

## HOW TO LOBBY YOUR MP

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# Campaigning against tuition fees

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### GETTING TO PARLIAMENT

We expect that there will be a large turnout for lobby and the rally on Victoria Embankment at 3pm. There will also be a number of people turning up independently to lobby their MPs and to protest against the increase in fees. Please be aware that throughout the day areas may be closed off to the public, this should be taken into account when planning travel arrangements.

**Please note:** Westminster tube will be closed from 1pm – 7pm. We advise members to use Charing Cross or Embankment underground stations in between these times.

Please contact Lisa Johnson with any questions on [ljohnson@ucu.org.uk](mailto:ljohnson@ucu.org.uk).

#### 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.

**As above, Westminster tube will be closed between 1pm – 7pm. We recommend using Embankment and Charing Cross stations instead.**

#### 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 – this is especially the case given the predicted demonstrations.

### 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 30 minutes to get through security but please bear in mind that we expect a large turnout of people who want to lobby their MPs – there may be a longer wait.

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.

After you have been through the metal detector, you will have your photo taken for a personalised security pass that you must 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 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 to 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](http://www.writetothem.com)
- 2 Call the House of Commons switchboard and ask for your MP's office – 020 7219 3000.
- 3 Call your MP's constituency office to ask if they are available on Thursday.
- 4 If you do arrange a meeting, please do let the Political Team know.

- 5 Make sure you know who your MP is. If you don't know, go to [www.writetothem.com](http://www.writetothem.com) to find out.

## 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.

## IF YOU DON'T ARRANGE A MEETING WITH YOUR MP

- 1 When you get to Central Lobby in the House of Commons, 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 find your MP
- 4 They will ask you for your name, contact 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.
- 7 Give a reasonable amount of time for your MP to find you but be aware they may have prior commitments/not be contactable. Ask the desk to try your MP again if you have been waiting a while or check if a steward can help.
- 8 Listen out for your name or your MP's name being called over the speaker in Central Lobby, this is how your MP will try and find you. It can be quite noisy on lobby days so you need to pay attention to make sure you don't miss him/her.

**WHEN YOU MEET YOUR MP**

- Make sure you know what you would like to say and what points you want to emphasise – a UCU briefing is available on the website.
- Don't assume that your MP is not on your side – their party might be advocating an increase in tuition fees 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.

- You can find more advice on lobbying your MP at: [www.ucu.org.uk/index.cfm?articleid=2295](http://www.ucu.org.uk/index.cfm?articleid=2295)

**OTHER INFO – TIMINGS AND DELAYS**

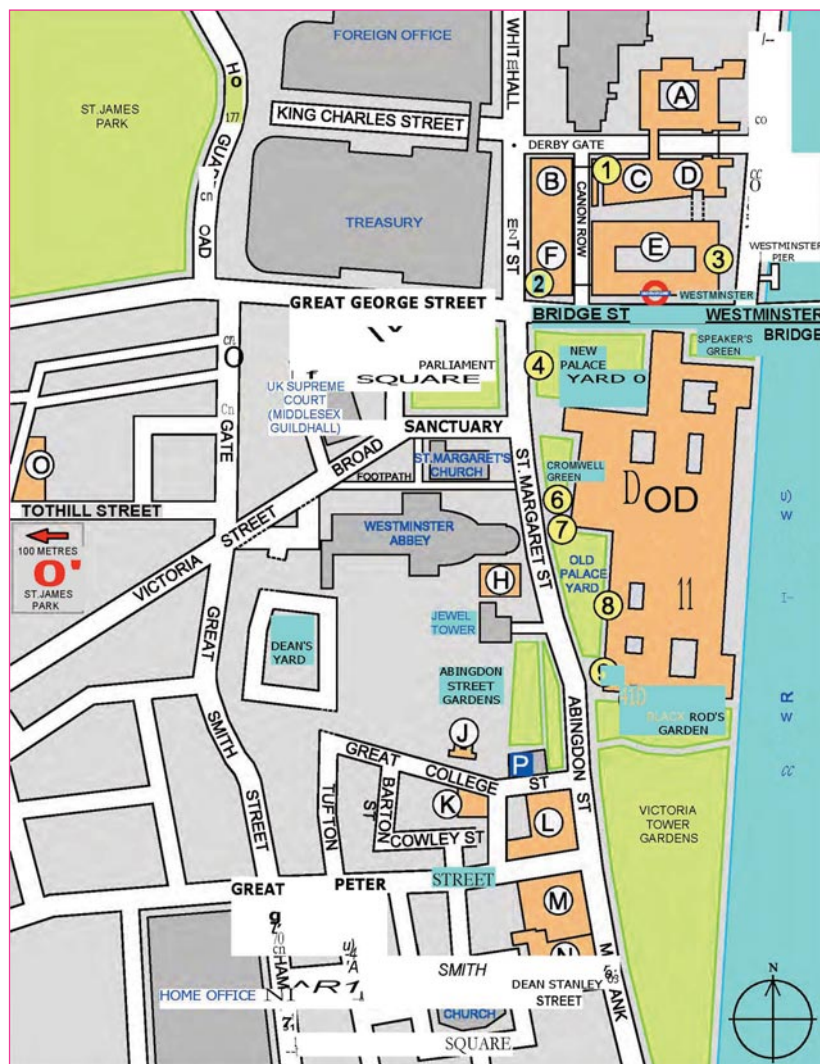
- As was said earlier in this briefing, keep in mind that hundreds of people will be trying to access the House of Commons. Queues are likely – please be patient.

There will be a number of stewards present on the day of the lobby/rally – please ask one of them if you need information or help in any way.

**THE PALACE OF WESTMINSTER – MAP AND TRANSPORT LINKS**

**Key**

- |                            |                                       |
|----------------------------|---------------------------------------|
| (A) Norman Shaw North      | (1) Canon Row Pass Office             |
| (B) 1 Derby Gate           | (2) Parliamentary Bookshop            |
| (C) 1 Cannon 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 Stephen's 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             |                                       |



**Tube map**

[www.tfl.gov.uk/assets/downloads/standard-tube-map.pdf](http://www.tfl.gov.uk/assets/downloads/standard-tube-map.pdf)

**Large print Tube map**

[www.tfl.gov.uk/assets/downloads/large-print-tube-map.pdf](http://www.tfl.gov.uk/assets/downloads/large-print-tube-map.pdf)

**Bus map**

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