

<b>Contract Authorisation Form<sup>1</sup></b>	<b>Completion Number<sup>2</sup> C0</b>		
	Seal Number <sup>3</sup> -		
1.0 Project / Programme Name	Mobile Garden		
1.1 Agreement Name	Tri Party Agreement with Our Parklife and Hackney Bridge for Mobile Garden at Hackney Bridge January 2024 to end of asset.		

**PLEASE NOTE: details of all LLDC agreements incurring costs of £5,000 or more are published via our website. Sections marked with an asterisk (\*) are included in this disclosure and so it is imperative that you complete these sections with clarity and accuracy.**

2.0 Description of Agreement(s) to be executed*	Tri Party agreement for a way of working for Mobile Garden. The head lease with Hackney Bridge specifies provisions for Mobile Garden at Hackney Bridge including an agreement in place of the site to LLDC's chosen operator Our Parklife. This agreement is in conjunction with the agreed version of OPL proposal to operate Mobile Garden document. To be agreed by both LLDC and OPL.		
2.1 Parties to the Agreement* (Please do not use this form for E20 Stadium LLP agreements.)	LLDC	Our Parklife 09242285	
2.2 Form of Document(s) <sup>4</sup>	Grant Agreement		
2.3 Execution Method <sup>5</sup>	<input checked="" type="checkbox"/> Signature / <input type="checkbox"/> Seal (/ <input type="checkbox"/> Initial)		
2.4 Start and End Dates* (If applicable, end date of final extension)	Start: 01/01/2024	End: 31/03/2025	Option to extend until: End of Asset
2.5 Expenditure / Income	<input type="checkbox"/> Expenditure	<input type="checkbox"/> Income	<input checked="" type="checkbox"/> N/A
2.6 Agreement Value* (If applicable, options values)	No monetary Value		Options:
2.7 Procurement Method*	N/A		Proc. Ref. Nr: N/A
2.8 Property Agreements <sup>6</sup>	<input type="checkbox"/> Lease/licence / <input checked="" type="checkbox"/> N/A	PAT Form Nr:	
2.9 Standard LLDC Template Agreement / Bespoke <sup>7</sup>	LLDC Agreement Template: [Liaise with Procurement] <input type="checkbox"/> Amended / <input checked="" type="checkbox"/> Unamended <input type="checkbox"/> N/A		

**N.B. This section must be completed in full prior to submission for final signing**

3.0 LLDC Project Manager	Print Name: [REDACTED]/Layla Conway  <i>This is the LLDC lead for this work and submission of CAF is made on the understanding that Project Manager has given consent for this submission to proceed to Authorised Signatory Stage.</i>
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<sup>1</sup> This form must be completed for all agreements which create an on-going relationship between any party and the LLDC (contracts, MoU, AfL, Grant Agreements, etc.). Please liaise with Procurement for guidance.

<sup>2</sup> Gareth Mc Callion will provide you with a completion number and an Oracle Fusion agreement number when your agreement has been completed and registered. You will require this information to complete a purchase order related to this contract.

<sup>3</sup> Gareth Mc Callion will complete with a seal log number when the seal is applied. This box is for F&CS use only.

<sup>4</sup> On LLDC terms, the other party must sign the agreement first and must not date.

<sup>5</sup> Amendments must be signed / initialled by the signatories. If required, please tab the pages.

<sup>6</sup> If agreement relates to property rights, please ensure the Property Asset Terrier form is completed and issued to POV.

<sup>7</sup> Legal sign-off is not required for agreements which use the LLDC templates unamended.

<b>3.1 Project Approval</b> (Docs: e.g., PID / FPA / OBC / BAU)	DOC: Approval Date: BAU Budget Line: BAU <i>If BAU is selected, please ensure <u>ALL</u> BAU lines are completed.</i>
<b>3.2 Commercial/Procurement Approval</b> <i><b>ALL documents require commercial sign-off prior to submission for final signing.</b></i>	Signature: Print Name: Date:

**4.0 Legal / Commercial Advice<sup>8</sup>**

- EITHER** Legal Advice not required because the agreement is an unamended LLDC Template.
- OR Internal Legal Advice:** "I confirm that the document(s) have been reviewed and on the basis of the information provided, we have advised on the foreseeable legal risks."
- OR LLDC Commercial Director (or Head of Procurement):** "I confirm that I have reviewed the document(s) and, on the basis of the information provided, am satisfied that the agreement represents a low risk, and/or all amendments to the LLDC template represent a low level of risk."
- OR External Legal Advisor Declaration:** "I confirm that the documents(s) have been prepared in accordance with the instructions from LLDC and that I have the authority to sign this form on behalf of the firm."

As a  contract /  deed

Doc. to be dated: .....

.....  
Signature of Legal Officer

.....  
Print Name

.....  
Date

.....  
Firm (If external legal advisor)

**5.0 Officer Recommending Document for Signing/Sealing confirms:<sup>9</sup>**

- The appropriate project approval document is approved for this contract and there is sufficient budget in the project approval for the work set-out in the agreement and for the LLDC risks.
- The above details are correct and are properly reflected in the agreement document(s).
- I have complied with all LLDC requirements, that I am satisfied that the contents of this document accord with my instructions and that I have the authority to recommend this document to be completed by the LLDC.
- Any amendments made to the terms since the original project approval have been duly authorised and properly reflected in the document.

Signature 

Print Name: 

Date: 04/07/2024

**6.0 Authorised Signatories:**

Please submit this form to the Contracts Coordinator, Finance & Corporate Services, once authorised signatories have signed the CAF and document. Return of documentation to Legal or other party post-signature is the responsibility of the Officer recommending signature.

**SIGNING:** Requires **two** authorised signatures. Approval signatures will vary in line with contract value. See *Procurement for guidance on delegated signing authorisations.*

**SEALING:** Requires **one** primary authorised signature on the documents

**CAFs:** Will **ALWAYS** require **two** authorised signatures: See *Procurement for guidance on signatures.*

**Primary Authorised Signatory**

- Lyn Garner (CEO)
- Gerry Murphy (Deputy CEO)
- Peter Hendy (Chair)
- Board Member

**Secondary Authorised Signatory**

- Anthony Hollingsworth (EMT member)
- Colin Naish (EMT member)
- Mark Camley (EMT member)
- Paul Brickell (EMT member)
- Ed Stearns (EMT member)

<sup>8</sup> Confirmation from the relevant lawyer at Transport of London by email attached to this form is acceptable.

<sup>9</sup> This should be the Project Manager or the Officer responsible for day-to-day management of the contract/project.

**Date:**

- Rosanna Lawes (EMT member)
- Bola Ogundeji (EMT Member)
- Rachel Massey (Authorised counter signatory)
- Other Authorised Signatory (please state) appropriate to this project.

**Date:**

Rache

Date: