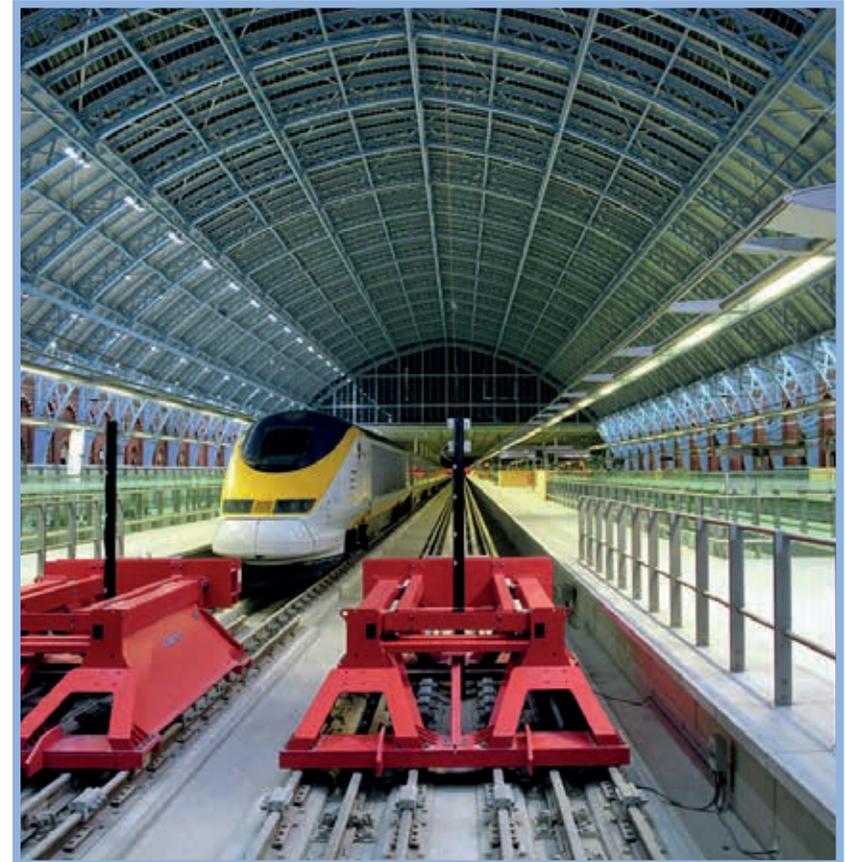
1.2 St Pancras International is a destination in its own right which the public can enjoy regardless of whether or not they are catching a train. The station's historic architecture is a fundamental part of its appeal and we want to attract more people to view and enjoy it. Events, activities and installations are an important means of animating the station and enhancing visitors' experiences; but we also have a legal duty as landlord to ensure that such activations protect and enhance the station's historic interest and identity.

1.3 We proactively curate our internal spaces at St Pancras in two ways; we plan and coordinate our promotional activity into themed events which respond to seasonal change; and we follow a rigorous design process to ensure that the individual components meet the high standards set by the station itself.

1.4 In managing our spaces we also have to meet a range of operational responsibilities; we need to make sure that installations and events are designed to allow free pedestrian flows through the station - passengers using the train services, customers using the shops and restaurants; visitors admiring the building and others who use its street level connectivity to move around and through the local area. We need to ensure that proposals do not compromise the Station's safety, security, and other operational standards as a domestic transport interchange and international border crossing. For example, there are very specific management requirements in relation to the Restricted Zone around the international platforms issued by the Department of Transport which must be adhered to.

1.5 It is not our intention to create permanent uses by introducing temporary installations within the station but to continually offer new experiences to our customers within the context of the listed building.

1.6 This guide sets out the parameters and design principles and procedures which we operate to deliver our vision and meet our responsibilities as landlord.



St Pancras International Station newly restored 2007-08



Music and dance event at the Grand Terrace

The history of the station

1.7 St Pancras Station was opened in 1868 by the Midland Railway Company. The station was designed to impress and is one of the most important pieces of Gothic Revival architecture in the country. The station construction and materials are of a very high quality and were designed to showcase the best products from the Midlands: giant wrought iron trusses from the Butterley iron works, Ancaster stone, and some very fine brickwork using Gripper's Patent Bricks from Nottingham. The structural engineering is historically significant too; the roof structure was the single largest roof span in the world when it was built. Its unique design, whereby the platform deck acts as a tie for the roof arches, was a radical design at the time and was replicated in stations and other buildings all over the world.

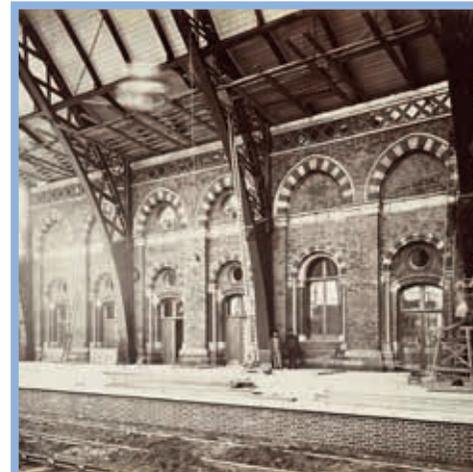
1.8 You can view an account of the station's history at www.stpancras.com/history, along with historic images of the station's construction and operation, and its recent regeneration.

1.9 In 2007 St Pancras International became the new London terminus for the high-speed Channel Tunnel Rail Link to continental Europe. Central to this change was the renovation and

transformation of the station, which both restored the Victorian architecture to its original glory and also extended the station to meet the demands of 21st century rail travel. In addition to international and domestic train services and Underground interchange St Pancras International incorporates a 5-star hotel, residential apartments and car parking. It currently has over 65 retail units, offering a wide selection of products and services to cater for the range in needs of a diverse customer base. The restoration and redesign of the station was very carefully conceived to enhance the architectural and historic characteristics of the building, from the discreet glazed shop fronts, to the bespoke lighting strategy and carefully concealed building services.

1.10 St Pancras International is composed of several distinct public areas with differing characteristics and sensitivities. They are:

- **Grand Terrace:** the original platforms and concourse areas to the historic station
- **Arcade:** an avenue of shops and services housed at ground level within the former beer vaults



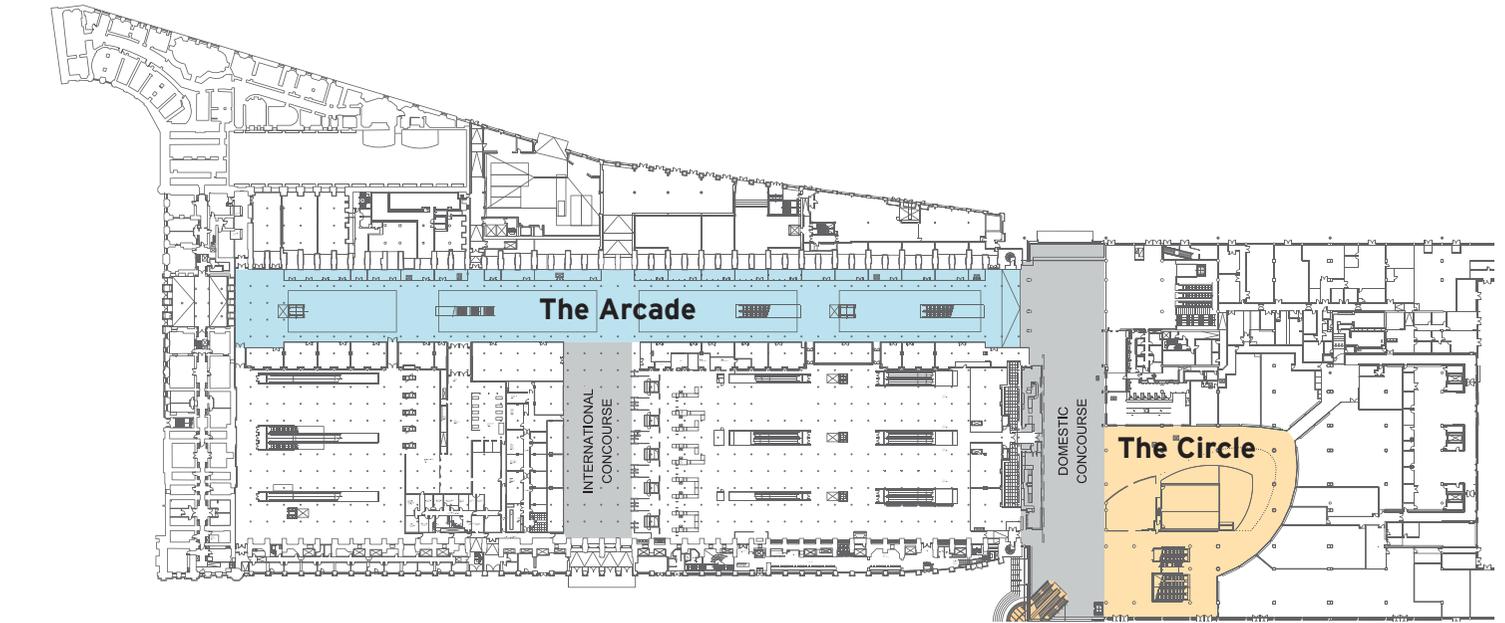
St Pancras Station c1868

- **Circle:** a circle of shops and services within the new extension to the station
- **Domestic concourse:** a wide corridor between the original building and modern extension linking the Arcade to the Circle.

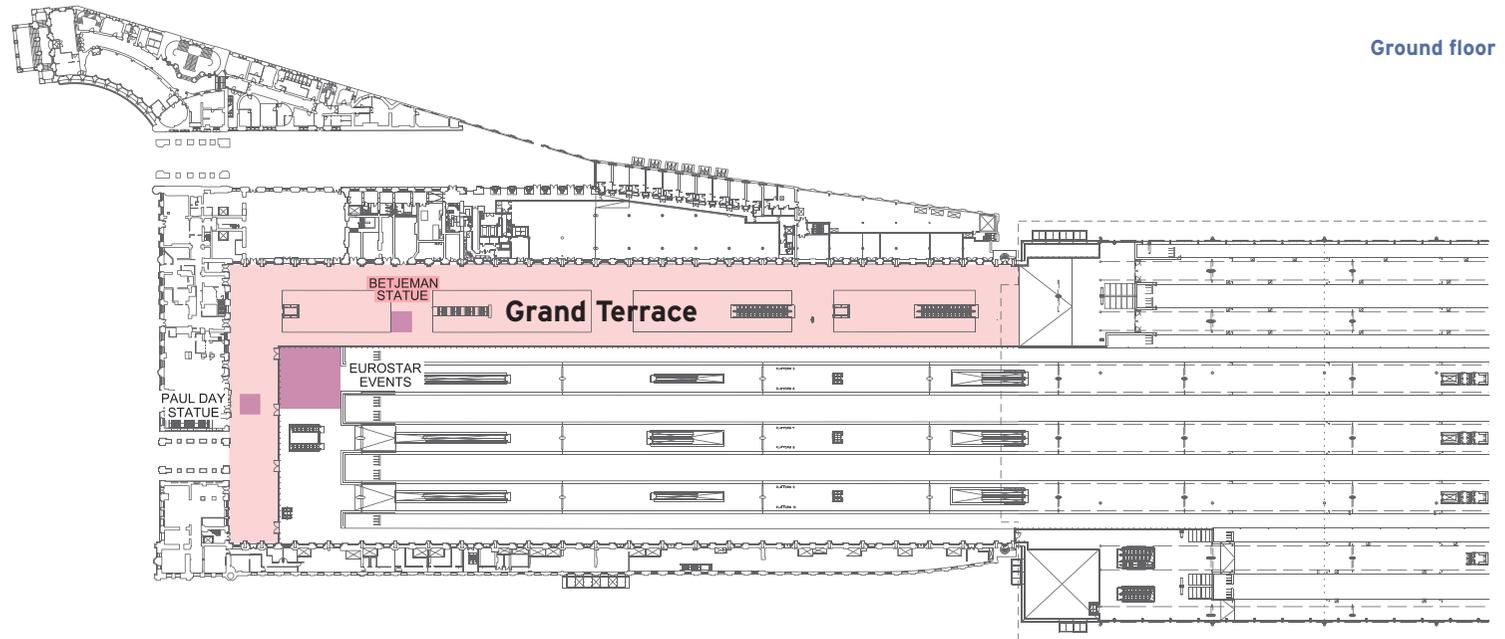
1.11 At St Pancras the station's visual appearance is crucial to its success; the ability to appreciate the bare quality of the construction materials and craftsmanship of the detailing; the impressive scale of the roof-span and the space below it; and views of the station's sheer length, breadth and height, articulated by the rhythm of the side wall bays.

1.12 Duration and programming are equally important - even very short term displays can cumulatively affect the station's appearance over a period of time and alter perceptions of its historic character and quality.

The station Plans



Ground floor



Platform level

2. Opportunities

at St Pancras
International



Our marketing plan

2.1 We have marketing plan which looks 12 months ahead and determines the themes for the 4-5 headline campaigns for the year. These themes set the tone, nature and spirit for a series of more tactical and short term activations (for example, pop-up retail, marketing activities, and promotional events). Our objective is to get as close a fit as possible between the short-term and seasonal themes to build a more holistic and joined up approach, whilst ensuring variety through the campaign period.

2.2 The headline campaign themes are briefed to all retailers and agencies working with the commercial team so that a better alignment of activations can be achieved. Our aim is to shape our activities through long-term planning, however we also seek to be pragmatic in accommodating short-term proposals if they meet our standards.

2.3 Retailers activations are managed around topical promotions, for example chocolates at Easter, or female gifts at Mother's Day, or relevant events to indicate a new store opening. At Christmas we accommodate a greater volume of promotional activity in general, whilst other periods, such as the New

Year, are quieter. In considering suitable locations for promotional activity we try to make the different parts of the station feel connected and not excluded from any headline theme or activity.

2.4 Our marketing ethos is to deliver events and activations that will be fresh, engaging, entertaining, and of a high standard. We are keen to host events and activities which are 'firsts' and have not been tried elsewhere - and we are happy to take additional time and care to ensure that these events work successfully within the station.

2.5 We work with a range of brands - both existing retailers within the station and new brands - to ensure a suitable fit with the station, and for bigger events we approach brands selectively.

Station-wide design principles

2.6 When we review proposals for temporary installations within the station we take the following principles into consideration and require that all designers of installations take these into account when developing designs:

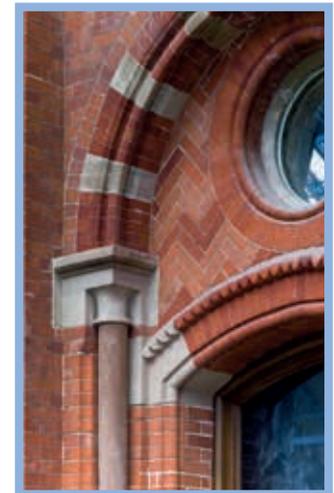
- **Visual impact:** the effect on key views and vistas, or on the impression of scale and space. Particular thought should be given to: bulk, massing, sight lines, enclosure, materials; colour, lighting, service routes, signage, fixings, attachments. Cabling and servicing must be hidden.
- **Design:** Scale, materials and palette should be appropriate to the historic character of the station. They should have high quality finishes which sit comfortably within the historic and contemporary palette of brick, stone, wood and metal.
- **Physical impact:** No physical fixing into building fabric is permitted in any circumstance. In certain situations use of the modern interventions to provide temporary support for structural support may be permitted, however these are to be agreed with HS1 Heritage Advisor as part of the design process.
- **Season:** how the installation will affect and respond to the station's changing activities and visual characteristics during the year. For example, the effect of the installation considered against the internal lighting scheme in winter.
- **Lighting:** lighting of installations should match the ambience of the station as a whole and avoid visual glare. They should be integrated within the installation. Moving images are generally not permitted.
- **Audio:** to ensure that travel announcements can be heard clearly and to maintain the ambience of the station audio installations are strictly controlled (audio events, for example musical sessions, are treated separately).
- **Power and other services:** installations should be designed to operate off of the station's existing power and servicing.



Modern interventions - consistency of design and materials; quality of light



Original brick, stone and ironwork with modern acoustic roof panel made to represent original wood boards



Modern interventions created using brick, stone and joinery as the original

Principles and parameters for the individual parts of the station

2.7 HS1 has authorisation for specific sizes of installation and types of activity at locations within the station. These are in areas where the activities can be accommodated whilst minimising visual impacts on the station's historic character. The locations are:

Grand Terrace

- Weddings
- The Terrace Wires installation
- Eurostar promotions (Site X)
- Events in the vicinity of the John Betjeman or Paul Day statues (Sites Y and Z)
- Restricted zone glazing - exhibition display panels

The Arcade

- **Sites A and B:** for the use of temporary promotional or experiential activities
- **Site C and D:** for the use of seasonal events/mobile trading/experiential/pop up retail/station information/art or to offer seasonal products to customers
- **Site E:** for the use in relation to station-wide activities/experiential
- **Pianos:** 3 sites where pianos are provided for public engagement

2.8 In addition certain events may utilise wider areas of the station which may require specific authorisation.

Station-wide

- Filming
- Charity events
- Seasonal themed events
- Music events
- Banners (at existing locations adjacent to the Arcade lifts and entrance to the Circle from the domestic concourse)

2.9 The locations are shown in the diagrams below, along with photographs of each location and on attached plans: **100-DHA-HISP1-001145 to 100-DHA-HISP1-00153 Annex A.**



Table tennis event in the Grand Terrace



Exhibition panels along RZ screen

3. Grand Terrace



3.1 The Grand Terrace is the station's stage and the place where the full span and construction of the roof can be fully appreciated. It is the original platform and operational heart of the station and continues to experience large passenger flows, providing direct access to some of the station's most important spaces. However, the Terrace is a quiet and popular space within the station for people to relax and enjoy the environment. It is a highly significant and sensitive part of the station and activities within it need to respect this special character. There are also a number of operational requirements which will need to be considered, including the function of the restricted zone around the international platforms.

3.2 Listed Building Consent has been granted for art installations to be suspended over the concourse at the southern end of the station for a period of six months per installation. The installation space is known as the 'Terrace Wires'. Approval has also been given for events such as musical performances and weddings.

3.3 Principles: Proposals which obstruct views of the station, which dominate the space or distract from or obscure the station's architectural grandeur will not be permitted. Proposed installations will need to be considered in relation to existing installations within the station, such as the terrace wires.

Grand Terrace Plan

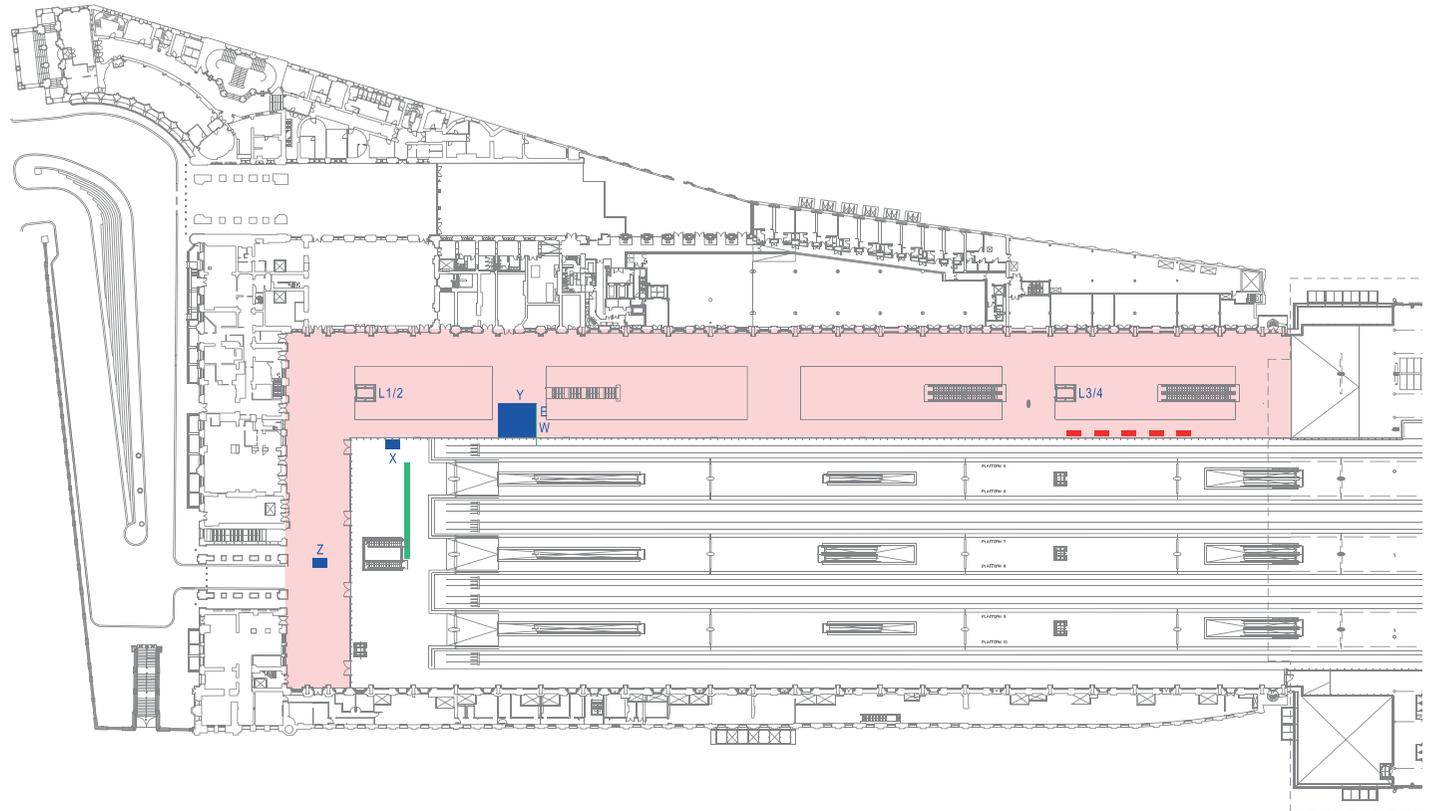


Figure 2
Approved locations for temporary use within the Grand Terrace: Eurostar Promotion (X), Betjeman statue (Y) and Paul Day statue (Z) Banners L1/2 & L3/4



Site Y
Space proximity of the Betjeman statue



Site Z
Space proximity of the Paul Day statue

Grand Terrace

Permitted uses and parameters

Weddings: the Betjeman statue area

- Capacity of 50 people
- Timing to be considered to avoid impact on peak flows
- For enquiries please contact St Pancras Station Manager

Terrace wires

Artworks suspended from the train shed roof, either in the Victorian train shed or in the extension by the Keyhole entrance.

- Specific criteria are set out in the listed building consent documentation, including overall dimensions, lines of sight, support systems and duration
- Managed by HS1

Events: in the vicinity of the Betjeman statue (Site Y) or the Paul Day statue (Site Z)

- Site Y dimensions: 7mx8m
- Site Z: variable
- Max. staging dimensions: 3m long x2m wide x 1m high
- Max. signage dimensions: 1.5m wide x 2.2m high
- Duration: up to four hours (excluding installation time)
- No walls, roof or enclosure - to preserve views of the station roof
- Audio restricted within the immediate vicinity of the stage to remove risk of noise pollution or conflict with station announcements
- Lighting to be restricted to localised lighting or focus of event, a product, installation or person. No internally illuminated light boxes
- Lighting to be directed away from the RZ screens to avoid interference with train operations
- No moving images
- Time of day and week to be considered for impacts on peak flows
- Drawings 100-DHA-HISP1-00151; 100-DHA-HISP1-00152

Exhibition display panels: RZ screen by platforms 1-4

- 10 no. panels maximum displayed as 2 x 5 panel arrangement
- Panels 2220mm x 1220mm maximum
- Powder coated front and rear
- Clamped to handrail and bump rail
- Duration - 3 months at any one time with 6 month gap between uses
- Drawing 100-DHA-HISP1-00137

Eurostar events: The area between the RZ screen and the buffer stops to platforms 5/6

- Use restricted to events promoting Eurostar
- Max. staging dimensions: 3m (l) x 2m (w) x 1m (h)
- Furniture not to exceed 1.3m in height
- Duration: up to four hours (excluding installation time)
- No walls, roof or enclosure - to preserve views of the station roof
- Limited illumination focused on the event and directed away from train paths
- Signage restricted to Eurostar brand. No signage/vinyl to be applied to the RZ screen
- Restricted audio - to remove risk of noise pollution or conflict with station announcements
- Services to be hidden from view
- Time of day and week to be considered for impacts on peak flows
- Drawing 100-DHA-HISP1-00153

4. Arcade

4.1 The ground level area was originally used for the storage of beer, however as part of the restoration light wells have been inserted to create a new international zone, circulation space and a retail area. The Arcade is now one of the busiest parts of the station.

4.2 The light wells bring natural light into the Arcade leaving the station roof fully open to view and revealing the muscular brick arches that provide support for the roof structure. The cast iron columns which form a dominant visual element of the Arcade still play a structural function in supporting the train deck, and articulate the Arcade through their rhythm and industrial aesthetic. Key attributes are views along the length of the Arcade which allow its scale to be perceived.

4.3 Principles: Proposals should avoid obstructing these views, or restricting light into the light well, particularly under the crossing bridges above. Consideration is to be given to views of the installation, not only along the length and width of the Arcade but also from the Grand Terrace above

4.4 No installations will be accepted within the International Departures concourse as this is a key circulation space associated with the movement of International passengers to check in and departures.



Site B music session



Site B promotional activity

Arcade Plan

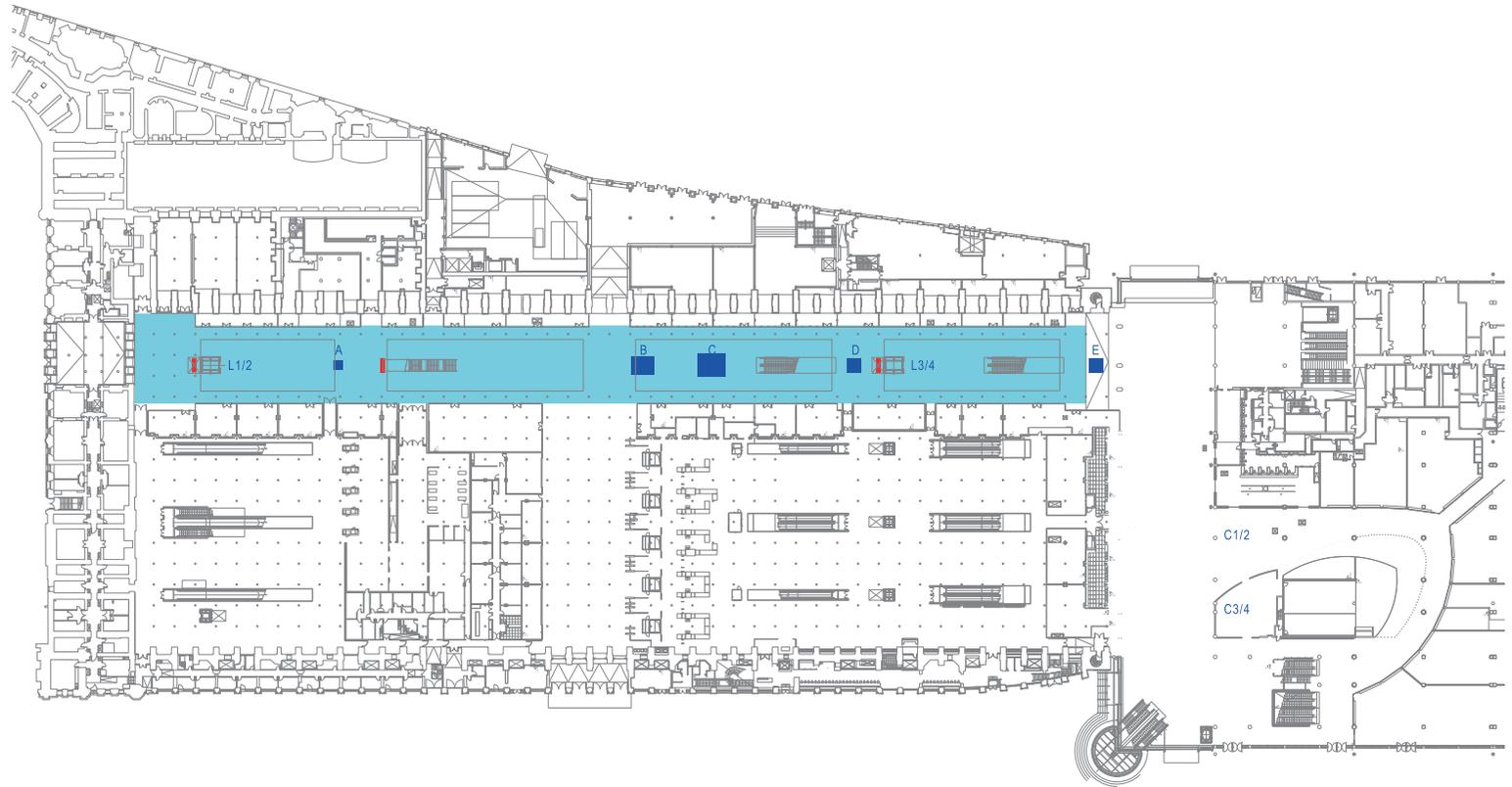


Figure 3
Approved locations for
temporary use within
the Arcade sites
A, B, C, D & E



Site A
Temporary promotional activities



Site B
Temporary promotional activities:
station music sessions



Site C
Mobile trading, summer use,
Christmas tree



Site D
Pop-up retail



Site E
Station-wide events, display boxes

Arcade

Permitted uses and parameters

Site A Temporary promotional activities

- Site dimensions: 2m x 2m
- Fixtures/displays up to 2.2m high aligned north to south to limit obstruction of lines of sight through the Arcade
- Construction: bespoke single piece structures due to location adjacent to arrivals area/toilet and high numbers of passenger movements
- Design and Materials to be appropriate to the location and quality of station fabric
- Use of colour to be proportionate to the area and not dominate
- No walls, roof or enclosure - to preserve views of the station roof
- No audio to remove risk of noise pollution or conflict with station announcements
- Lighting to be integral to installation. Lighting specification to be agreed
- No moving images
- No leafleting
- No poster stands, tables etc outside area
- Linked sales are permitted where they are specific to the product on promotion (no cash tills permitted)



Site A

Site B Temporary promotional activities

- Dimensions: 5m x5m
- Fixtures/displays (up to 2.2m high) to be aligned north south to limit obstruction of lines of sight through the Arcade
- No poster stands, tables etc outside area
- All furniture and secondary fixtures to be below 1.3m high
- Construction: Furniture and fixtures to be of a material and standard commensurate with the bespoke design and quality of St Pancras International (fold out table, pop up signage etc not acceptable) - high spec finishes required, furniture and fixtures to be zero fire-rated
- Installations must have a clearly defined floor area. Station terrazzo to be protected by installation of wooden boarding covered with a high quality matt floor finish
- No floor media
- No walls, roof or enclosure - to preserve views of the station roof
- Use of colour to be proportionate to the area and not dominate
- Audio restricted within the immediate vicinity of the installation to remove risk of noise pollution or conflict with station announcements. Where audio required to be agreed with HS1
- Limited illumination - to be contained within installation structure and not free standing
- Lighting specification to be agreed
- Signage and colours to be restrained so as not to dominate the space
- Installations to be designed to fit the space and not imposed on it
- No video/moving images - we will consider specific requests for this on a case by case basis
- No leafleting
- No poster stands, tables etc outside area
- Linked sales are permitted, where they are specific to the product on promotion (no cash tills permitted)

Arcade

Permitted uses and parameters

Site B Station music sessions

- Site Dimensions 5m x 5m
- Set must have a clearly defined floor area. Station terrazzo to be protected by installation of wooden boarding covered with a high quality matt floor finish
- Backdrop - 4m wide x 2.2m high
- Signage to indicate station music session, not advertising
Brand sponsorship to take up no more than 10% of surface area of backdrop
- No floor media
- No walls, roof or enclosure - to preserve views of the station roof
- No staging with the exception of a raised plinth no greater than 500mm high
- Barriers, if required to be clear Perspex screens up to 900mm high aligned north south on each side of set
- No overhead lighting rigs or task lighting
- Audio/speakers to be sited within footprint of set area



Site B

Site C Mobile trading, promotion, information in relation to seasonal products and charity events

- Site dimension 3m x 3m x 2.2m
- Design and Materials to be appropriate to the location and quality of station fabric
- Use of colour to be proportionate to the area and not dominate
- Fixtures/displays up to 2.2m high aligned north to south to limit obstruction of lines of sight through the Arcade
- Installations must have a clearly defined floor area. Station terrazzo to be protected by installation of wooden boarding covered with a high quality matt floor finish
- No walls, roof or enclosure - to preserve views of the station roof
- No audio to remove risk of noise pollution or conflict with station announcements
- Lighting to be integral to installation. Lighting specification to be agreed.
- No moving images
- No leafleting
- Linked sales are permitted where they are specific to the product on promotion (No cash tills permitted)
- Not to be concurrent with promotional activity at Site B unless it is part of thematic event in the station or synergy between brands
- No other signage/branding/freestanding displays

Arcade

Permitted uses and parameters

Site C

Seasonal use for Christmas tree and for summer events

- 6m long x 5m wide floor area
- Seasonal use for up to 6 weeks

Christmas tree

- Tree to be restrained by four stainless steel cables fixed to protected/padded clamps to stainless steel lightwell balustrade. Specification can be obtained from HS1 on request
- No other fixing supports permitted
- Barrier c.1m high around base of Christmas tree for security purposes
- Lighting design to avoid flashing lights or directional beams at high level to avoid interference with train operations
- Lighting to tree to be installed and managed by the NRHS Facilities Team

Summer events

- No poster stands, tables etc outside area
- Fixtures/displays (up to 2.2m high) to be aligned north south to limit obstruction of lines of sight through the Arcade
- All furniture and other fixtures to be below 1.3m high
- Construction: Furniture and fixtures to be of a material and standard commensurate with the standards at St Pancras (fold out table, pop up signage etc not acceptable) - high spec finishes required, furniture and fixtures to be zero fire-rated
- Installations must have a clearly defined floor area. Station terrazzo to be protected by installation of wooden boarding covered with a high quality matt floor finish
- No floor media
- No walls, roof or enclosure - to preserve views of the station roof
- Audio restricted within the immediate vicinity of the installation to remove risk of noise pollution or conflict with station announcements. Where audio required to be agreed with HS1

- Limited illumination - to be contained within installation structure and not free standing
- Lighting specification to be agreed
- Signage and colours to be restrained
- Installations to be designed to fit the space and not imposed on it.
- No video/moving images
- No leafleting
- Linked sales are permitted, where they are specific to the product on promotion (no cash tills permitted)



Site C

Arcade

Permitted uses and parameters

Site D Pop-up retail installations

- Site dimensions 3m x 3m x 2.2m high
- Design and Materials to be appropriate to the location and quality of station fabric
- Use of colour to be proportionate to the area and not dominate
- Fixtures/displays up to 2.2m high aligned north to south to limit obstruction of lines of sight through the Arcade
- Installations must have a clearly defined floor area. Station terrazzo to be protected by installation of wooden boarding covered with a high quality matt floor finish
- No walls, roof or enclosure - to preserve views of the station roof
- No audio to remove risk of noise pollution or conflict with station announcements
- Lighting to be integral to installation. Lighting specification to be agreed.
- No moving images
- No food and beverage use
- No other signage/branding/freestanding displays
- No leafleting
- Linked sales are permitted, where they are specific to the product on promotion (No bulky cash tills permitted)



Piano next to Site D



Site E Use solely in association with Station-wide events

- Site dimensions: 3m x 3m
- No poster stands, tables etc outside area
- Fixtures/displays max. dimensions: 1.5m long x 1.5m wide x 2.2m high
- All furniture and other fixtures to be below 1300mm high
- Installations must have a clearly defined floor area. Station terrazzo to be protected by installation of wooden boarding covered with a high quality matt floor finish
- No floor media
- No walls, roof or enclosure - to preserve views of the station roof
- Use of colour to be proportionate to the area and not dominate
- Limited illumination - to be contained within installation structure and not free standing
- No floor media
- Signage and colours to be restrained, be proportionate to the space and not dominate
- Installations to be designed to fit the space and not imposed on it
- Furniture and fixtures to be of a material and standard commensurate with the standards at St Pancras (fold out table, pop up signage etc not acceptable) - high spec finishes required
- Audio restricted
- No video/moving images
- No leafleting

Pianos

Up to three pianos at the locations shown in figure 3. 100-DHA-HISP1-00137

- Pianos not to be branded

Tenant display boxes (D or E)

- 5 no boxes with solid base with clear display box above
- Materials to match the high quality of the station
- Vinyl wrap of boxes not permitted, tenant logo permitted on centre of solid panel
- No internal lighting
- 1200mm high x 500mm square
- Use for the display of incumbent tenant products in association with marketing calendar
- Location - Site D & E

Arcade

Permitted uses and parameters

Site A, B or C Installations of 1 day duration

- Self-contained free standing installations
- Design and Materials to be appropriate to the location and quality of station fabric
- Use of colour to be proportionate to the area and not dominate
- Fixtures/displays up to 2.2m high aligned north to south to limit obstruction of lines of sight through the Arcade
- No walls, roof or enclosure - to preserve views of the station roof
- No audio to remove risk of noise pollution or conflict with station announcements
- Lighting to be integral to installation. Lighting specification to be agreed
- Signage to be integral to installation structure, no freestanding signage, tables, furniture permitted
- No moving images
- No leafleting
- Linked sales are permitted where they are specific to the product on promotion (no cash tills permitted)



Seaworld activity



Tiger Tracks

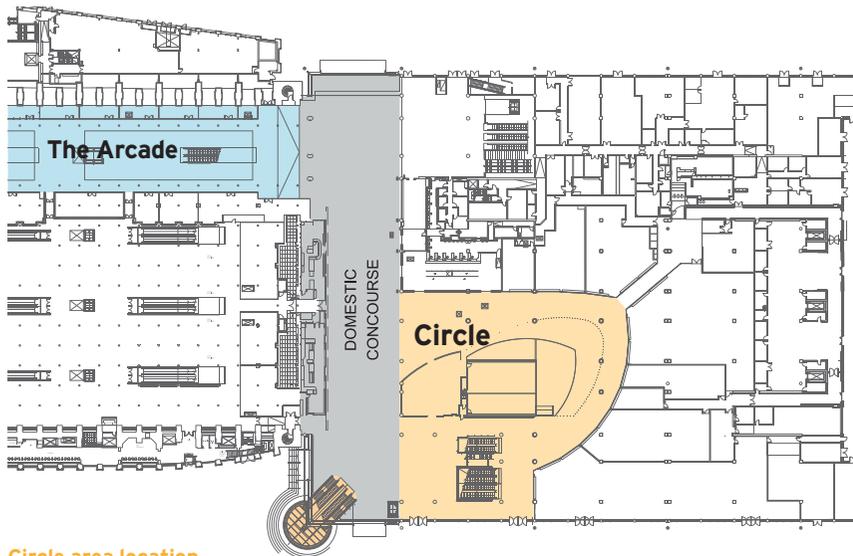


World Knitting Day

5. Circle

5.1 The circle was completed in 2007 and marks a respectful contrast to the Victorian arcade and terrace. The circle is an important gateway into the station from the newly regenerated Kings Cross area on the east side and the British Library, Francis Crick Institute and Euston on the west.

5.2 Principles: Installations should maintain free pedestrian flow through the space. Consideration should be given to effects on light levels within 'the keyhole' (see location plan). Materials should respond to the contemporary character of the area.



Circle area location



Dance event in the Circle



Banners C1/2 in the Circle

6. Station-wide

proposals and summary

6.1 Proposals for temporary events at other locations within the station will be considered where there is a clear reason why they cannot be accommodated within the agreed locations, or where there is a clear benefit to the station arising from the alternative choice of location.

6.2 Space within the domestic concourse and platforms is very limited and temporary installations are therefore unlikely to be acceptable due to operational requirements.

Station-wide permitted uses and parameters

Filming: use of the station as an international and domestic film location

- Filming requests are dealt with by the Commercial Filming Manager at Network Rail, and any proposed installation is addressed on a case by case basis
- Film sets and props should be designed to reveal the architecture of the station

Charity Events: use of the station as a backdrop for a charity event

- Installation locations outside of the agreed locations will be considered on a case by case basis by exception to ensure there is no impact on the listed building

Banners

- Four lift banners in the Arcade and four glass fins in the Circle area for the purpose of identifying location in the station e.g. Grand Terrace, Arcade, Circle and station events
- Their size is fixed and dictated by the station structure
- Images/text illustrated on them are to comply with the St Pancras Brand Guidelines in terms of the colour/font
- Not permitted for use as an advertising medium including the identification of specific retailers
- By exception the banners maybe changed for charity events, subject to the controls above

Summary: Site uses, dimensions and duration

6.3 This table provides a summary of the parameters which apply to each site. The maximum durations have been calculated based on existing arrangements and a review of the marketing calendar for the forthcoming year. The maximum durations will be reviewed after 12 months and refined based on consideration of recorded usage.

Site	Use	Site dimensions (LxWxH)	Duration (maximum)
Grand Terrace			
	Events near Betjeman/Paul Day statue	Stage: 3x2x1m signage: 1.5x2.2m	Up to 24 days/year not concurrent between sites
	Weddings	N/A	N/A
	Eurostar events	Stage: 3x2x1m	Up to 4 hours excl. installation time. 5 times/year
	Terrace wires	Set out in relevant Listed Building Consent	6 months maximum in any 12 month period
Arcade			
A	Promotional activities	2x2x2.2m	Up to 7 days/month (84 days/year)
B	Promotional activities	5x5x2.2m	Variable depending on installation. Installations not to run consecutively - 1 week gap minimum between installations
C	Mobile trading/station information/art/charity	3mx3mx2.2m	Up to 15 consecutive days per 3 month period (excl Christmas and summer) (60 days/year)
C	Christmas tree/summer event	6mx5m	Up to 6 weeks twice per year (84 days)
D	Pop-up retail	3mx3mx2.2m	Up to 6 months/year (182 days/year)
E	Use in relation to station-wide activities	3mx3mx2.2m	Up to 7 days/month (84 days/year)
D/E	Tenant display boxes	-	Up to 11 weeks out of every 12 weeks
Station-wide			
	Filming	N/A	N/A
	Charity events	N/A	Up to 4 times per year
	Banners	N/A	Year round
	Music	Site B and Y	Up to 4 times per year

7. Consent processes

and submission requirements

7.1 St Pancras International is managed on a day-to-day basis by Network Rail High Speed (NRHS). The station's special historic and architectural interest is protected, both internally and externally, through the requirement for either Listed Building Consent or through a Heritage Deed agreement under the Channel Tunnel Rail Act 1996. These consent processes ensure that proposals are properly considered by the Landlord (HS1) and Statutory Authorities for any impacts on the historic character of the building. They also ensure that decisions are clearly justified and recorded for future reference, with the explicit agreement of the London Borough of Camden (LBC) and Historic England (HE) being in place. Failure to comply with this legislation is an offence.

Dance event in the Grand Terrace



Authorisation of Proposals

7.2 Any works for the maintenance, alteration, renewal or operation of the station require a Heritage Deed submission to the London Borough of Camden, however, within this legislative framework there are specific agreements for temporary installations which relate to the promotion of the station. The agreement authorises installations and activities in the approved sites and to the approved parameters set out in this Guide.

7.3 Proposals which comply with the agreed parameters and principles set out in this guide are considered to be authorised under the Heritage Deed, subject to notification of HS1 ideally at least three weeks prior to the commencement of installation works. HS1 is prepared to consider proposals submitted within a shorter timescale by exception. The notification should include details, (including scaled drawings in plan and section) of the proposed location, design, materials and duration. A notification template is provided in Annex B.

Consent processes and submission requirements

7.4 Within a week of submission HS1 will confirm whether a proposal falls within the parameters set out within this guide and if not, require clarification and modification of details. Suppliers are encouraged to raise any concerns over design compliance with NRHS as early as possible to avoid delays to delivery.

7.5 Where installations are for a maximum of 1 days duration and comply with the criteria set out in the guidance HS1 should be notified ideally a week before installation. Shorter timescales will be considered by exception.

Heritage Deed Agreement and Listed Building Consent

7.6 Where proposals do not conform to this Guide they may require a submission to the London Borough of Camden under the Heritage Deed, or an application for Listed Building Consent, requiring eight weeks from submission of the application to approval. HS1 will work with suppliers in this event to establish if the design can be modified to meet the approved parameters.

7.7 Where Heritage Deed or Listed Building Consent is required submissions must be made directly to HS1, not to the London Borough of Camden or Historic England. In such instances the list of information shown at Annex B is to be submitted. HS1 will work with Suppliers to ensure the relevant information is provided to expedite approval in Annex B.

General principles

7.8 For large-scale one off installations, consultation with HS1 Heritage Advisors is encouraged well in advance (at least four months).

7.9 Any installation within St Pancras International requires the approval of NRHS through the Works Authorisation Document ('WAD') process and submission of a risk assessment/ method statement (email address worksstpancras@networkrail.co.uk) A template of the WAD is included at Annex C.

7.10 Installations will also need to fit with the marketing calendar held by NRHS.

Monitoring

7.11 To ensure that the agreed principles and parameters are maintained NRHS keeps a record of programming and duration of events.

7.12 HS1 will monitor and respond to non-compliant installations.

7.13 The use of the approved sites is managed by Network Rail Highspeed.

8. Further info

and associated documents



YHA promotional activity in the Arcade

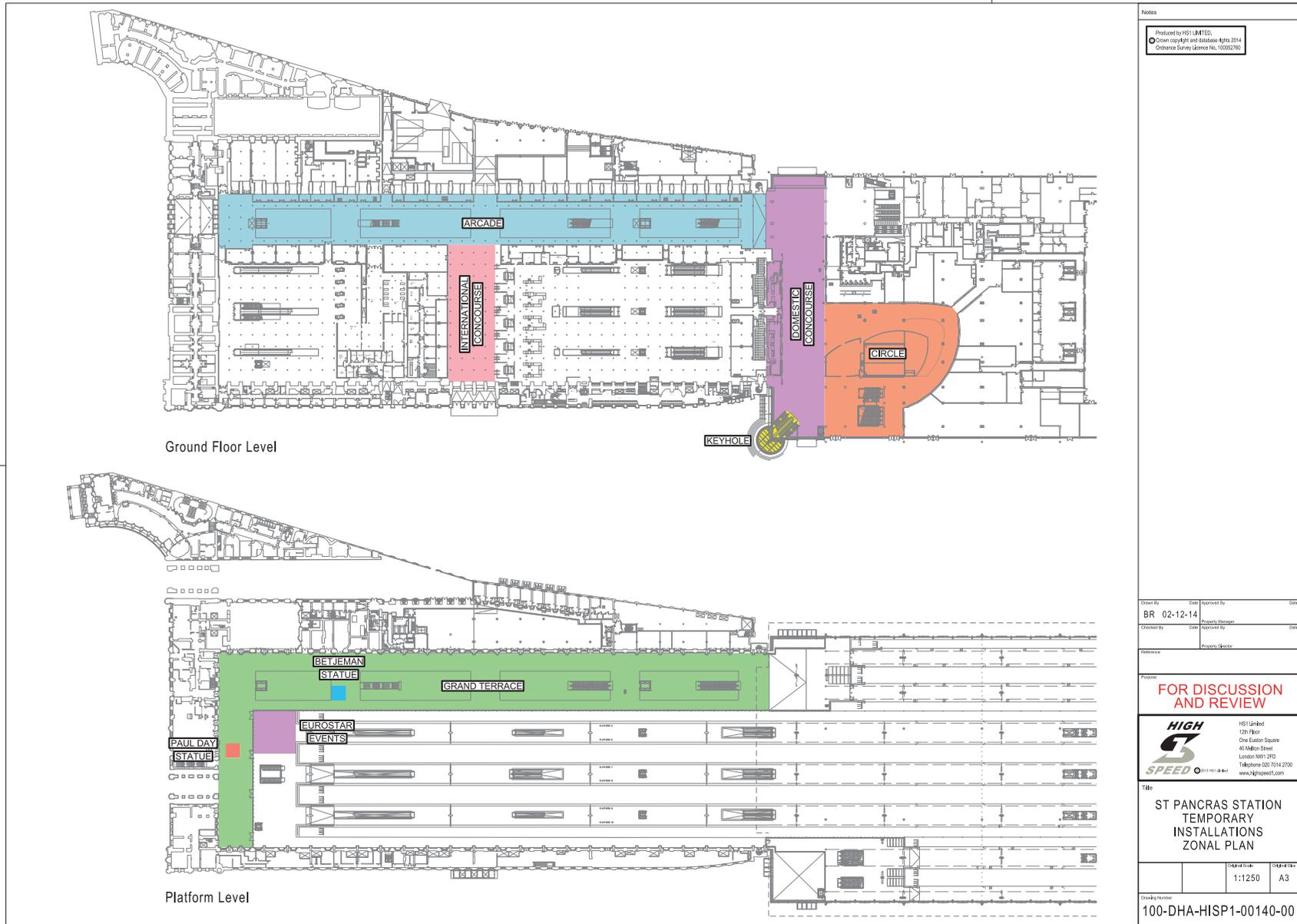
Further detail on the history and design of the station can be found at www.StPancras.com

Associated Relevant Documents are available on request:

- Filming
- St Pancras brand guideline
- Wedding terms and conditions
- Terrace Wires LBC

Annex A

100-DHA-HISP1-00140-00_Zones



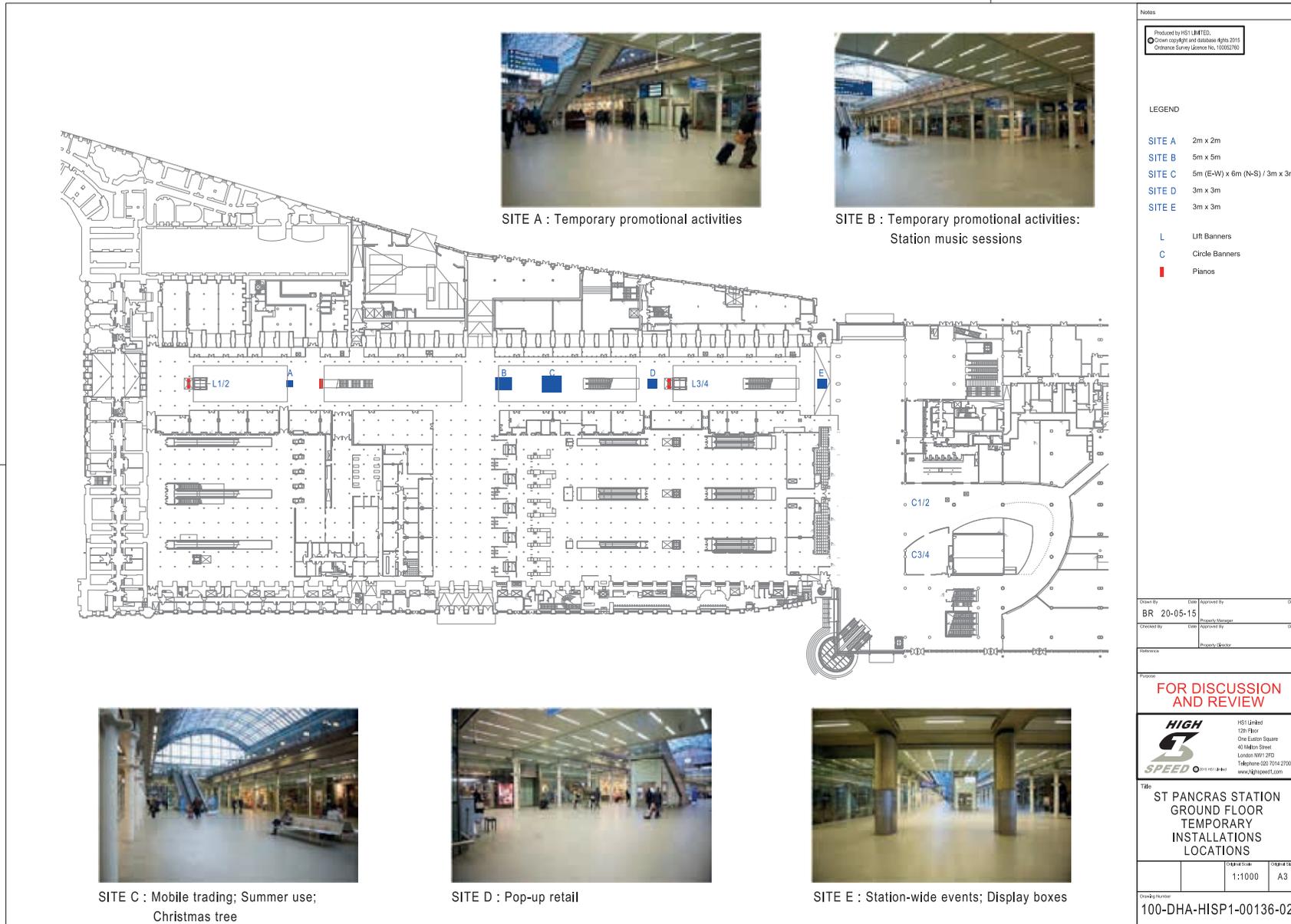
Notes

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Created By	BR 02-12-14	Approved By		Date	
Checked By		Approved By		Date	
Reference					
Project	FOR DISCUSSION AND REVIEW				
		HSI Limited 12th Floor One Euston Square 40 Bedford Street London NW1 2FD Telephone 020 7514 2700 www.hsilimited.com			
Title ST PANCRAS STATION TEMPORARY INSTALLATIONS ZONAL PLAN					
		Original Scale	1:1250	Original Size	A3
Drawing Number 100-DHA-HISP1-00140-00					

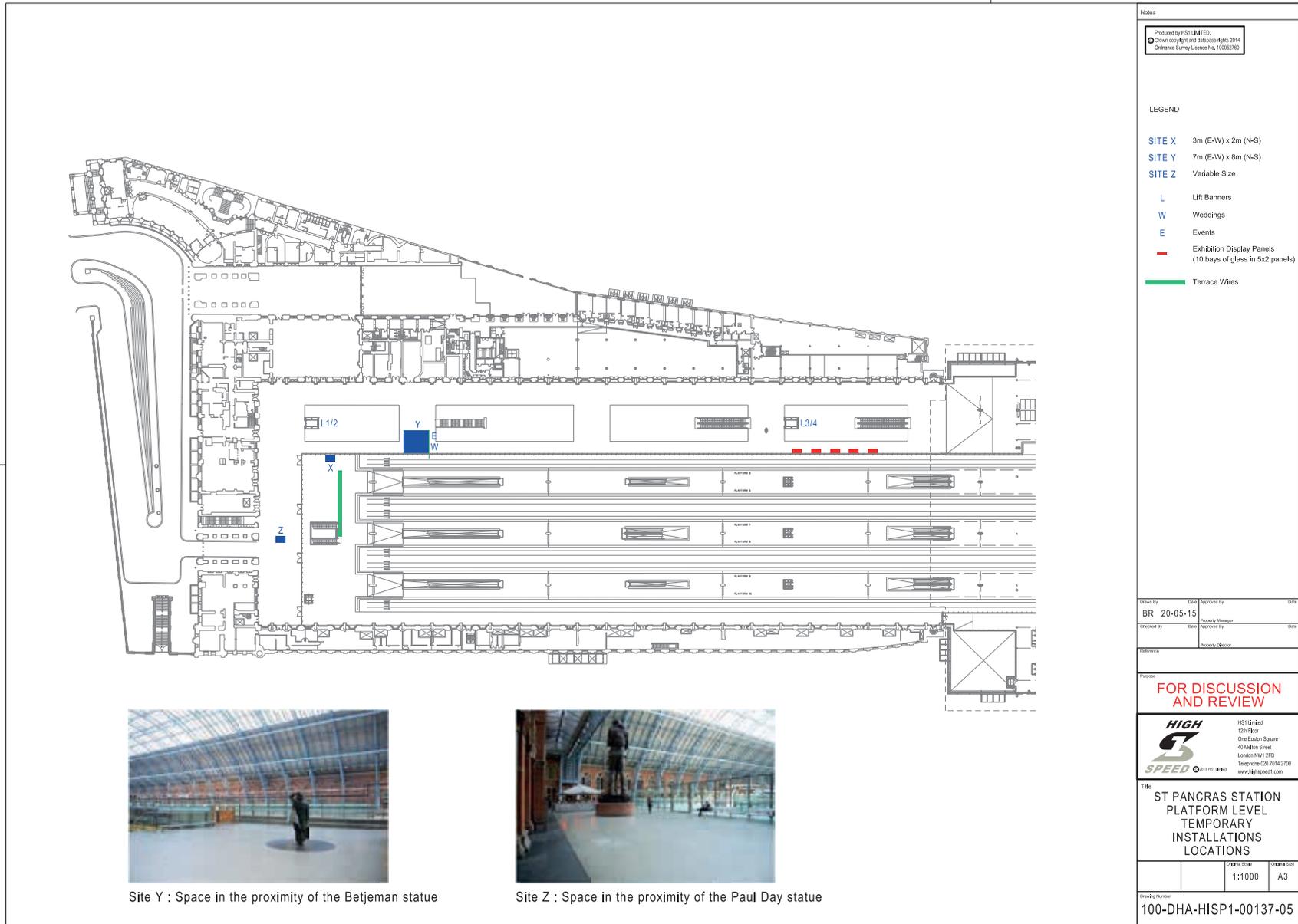
Annex A

100-DHA-HISP1-00136-02_Site A to E

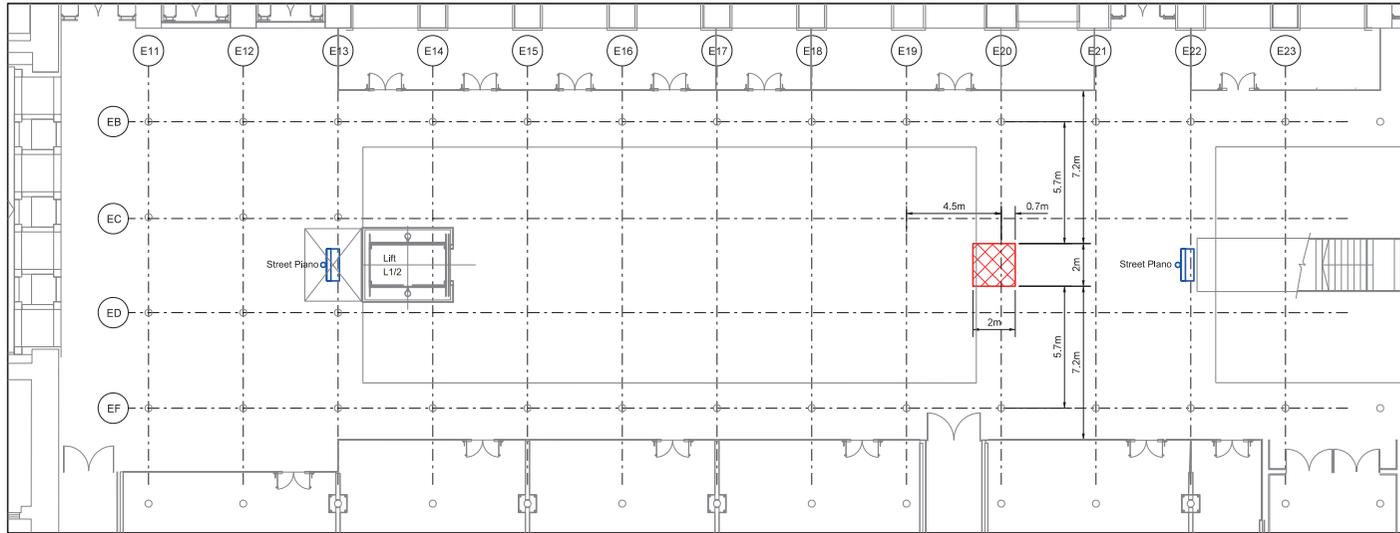


Annex A

100-DHA-HISP1-00137-05_Site Y and Z



Annex A 100-DHA-HISP1-00145-03_Site A



Notes

LEGEND

 Temporary Site A
2m x 2m Promotional Activities

Drawn by	Date	Approved by	Date
BR	20-05-15	Account Manager	
Checked by	Date	Approved by	Date
		Account Director	
Reference			

FOR DISCUSSION AND REVIEW



1801 London
12th Floor
One Euston Square
40 Bedford Street
London NW1 2FD
Telephone 020 7514 2700
www.highspeed.com

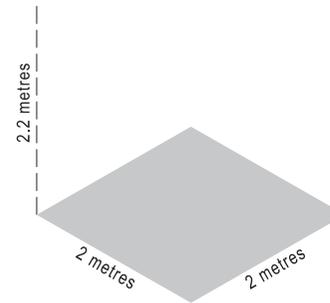
Title
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GROUND FLOOR
TEMPORARY
INSTALLATION SITE A
LOCATION PLAN**

Original Scale	Original Size
1:200	A3

Drawing Number
100-DHA-HISP1-00145-03



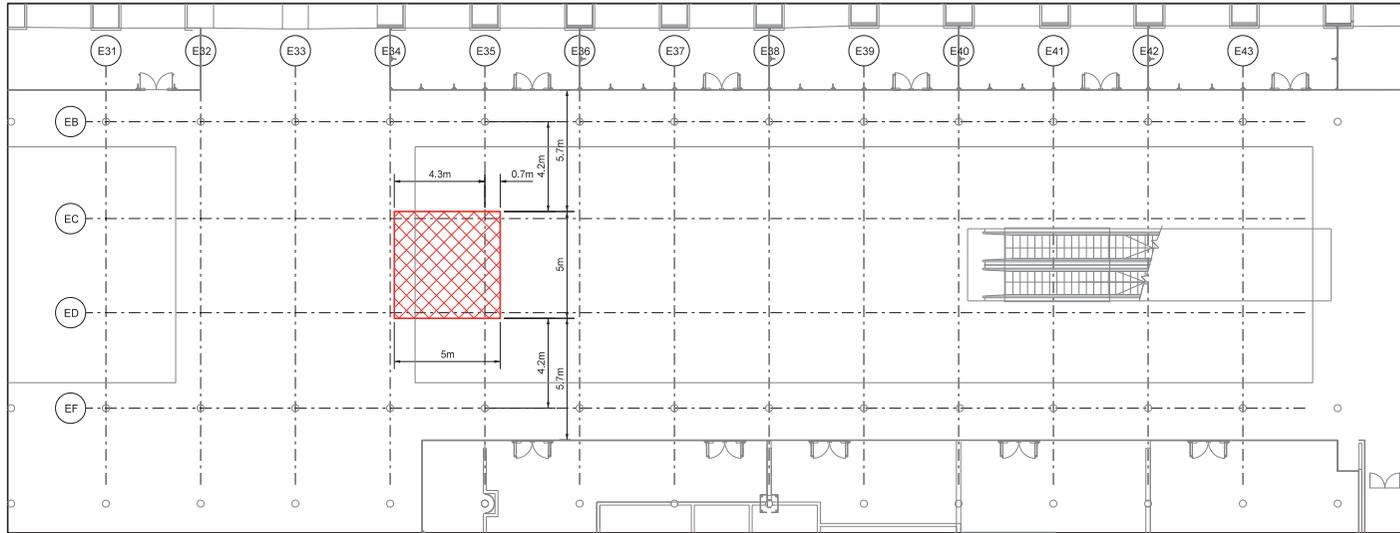
SITE A : Promotional Activities



Site Dimensions

Annex A

100-DHA-HISP1-00147-03_Site B

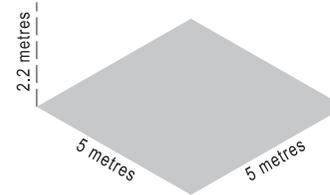


Notes

LEGEND
 Temporary Site B
 5m x 5m Promotional Activities and Music Sessions



SITE B : Promotional Activities and Music Sessions



Site Dimensions

Drawn By	Date	Approved By	Date
BR	20-05-15	Account Manager	
Checked By	Date	Approved By	Date
		Account Director	

FOR DISCUSSION AND REVIEW

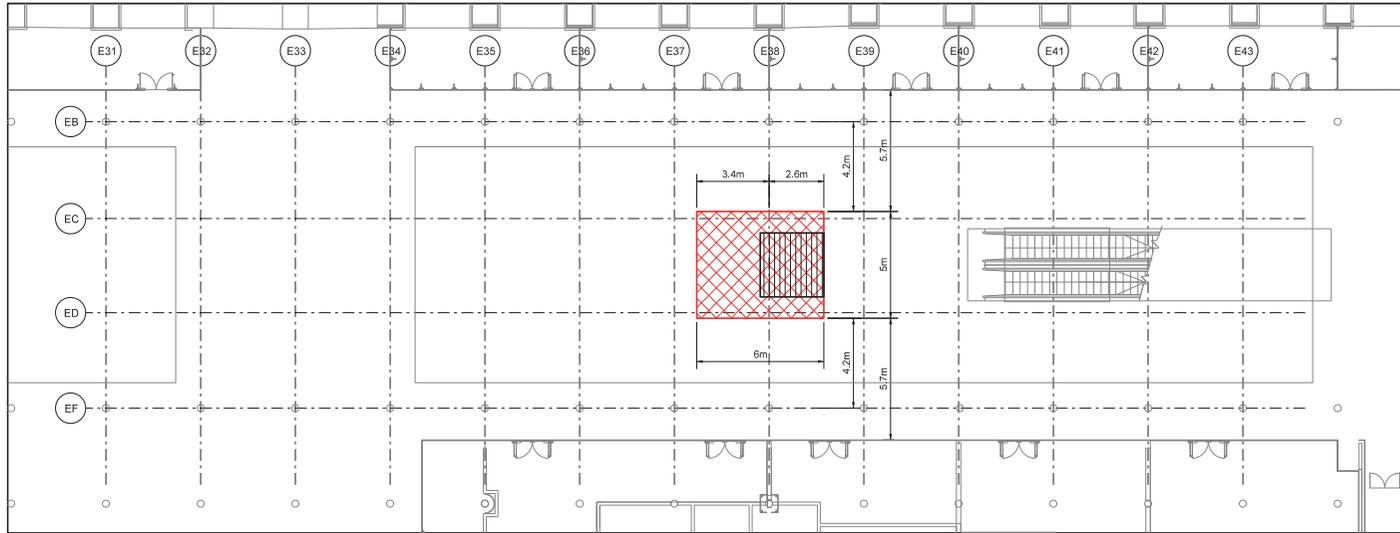


Title
**ST PANCRAS STATION
 GROUND FLOOR
 TEMPORARY
 INSTALLATION SITE B
 LOCATION PLAN**

Original Scale	Original Size
1:200	A3

Drawing Number
100-DHA-HISP1-00147-03

Annex A 100-DHA-HISP1-00148-03_Site C



Notes

LEGEND

- Temporary Site C
6m x 5m Seasonal Use
- Temporary Site C
3m x 3m Mobile Trading /
Promotion / Charity Events

Drawn By	Date	Approved By	Date
BR	12-05-15	Account Manager	
Checked By	Date	Approved By	Date
		Account Director	
Reference			

**FOR DISCUSSION
AND REVIEW**

1801 Lambeth
12th Floor
One Euston Square
40 Bedford Street
London NW1 2FD
Telephone 020 7514 2700
www.hs1.com

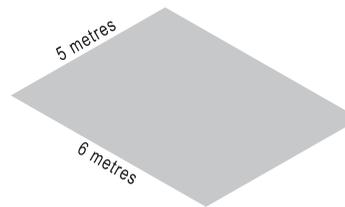
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GROUND FLOOR
TEMPORARY
INSTALLATION SITE C
LOCATION PLAN**

Original Scale	Original Size
1:200	A3

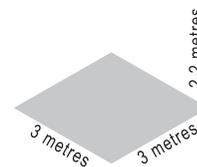
Drawing Number
100-DHA-HISP1-00148-03



SITE C : Mobile Trading / Promotion / Information in relation to Seasonal Products / Charity Events; Seasonal use for Christmas tree and Summer Events

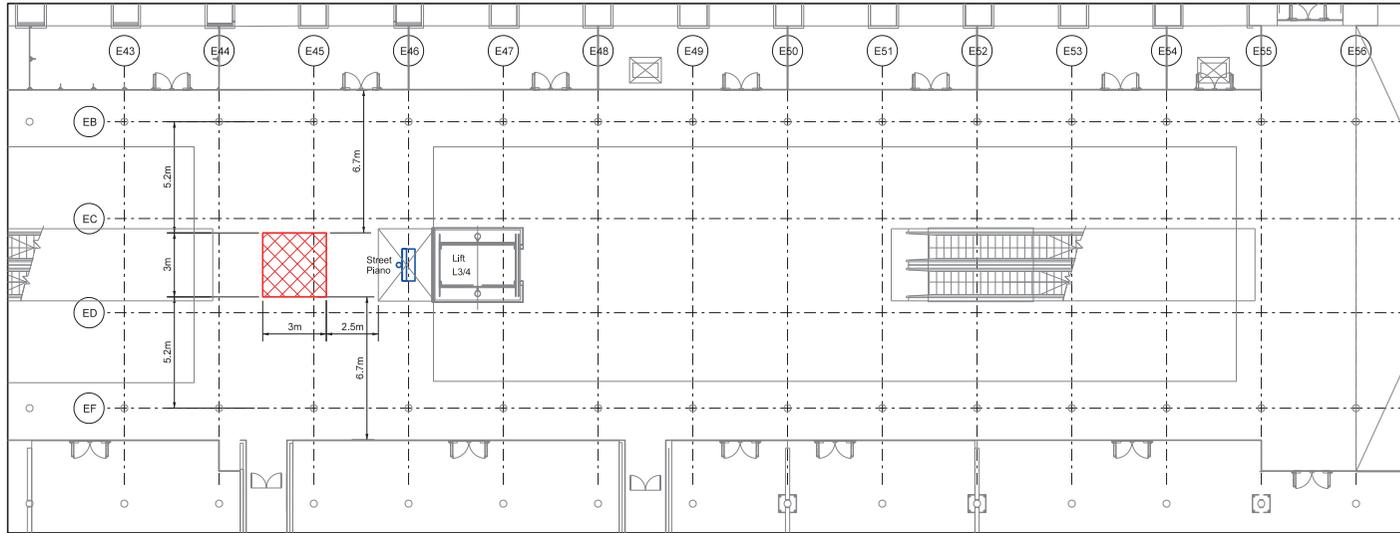


Site Dimensions for Christmas Tree



Site Dimensions for Mobile Trading etc.

Annex A 100-DHA-HISP1-00149-04_Site D



Notes

LEGEND

 Temporary Site D
3m x 3m Pop-up Retail Installations

Drawn By	Date	Approved By	Date
BR	20-05-15		
Checked By	Date	Approved By	Date
Reference	Account Director		

FOR DISCUSSION AND REVIEW



1101 Lambeth
12th Floor
One Euston Square
40 Bedford Street
London NW1 2PD
Telephone 020 7514 2700
www.hispeed.com

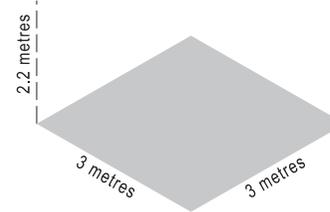
Title
ST PANCRAS STATION
GROUND FLOOR
TEMPORARY
INSTALLATION SITE D
LOCATION PLAN

Original Scale	Original Size
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Drawing Number
100-DHA-HISP1-00149-04



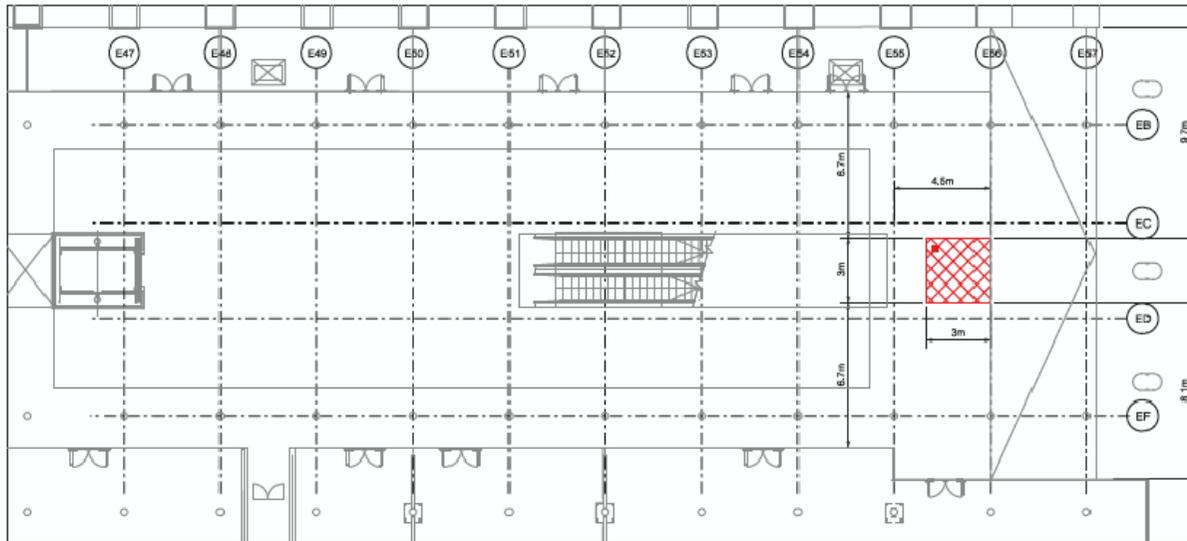
SITE D : Pop-up Retail Installations



Site Dimensions

Annex A

100-DHA-HISP1-00150-03_Site E



Notes

LEGEND

- Temporary Site E
3m x 3m Use in relation to
Station-wide Events
- Location of electrical box

Drawn by	Site	Prepared by	Check
BR 09-06-17		Project Manager	
Checked by	Site	Approved by	Check
		Project Officer	

FOR DISCUSSION AND REVIEW

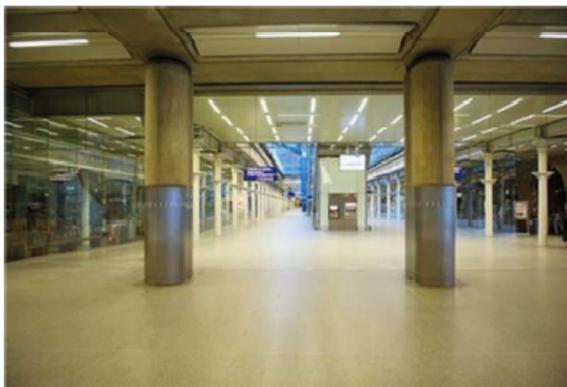
HIGH SPEED

10th Floor
One Cable Square
40 London Street
London WC1E 7JQ
Telephone 020 7614 2300
www.hsconnect.com

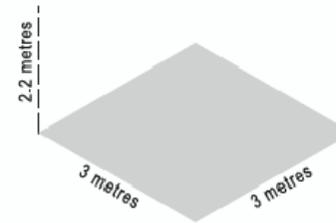
**ST PANCRAS STATION
GROUND FLOOR
TEMPORARY
INSTALLATION SITE E
LOCATION PLAN**

Original Scale	1:200	Sheet No.	A3
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100-DHA-HISP1-00150-04



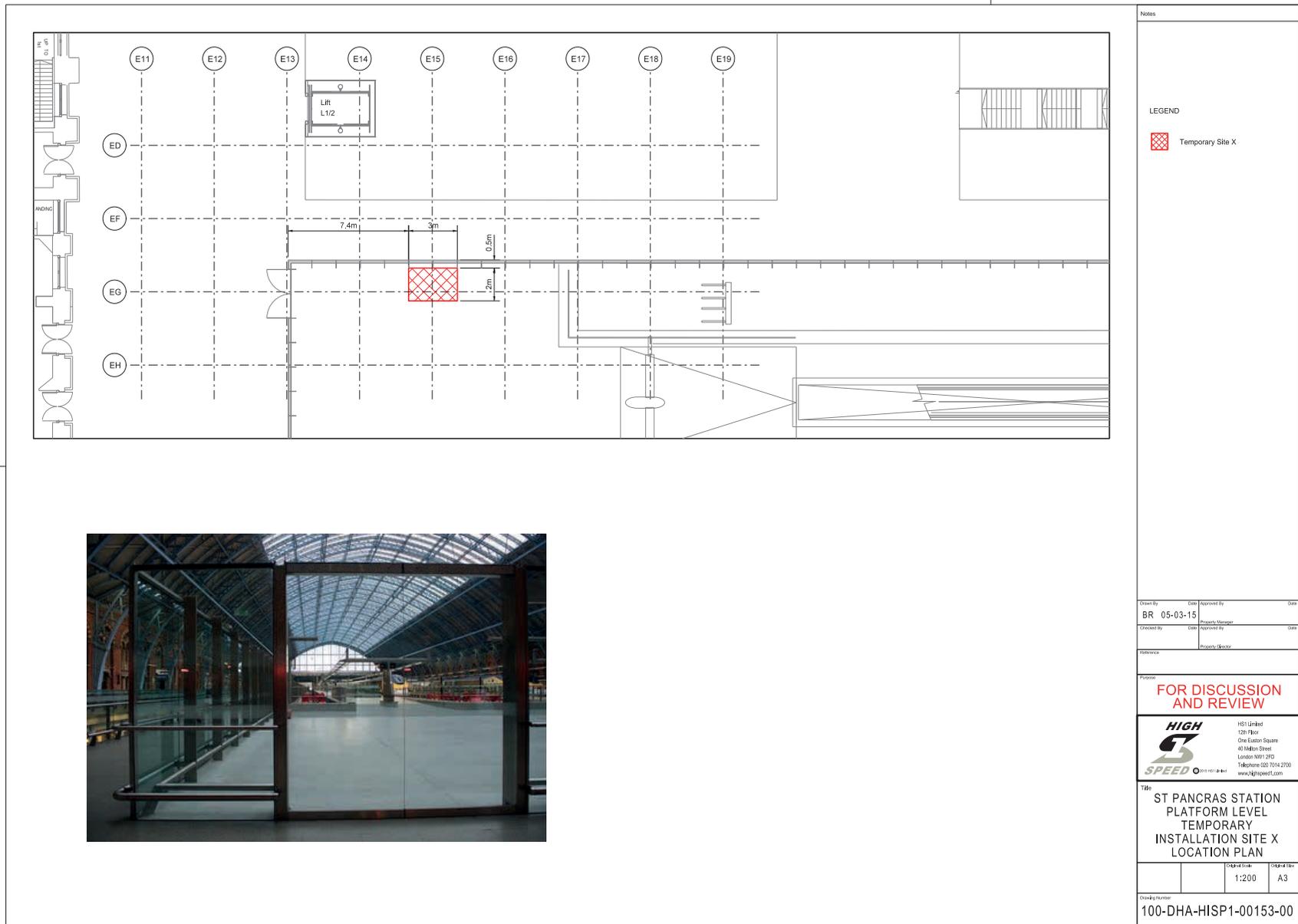
SITE E : Use in relation to Station-wide Events



Site Dimensions

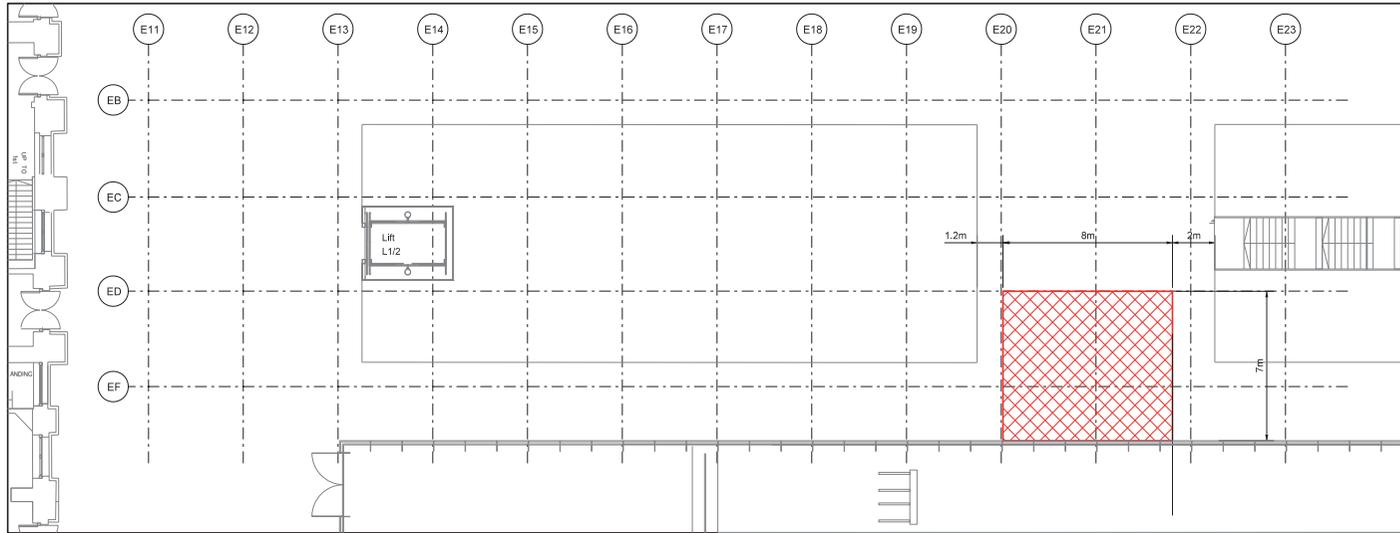
Annex A

100-DHA-HISP1-00153-00_GT_Site X



Annex A

100-DHA-HISP1-00151-02_GT_Site Y



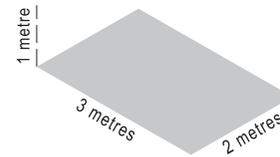
Notes

LEGEND

 Temporary Site Y
7m x 8m for Events



SITE Y : Events in the vicinity of the Betjemen Statue



Maximum Stage Dimensions

Drawn by	Date	Approved by	Date
BR	20-05-15		
Checked by	Date	Approved by	Date
Reference	Access Director		

FOR DISCUSSION AND REVIEW



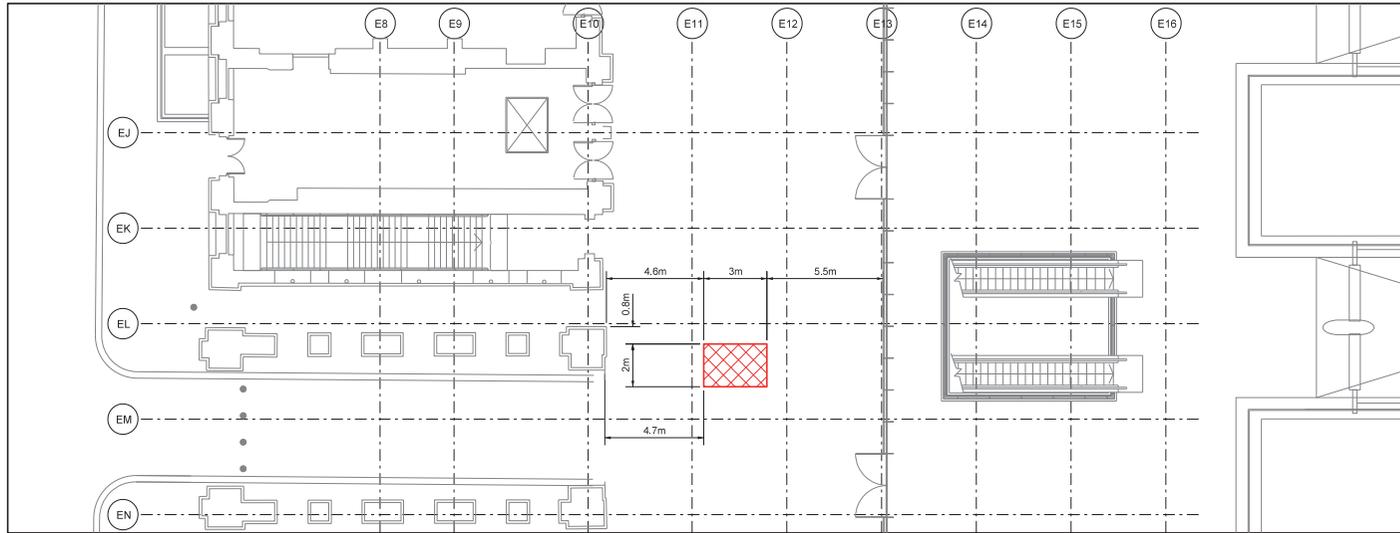
Title
ST PANCRAS STATION
PLATFORM LEVEL
TEMPORARY
INSTALLATION SITE Y
LOCATION PLAN

Original Scale	Original Size
1:200	A3

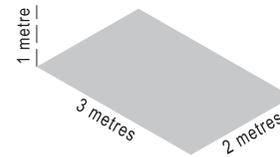
Drawing Number
100-DHA-HISP1-00151-02

Annex A

100-DHA-HISP1-00152-02_GT_Site Z



SITE Z : Events in the vicinity of the Paul Day Statue



Maximum Stage Dimensions

Notes

LEGEND

 Temporary Site Z

Created By	Date	Approved By	Date
BR	12-05-15		
Checked By	Date	Approved By	Date
Reference		Access Director	
<p>FOR DISCUSSION AND REVIEW</p>  <p>1801 Lambeth 12th Floor One Euston Square 40 Bedford Street London NW1 2FD Telephone 020 7514 2700 www.hs2.com</p>			
<p>Title</p> <p>ST PANCRAS STATION PLATFORM LEVEL TEMPORARY INSTALLATION SITE Z LOCATION PLAN</p>			
		1:200	A3
<p>Drawing Number</p> <p>100-DHA-HISP1-00152-02</p>			

Annex B Temporary Installation Application Template

Description of installation/event	
Describe the installation, its purpose, any activities proposed, links with other marketing campaigns in the station	Maximum dimensions: Include the size of the installation itself, as well as any secondary furniture, and the area of floor covering (if applicable)
Location	Proposed material: Include the installation itself, as well as secondary furniture, flooring etc
Duration	
	Scaled drawings attached? <input type="checkbox"/> Y <input type="checkbox"/> to follow

Annex C
Risk Assessment and Method Statement (RAMS)
Control of Station Works
(1 of 6)



3. Type of Works (tick or mark all that are applicable)

Planned preventative maintenance	<input type="checkbox"/>	Working in confined spaces	<input type="checkbox"/>
Reactive maintenance (“call-out”)	<input type="checkbox"/>	Working with electricity / energy supplies	<input type="checkbox"/>
Refurbishment (“fit-out”)	<input type="checkbox"/>	Excavation works	<input type="checkbox"/>
Overhaul / replacement works	<input type="checkbox"/>	Working with hazardous substances	<input type="checkbox"/>
HOT works	<input type="checkbox"/>	Working at height	<input type="checkbox"/>
Working over water	<input type="checkbox"/>	Working on or near the railway line	<input type="checkbox"/>

4. Details of Work

Start date		End date	
Start time		End time	
Description	Be as detailed as possible. Provide a method statement separately if the work is complex or ongoing.		

Potential to generate dust? *	<input type="checkbox"/>	Accessing retail units overnight?	<input type="checkbox"/>
HOT works? *	<input type="checkbox"/>	Electrical isolation required?	<input type="checkbox"/>
Work undertaken in fire escape route	<input type="checkbox"/>	Fire alarm isolation required?	<input type="checkbox"/>
Working with any CER rooms?	<input type="checkbox"/>	Working within Restricted Zone?	<input type="checkbox"/>

* This shall require a fire alarm isolation within the area you are working within. This shall need to be arranged by informing the Shift Station Manager or site manager upon signing-in.

List of equipment to be used	Include details of certification, if required
List of PPE to be used	<u>Include</u> details of certification
List of RPE to be used	<u>Include</u> details of certification
List of chemicals to be used	<u>Include</u> COSHH assessments or <u>Material Safety Data Sheets (MSDS)</u>

Additional considerations:

Warning signage required?	Exclusion of others from site?
Generation of noise?	Emission of materials (dust, etc.)
Manual handling operations?	Working at height?
COSHH?	Employment of under 18s?

If you have ticked any of the above, they must be accounted for within the risk assessment, and controls and mitigations in place to ensure the risk is as low as reasonably practicable. For any substances, a full COSHH assessment is required to be attached to this document, along with the Materials Safety Data Sheet (MSDS).

Generation of noise must also be assessed, and the dB (decibel) level(s) advised, along with the controls to ensure that the noise levels are within legal limits.

All electrical work equipment shall be tested by a certified, competent person and shall be within one year of said certification. All PPE (personal protective equipment) used shall be without fault, and the personnel trained in its correct use. Any person identified to be using PPE/RPE, who is not utilising this equipment shall be asked to stop work immediately. Repeated contraventions shall result in the person being permanently excluded from NR(HS) stations for the purposes of business.



6. Liability Insurance

You must supply a copy of your certificate of liability insurance. Is this attached to this submission? Works require employer's liability.

Start date	Expiry date
-------------------	--------------------

7. Submission

I confirm that the information supplied within this risk assessment and method statement is a full and accurate description of the event proposed, and understand that any changes to the event shall necessitate a revision version as soon as possible. Where required, attachments of liability insurance and other necessary information such as scheduling has been provided. I also hereby confirm I and my staff/contractors shall adhere to the following requirements and/or restrictions:

- *All personnel shall sign in with the Shift Station Manager (SSM)/ reception without fail and receive the relevant site safety briefing prior to undertaking any work, and shall sign out at the end of the works without fail. This document shall also, without fail, be produced with the approvals provided upon signing in, and kept with the team at all times. Ensure that you are familiar with the route to leave the station swiftly and safely in an emergency, and are aware of the nearest fire assembly point. Should the second stage alarm sound (a pre-recorded verbal message – "Attention, attention. There has been a reported incident at the station. Please leave by the nearest exit.") then please obey the message and report to the nearest fire assembly point. Please obey any comments issued by the SSM and their staff as they have been trained for such situations.*
- *You are responsible for the safe storage and removal of any/all waste which is generated by your event at the station. Only equipment stated for use or maintenance within this document shall be worked with. Any equipment not stated within this document shall not be utilised.*
- *Any keys/swipe cards issued shall be returned upon leaving site without fail.*
- *Toilets are provided on the concourses at all of our stations, free of charge. No access to back-of-house areas is permitted unless agreed in advance with the duty SSM and then only under special circumstances. Should any of your team require refreshment, then please use one of the retail units at our stations which provide drinks and light refreshment. Unfortunately, this is not available free of charge.*
- *All accidents, incidents and near misses are to be reported to the duty SSM as soon as possible, without fail. This is in addition to your own procedures. Additionally, there shall always be a first-aid trained member of NR (HS) staff at the station should you require basic treatment.*
- *Always act in a professional manner at all times whilst at the station. NR (HS) has a zero tolerance policy for all forms of abuse, both physical and verbal and may take legal action should any of our staff, retailers or contractors make a formal complaint.*
- *Additionally, St Pancras International Station is a Grade 1 listed building. You shall not be permitted to affix anything (permanent or temporary) to the station fabric without the express permission of NR(HS). Any items which are likely to cause damage to the stations' terrazzo flooring (such as mobile elevated work platforms (MEWPs) or stands/scaffolding) shall need to have additional protection providing in the form of suitable and sufficient matting. Should any damage be caused to station infrastructure, then the responsible person(s) or company/ies shall be charged for the cost of repairs.*
- *High Speed 1 Limited and Network Rail (High Speed) Limited are not responsible for any losses or damage incurred to property/equipment which is not under their immediate demise.*
- *We understand that the duty Shift Station Manager and any official of Network Rail (High Speed) limited have the right to halt any works without notification for the purposes of safety and security.*

Signature	Date
------------------	-------------



St Pancras International: Temporary Installations Guide