

Getting to Parliament

Tube

The closest tube stop to the House of Commons is Westminster – this is on the Jubilee, Circle and District lines and is fully wheelchair accessible. For those travelling by bus the following buses stop in the general area of the Commons: 12, 148, 24, 88, 155, 3, 53, 211, 11, 453 and 87. All London buses are wheelchair accessible.

Rail

Victoria, Charing Cross and Waterloo are all within a 20 minute walk to the Houses of Parliament. Several of the above buses and tube lines will also link those stations to Westminster.

Walking

If you're travelling by foot, Westminster and Waterloo bridges are wheelchair accessible, as are the Golden Jubilee pedestrian bridges (the old Hungerford Bridge), which connect the South Bank with Victoria Embankment.

Bicycles

Members of the public cannot bring bicycles into the parliamentary estate. There are public bicycle racks a short distance away outside 7 Millbank.

Parking, picking up, dropping off

There is a commercial car park near Victoria Tower, with advance booking for disabled bays. There are disabled parking spaces nearby in Great Peter Street, Smith Square, and by Methodist Central Hall on Matthew Parker Street. Coming by car is not recommended as parking is expensive and severely limited, and you will often be subject to the congestion charge.

There is no designated area to drop off or pick someone up from Parliament. If you need to do this, motorists can stop briefly just before the entrance to Victoria Gardens, towards Millbank. However, please be aware that for security reasons the police will quickly move you on.



IMPORTANT

If you intend to come to the lobby or have any questions before the lobby, please get in touch with the Political Team:

Lisa Johnson (Political Liaison Officer, Westminster), LJohnson@ucu.org.uk,
020 7756 2603

If you have accessibility issues, please also contact the Political Team so that appropriate arrangements can be made.

Maps and Links

THE PALACE OF WESTMINSTER AND THE PARLIAMENTARY ESTATE

Directions by Public Transport



By Rail
Nearest stations are Charing Cross,
Victoria and Waterloo (20 - 30 minutes walk).



Underground
Westminster (Circle, District and Jubilee Lines).

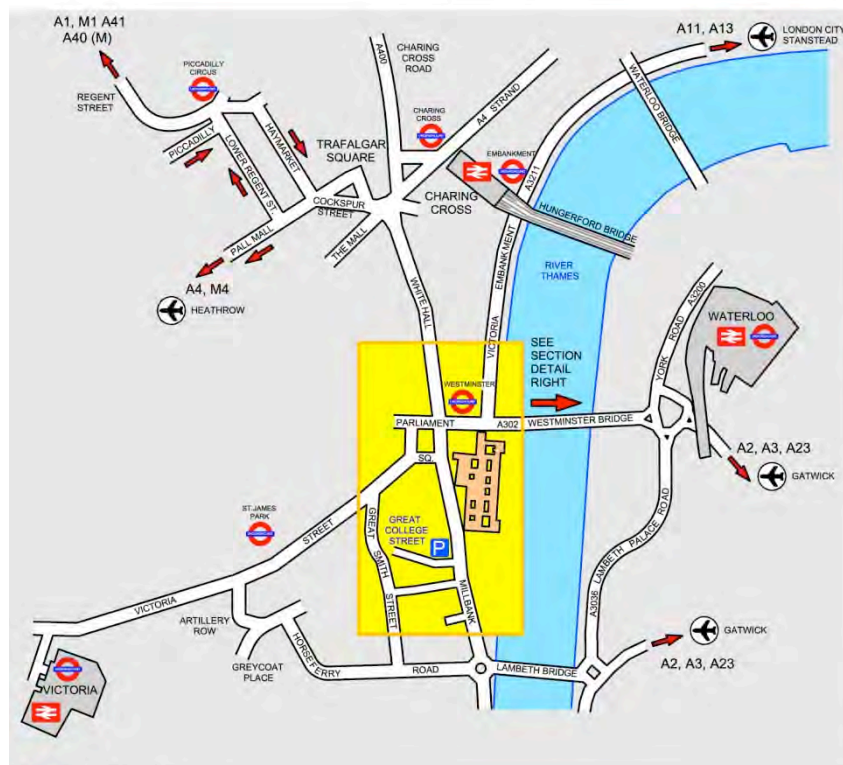


By Bus
Buses 3, 11, 12, 24, 53, 87, 88, 148,
159, 211 & 453 all stop nearby.



Use of public transport is advised as
the Abingdon Street car park is often full
and meter parking is expensive and scarce.

KEY			
(A)	NORMAN SHAW NORTH	(1)	CANON ROW PASS OFFICE
(B)	1 DERBY GATE	(2)	PARLIAMENTARY BOOK SHOP
(C)	1 CANON ROW	(3)	PORTCULLIS HOUSE MAIN ENTRANCE
(D)	NORMAN SHAW SOUTH	(4)	CARRIAGE GATES
(E)	PORTCULLIS HOUSE	(5)	MEMBERS' ENTRANCE
(F)	1 PARLIAMENT STREET	(6)	CROMWELL GREEN (VISITOR) ENTRANCE
(G)	PALACE OF WESTMINSTER	(7)	ST STEPHENS ENTRANCE
(H)	7 OLD PALACE YARD	(8)	PEERS' ENTRANCE
(J)	1 & 2 THE ABBEY GARDEN	(9)	SOVEREIGN'S ENTRANCE
(K)	FIELDEN HOUSE	(10)	BLACK ROD'S GARDEN PASS OFFICE
(L)	MILLBANK HOUSE		
(M)	4 MILLBANK		
(N)	7 MILLBANK		



Parliamentary Works Services Directorate

Tube Map

<http://www.tfl.gov.uk/assets/downloads/standard-tube-map.pdf>

Large Print Tube Map

<http://www.tfl.gov.uk/assets/downloads/large-print-tube-map.pdf>

Bus Map

<http://www.tfl.gov.uk/gettingaround/9440.aspx>

Getting *into* Parliament

All of those attending will need to be screened by Houses of Parliament security. There is a dedicated entrance for visitors just off Parliament Square (this is Cromwell Green entrance, number 6 on the map linked above).

You should give at least 15 minutes to get through security as the House is sitting and there will be a number of tour groups also trying to get into the building.

Once inside the visitors' entrance you will have your photo taken and then be given a personalised day pass to wear around your neck. You must wear this for the duration of your time in Parliament. If you leave Parliament at any time during your visit, you will have to give up your pass and to gain entry again you will be required to queue at the main entrance and obtain another.

You will be ushered towards security, where bags and coats will be put through a scanner and you could be required to undergo a routine body search by the security personnel.

You must put all metal items through the scanner so it is recommended that you place them in your bag or coat in advance of your arrival.

Please note the following guidance:

- **Searches**, similar to those used in airports, will be conducted on entry.
- **No banners or placards** will be allowed into Parliament.
- **Mobile phones** must be turned off.
- **Cameras** cannot be used, except in Westminster Hall.
- **Personal defence equipment** is not permitted. UK law prohibits the carrying of certain self-defence items lawful in other countries. Persons in possession of such items, eg, flick knives, butterfly knives, and personal defence sprays, are liable to arrest and confiscation of these items. You are advised not to bring bladed items of any kind into Parliament.
- **Bags** or luggage larger than those permitted in aircraft cabins may be refused entry. Parliament has no facilities for leaving items; commercial outlets are available nearby at Victoria and Charing Cross stations.



Getting in touch with your MP



The most important thing about a lobby is actually getting to see your MP. This can be harder than it sounds!

MP's diaries fill up weeks, sometimes months, in advance so it is always best to try and make an appointment with your MP rather than trying to track them down on the day. Tips on how to get in touch with your MP are listed below.

How to contact your MP to arrange a meeting:

1. Email him or her via www.writetothem.com
2. Write to your MP at their House of Commons Address:
MP NAME,
House of Commons,
London,
SW1A 0AA
3. Call the House of Commons switchboard and ask for your MP's office – 020 7219 3000.
4. Stop by your MP's constituency office to ask if they are available to meet with you on January 26th.
5. If you do arrange a meeting, please do let the Political Team know;
6. Make sure you know who your MP is! If you don't know, go to www.writetothem.com to find out.

If you don't arrange a meeting with your MP:

1. When you get to Central Lobby in the House of Commons you should go to the desk on the left
2. Let the people on the desk know who your MP is
3. The staff on the desk will issue a 'green card' to let your MP know you are there, this means using all channels available to them to find your MP;
4. They will ask you for your name, contacts details and what you would like to see your MP about.
5. If your MP cannot be found, he or she will receive the 'green card' in the post;
6. Make sure you put your contact details and why you want to see the MP when you hand in your green card – then they will know why you were there and how to get in touch.

Things to take when you lobby your MP:

A briefing on why you are lobbying him/her;

An info pack for the MP to take away – there will be a briefing available on the UCU website before the lobby;

Questions from branch members who could not attend.

Things you shouldn't take when lobbying your MP:

Too much info – it is unlikely that MPs will read reams of paper and notes. Make sure you give them just enough information on your main points;

Banners – the House of Commons security won't let you through with them;

Food and Drink – this will not be allowed through security.

When you meet your MP ...

Make sure you know what you would like to say and what points you want to emphasise – a UCU 'defend jobs, defend education' briefing will be available on the website before the lobby.

Don't assume that your MP is not on your side – their party might be advocating cuts or caps but you never know what the individual MP will say. Put your case to them and give them a chance to do the same.

Always give the MP something to take away – a copy of the briefing is a good idea. Make sure you ask them to take action – you want to know they are showing you support.

Find out the best way to stay in touch with the MP and keep them informed about what UCU are doing.

You can find more advice on lobbying your MP here:

<http://www.ucu.org.uk/index.cfm?articleid=2295>



Other info



Food and drink– Food and drink are not permitted in the visitors' part of the Houses of Parliament. There is a public cafe in Parliament after the security procedures at the visitors' entrance, but this is both busy and expensive. You are therefore advised to ensure you have prepared for this eventuality. There are few

food and drink establishments in the near vicinity of Parliament. There are both a Tesco Express and Boots store next to the entrance to Westminster tube station. If you have more time, Victoria Street (marked on the map) has a range of shops and restaurants.