

Light Up Waltham Forest: Design Brief

Waltham Forest Council's Culture Team is seeking proposals to deliver a brand-new commission which will shine a light on some of the borough's most significant cultural and community landmarks and create inviting spaces for residents to spend time in after nightfall at the darkest time of the year.

Background

Waltham Forest is a borough in north-east London with a diverse population of over 270,000 residents covering Leyton, Leytonstone, Walthamstow, Highams Park and Chingford. More information about the borough can be found [here](#).

In 2019 Waltham Forest became London's first Borough of Culture, in recognition of the thriving cultural sector here in the borough – have a look at some of the highlights of the year's programme [here](#). The Culture Programme Team continue to deliver a year-round programme of cultural activity across the borough of which Light Up Waltham Forest will form a part.

Summer 2021 saw the opening of Fellowship Square, a new civic and cultural space for the borough, in front of Waltham Forest Town Hall. The square is not simply an infrastructure development but also delivers the wider principles of the Council's strategic priorities including cultural vibrancy, healthier and happier living and a sense of togetherness both between the council and its residents and between different communities. Using the lighting which has been integrated into the design of Fellowship Square – which enables the Town Hall and fountain to be illuminated in a variety of striking colour washes – as a starting point, Light Up Waltham Forest will be a borough wide lighting commission which connects the square not only to its immediate environs in Walthamstow but to prominent cultural locations and iconic buildings across the borough.

Brief

We are looking to commission an organisation or individual to create a simple but striking lighting design for the facades of up to eight buildings around the borough (initial shortlist below). The sites will be connected by this shared design through use of colour, pattern or movement which we envisage could change over the course of the installation period, between early December and the end of January (see timeline below).

Our key objectives are:

- To illuminate some of the borough's cultural and community assets, celebrating those that are already open to the public and raising awareness of those in development
- To encourage increased footfall to the buildings themselves and to the surrounding high street areas after dark
- To forge connections between Fellowship Square, its immediate environs including the William Morris Gallery and Soho Theatre Walthamstow and cultural sites right across the borough
- To create a hopeful, inclusive and safe project which has a unifying message for residents



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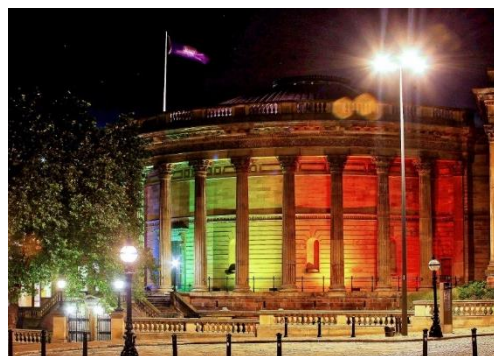


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This programme will complement and enhance activity planned in the run-up to Christmas and the New Year, with a particular focus on the borough's Town Centres, and provide a test bed for permanent lighting interventions in the public realm, most notably the design to support wayfinding from Walthamstow Central to Soho Theatre Walthamstow which is opening late 2022/ early 2023.

Examples of comparable projects elsewhere:



Shortlisted sites

Please note this is not a confirmed list of locations and may change dependent on the successful design selected, budget and production requirements.

Walthamstow

Fellowship Square and Walthamstow Town Hall



Utilising the existing lighting infrastructure installed as part of the site's redevelopment the new design will illuminate the exterior of the Town Hall, Assembly Hall and Fountain.

Town Centre



Key locations between Walthamstow Central and Soho Theatre Walthamstow on Hoe Street (currently under development) such as Central Parade (pictured) to link with work already in development for a permanent lighting installation along this route to aid wayfinding to the new theatre.

William Morris Gallery



Lighting on the front façade of the building to connect the gallery to the Town Centre and Fellowship Square and to highlight it as one of the borough's most important cultural assets.



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Leytonstone

St John's Church



This was illuminated very successfully as part of Light Up Leytonstone 2020 and occupies a prominent location in the Town Centre.

Leyton

Leyton Library and Leyton Great Hall



Two of the most striking buildings on Leyton High Road



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Highams Park

The Regal



An Art Deco cinema which is due to be restored and reopened as a cinema over the next two years. It also occupies a prominent high street location in Highams Park.

Technical requirements

- Proposals must consider the environmental impact of the design and minimise energy use wherever possible e.g. through use of LED technology, timer switches etc.
- The proposed design must be deliverable within the timeline and production budget detailed below.
- The proposed design must be able to be safely left unattended, in-situ at each location for a number of weeks and to withstand winter weather conditions for this period of time. It is expected that the commissioned organisation/ individual will regularly inspect the installations over this period and provide maintenance as required.

Timeline

Deadline	Action
9am, Wednesday 20 October	Closing date for submissions
Monday 25 October	Commission awarded
Friday 5 November	Design and tech spec for all sites finalised
Friday 26 November	Equipment purchased/ hired; install paperwork finalised; permissions in place as required
w/c 29 November	Install at all sites
Friday 3 December	Switch on
3 December onwards	Ongoing checks and maintenance
28 January (tbc)	De-install complete



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Budget

The maximum budget for this design commission is **£50,000**. This must cover:

- Delivery of overarching design concept for the Light Up Waltham Forest programme
- Specific lighting design for each of the selected sites (it is expected this will require a number of site visits, consultation with building managers, council officers etc)
- Technical specification for installation of this design at each site
- Management of installation and de-install at each site
- Site checks and maintenance as required during the installation period

Please note up to an additional **£60,000** is available to cover the production costs of the programme. This will cover the purchase or hire of technical kit required, hire of equipment for install and de-install, production staff, power etc.

How to submit a proposal

In order to comply with the Council's procurement regulations all proposals must be submitted via the London Tenders Portal - <https://www.londontenders.org/>. If you are not yet registered it is very easy to sign up by filling in your details here <https://procontract.due-north.com/register>.

You can then find the Light Up Waltham Forest project by searching for the project reference **DN574047**.

Using the invitation to quote form you will be asked to provide a budget for your proposal and answer three questions, as outlined below:

- 1) Tell us about your creative vision for the lighting design
 - What has inspired you?
 - How does it meet the objectives outlined in the brief?
- 2) Tell us how this design will be implemented
 - How will it be installed/ de-installed?
 - What equipment do you think will be required?
 - Can it be left unattended for a period of weeks and is it weatherproof?
 - Is it deliverable within the production budget of £60k?
- 3) Tell us about any previous experience you have which demonstrates you will be able to deliver this programme.
 - Have you delivered similar projects elsewhere? Please give web links if helpful

Once completed you can submit via the portal. Proposals must be received no later than **9am on Wednesday 20 October**.

Contact

If you have any questions or would like to discuss this brief in more detail please email Emma McGovern, Culture Programme Manager at emma.mcGovern@walthamforest.gov.uk to set up a call.



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