

Please ask for: Alistair Reid  
Direct Line: 0116 252 7352  
Email: Alistair.Reid@leicester.gov.uk  
Date: 12 August 2011



Philippa Langley

[REDACTED]

Edinburgh

[REDACTED]

Dear Philippa,

**Re: Project proposal: Looking for Richard: In Search of a King” (working title) hereinafter referred to as “the Project”**

Thank you very much for your proposal and all the detailed development work you have put in to it. We are now in a position to respond formally.

To: Philippa J. Langley, her partners and/or successors, hereinafter known as “the Client”:

**1. We hereby give permission for the Client to carry out a GPR survey of the Social Services Car Park at Greyfriars provided that:**

1. There is no direct cost to Leicester City Council.
2. This permission is a permission to undertake a GPR survey only, no other access and no connections are included.
3. This permission does not extend to the rights and property of third parties, or any other permissions or consents that may be required.
4. No other activities are involved (except as referred to Clause 2 below).
5. Leicester City Council Property Services, Adults and Community Services and Children’s and Young People’s Services are happy with the arrangements the Client agrees with them. (Contact Mick Bowers, Resources Support Manager, to confirm this). This is now confirmed with Mick Bowers, Resources Support Manager who is happy with the arrangements the Client has made with them.
6. The area to be surveyed is to be indicated on a plan agreed in advance by Mick Bowers. Only the area shown in the plan will be subject to survey. Plan is submitted and agreed with Mick Bowers.
7. There is no physical disturbance of Leicester City Council property and the Client leaves the site in the same condition as the Client found it.
8. Whilst we will use our best endeavours to ensure that cars, skips and other temporary items are cleared, the Client accepts that this may not be practicable in all cases and that the Council is not obliged to incur any cost. If this happens we will let the client know in as far as possible in advance.

9. The Client agrees that none of the proposed activities creates a relationship of employment, principal or agent or partnership between the Client and Leicester City Council.
10. The Client provides satisfactory details in advance of public and third party insurance.
11. The GPR Survey takes place on Sunday 28<sup>th</sup> August 2011. If it is not completed within the agreed weekend the Client must apply for further permission to complete the survey.
12. Permission given for the GPR survey does not imply permission is given by Leicester City Council for any future investigations.
13. Full copies of all reports with recommendations are provided to Leicester City Council.
14. Any press releases and media communications are agreed with us in advance.
15. Leicester City Council shall appoint a contact for the Client, and shall provide the Client with contact details, who is to be made available at the Social Services car park on Sunday August 28<sup>th</sup> 2011 from 08.45 – 17.00 hours. This is to ensure that the car park is opened for the Client at 08.45, for the GPR survey to take place, and thereafter for the car park to be secured. A mobile number for the contact shall be given to the client before Sunday 28<sup>th</sup> August 2011, in order to ensure the above takes place as stated. Should the contact be unable to attend the social services car park in Greyfriars on the stated day and times, another shall be appointed by LCC as a matter of urgency, in order to ensure that the Social Services car Park on Grey Friars is opened to allow the GPR survey to take place, and secured at the end of the survey. The lead officer for ensuring this happens is Mick Bowers.

**2. We hereby give permission for the client, and any other individuals or organisations contracted by the client and for whom the Client provides details to us in advance, to make or commission a film in the Social Services car park at Greyfriars, in relation to the Project and we will waive our normal film location charges provided that:**

1. There is no direct cost to Leicester City Council
2. The producer of the film (or his/her delegated officer) on behalf of the film company obtains filming location permission in advance. (This should be arranged via Maggie Shutt, Festivals and Events Manager Tel: 0116 238 5081 Maggie.Shutt@leicester.gov.uk).
3. We agree in advance the dates that filming is to take place in the Social Services car park at Greyfriars. Any further filming will need separate permission from us.
4. This permission only relates to the Social Services car park at Greyfriars.
5. This permission does not extend to the rights and property of third parties, or any other permissions or consents that may be required.
6. This permission is related to the GPR survey only, no other access and no connections are included.

7. There is no physical disturbance of Leicester City Council property and the Client leaves the site in the same condition as the Client found it, and clears away all rubbish and equipment.
8. There is no catering on site and no permission is given to use toilet or catering facilities inside the Greyfriars building.
9. The Client will indemnify us in writing against all claims, costs proceedings etc relating to rights of, or permissions required by, third parties, arising out of the activity and the content of the film and any associated publication or media content.
10. The Client agrees that none of the proposed activity creates a relationship of employment, principal or agent or partnership between the Client and Leicester City Council.
11. No other activities are involved (except as referred to in Clause 1 above).
12. This is for the purpose of producing a documentary film intended for broadcasting.
13. Leicester City Council's assistance should be acknowledged in any broadcast, publicity, advertising, book publishing, merchandise, exhibitions or other works (Works) and in any and all media (whether now known or hereafter invented) throughout the world.
14. The Client provides satisfactory details in advance of public liability insurance.
15. The Client agrees in advance any reasonable requirements for business continuity and anonymity relating to council officers, cars or office locations with Mick Bowers since this is a sensitive work location.
16. A copy of any finished film of broadcast quality is provided to LCC on DVD together with permission for LCC and Leicestershire Promotions limited to use it free of charge for promotional purposes after the date of the first UK screening by a broadcaster, or as otherwise agreed with the Client.

**3. We hereby give permission for a further archaeological investigation in connection with the Project, the biography and presence of King Richard III in Leicester, and the making and broadcasting of the film of any excavation in the Social Services car park at Greyfriars, on substantially the same terms, and we will waive our normal film location charges provided that:**

1. The provisional date of Saturday 28 April – Sunday 20 May 2012 is confirmed and agreed in advance with Mick Bowers, Resources Support Manager.
2. There is no direct cost to Leicester City Council.
3. The Client submits a project description, scheme of investigation, impact assessment and health and safety plan, and these are satisfactory to us. These are now confirmed with Chris Wardle, City Archaeologist for Leicester City Council, who is happy with the 'Scheme of Work' as provided by the Client and the University of Leicester Archaeological Services (ULAS).
4. We are satisfied that funds are secure to complete the work properly and make good.

5. Standard conditions/professional practices relating to the archaeological archive, including all finds, fossils, antiquities and human remains will be applied to any permission. All such material remains in the ownership of and is the responsibility of Leicester City Council during and after excavation.
6. Apart from in relation to (5.) above, no permission will be granted to film actual human remains at any time whatsoever during the course of the Project. (Please refer to Leicester Museums' human remains policy on the council's web site for further details regarding the respectful treatment of human remains). Please also refer to clauses 4.2.8 and 4.3.7 in the 'Scheme of Work'.
7. Furthermore any photography or photographic record made of remains identified beyond the balance of probability as those of King Richard III, for whatever purpose, are to be allowed only, and as stated, in the 'Scheme of Work', specifically clauses 4.3.5 and 4.3.6 and will only take place following consultation with Philippa J Langley.
8. Philippa J Langley, as the nominated point of contact for the Duke of Gloucester, will be at liberty to verify the application of the above clauses 6 and 7 during the entire course of the Project.

Please note also that if any further projects or activities are proposed which relate to human remains excavated in Leicester at any time these will need to be the subject of a separate discussion and further approvals.

Please contact Sarah Levitt, Head of Arts and Museums, if you require any further assistance, and to provide details of permissions, insurances etc. as set out above.

Yours sincerely



Alistair Reid  
Strategic Director  
Development, Culture and Regeneration  
Leicester City Council