



HOUSES OF PARLIAMENT

Information for Members of both Houses and pass holders escorting visitors with disabilities

This leaflet is to help inform visitors who are guests of Members of the House of Commons or the House of Lords and pass holders to the Parliamentary Estate. Visitors may attend debates, observe committee hearings, attend functions to which they have been invited and tour the building.

Palace of Westminster Portcullis House

Security

To ensure that Parliament remains accessible to the public, simple security guidelines have been implemented. Visitors should take note of them before and during their visit.

- Search regimes, similar to those used in airports, will be conducted on entry.
- A pass will be issued which must be worn whilst on the Parliamentary Estate.
- Mobile phones must be switched off.
- Cameras, camera phones and video recording equipment cannot be used except in Westminster Hall.

Arriving

Visitors will enter the Parliamentary Estate through the Cromwell Green entrance.

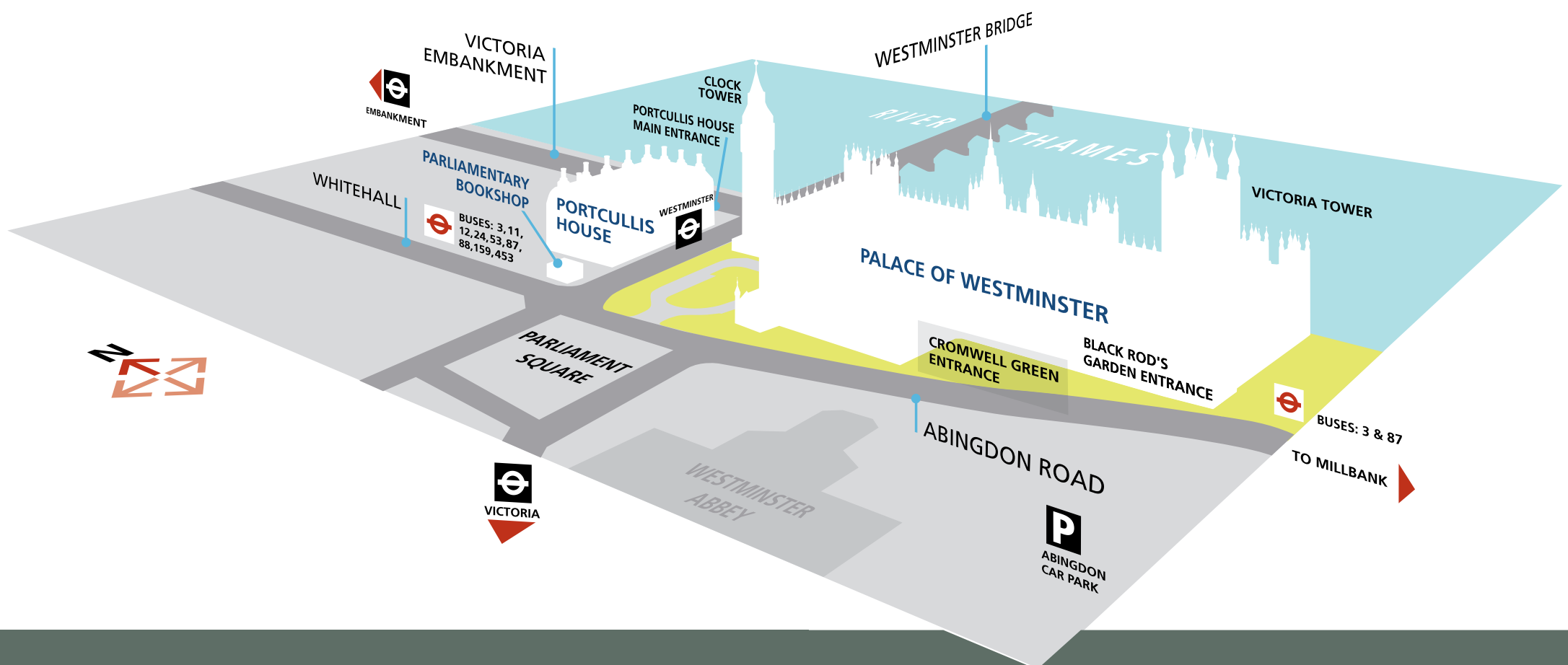
There are no parking facilities on the Parliamentary Estate for visitors except in extremely special circumstances. Parking is available in Abingdon Car Park, which has disabled bays. Details of this facility can be found at <http://www.westminster.gov.uk/services/transportandstreets/parking/masterpark/abingdon/>
T: 0800 243 348 or 020 7641 3291

...at the Palace of Westminster

Coaches and cars may set down visitors near Victoria Tower and Black Rod's Garden entrance.






...at Portcullis House

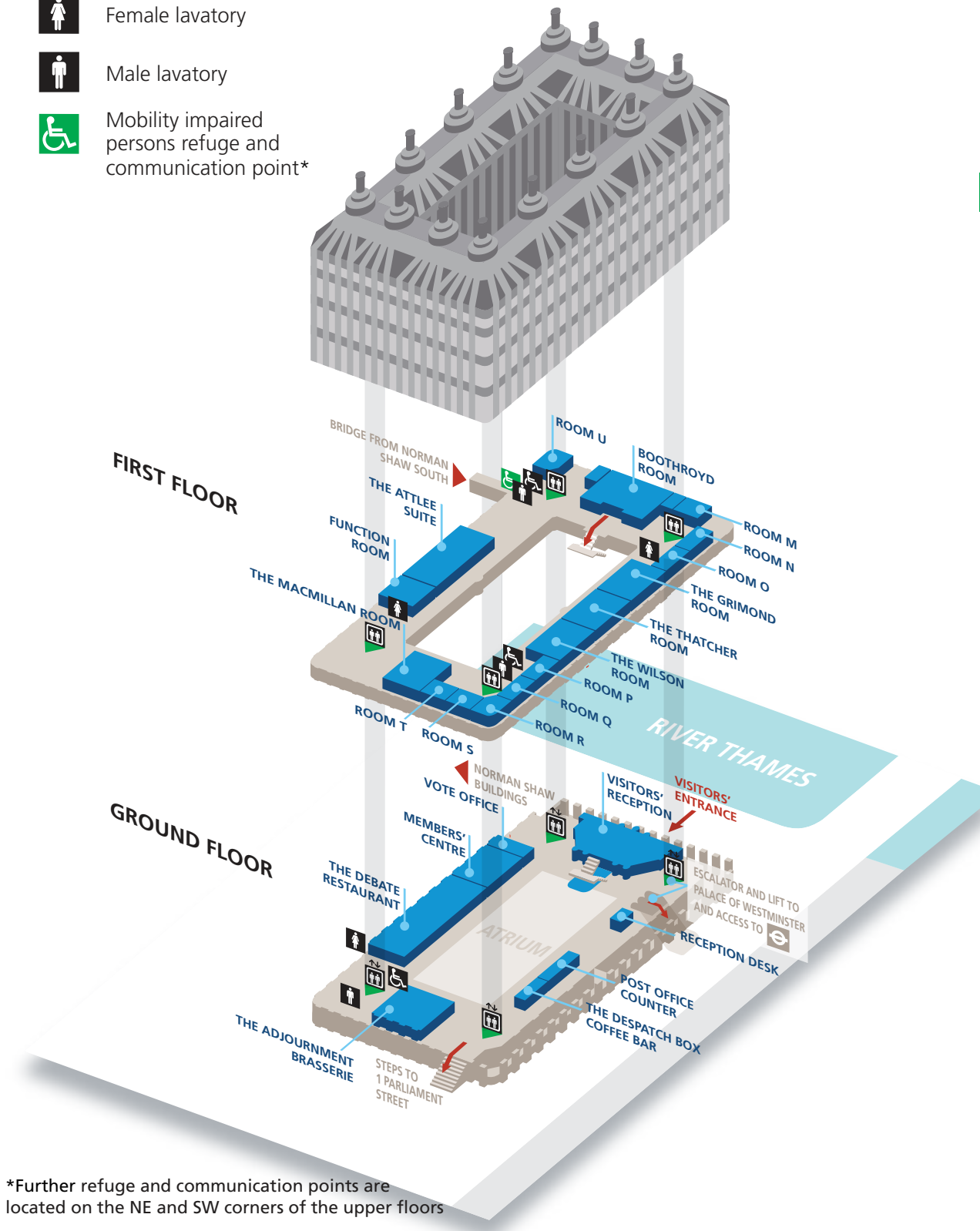
Coaches and cars may set down visitors on Victoria Embankment near the main entrance.











Portcullis House

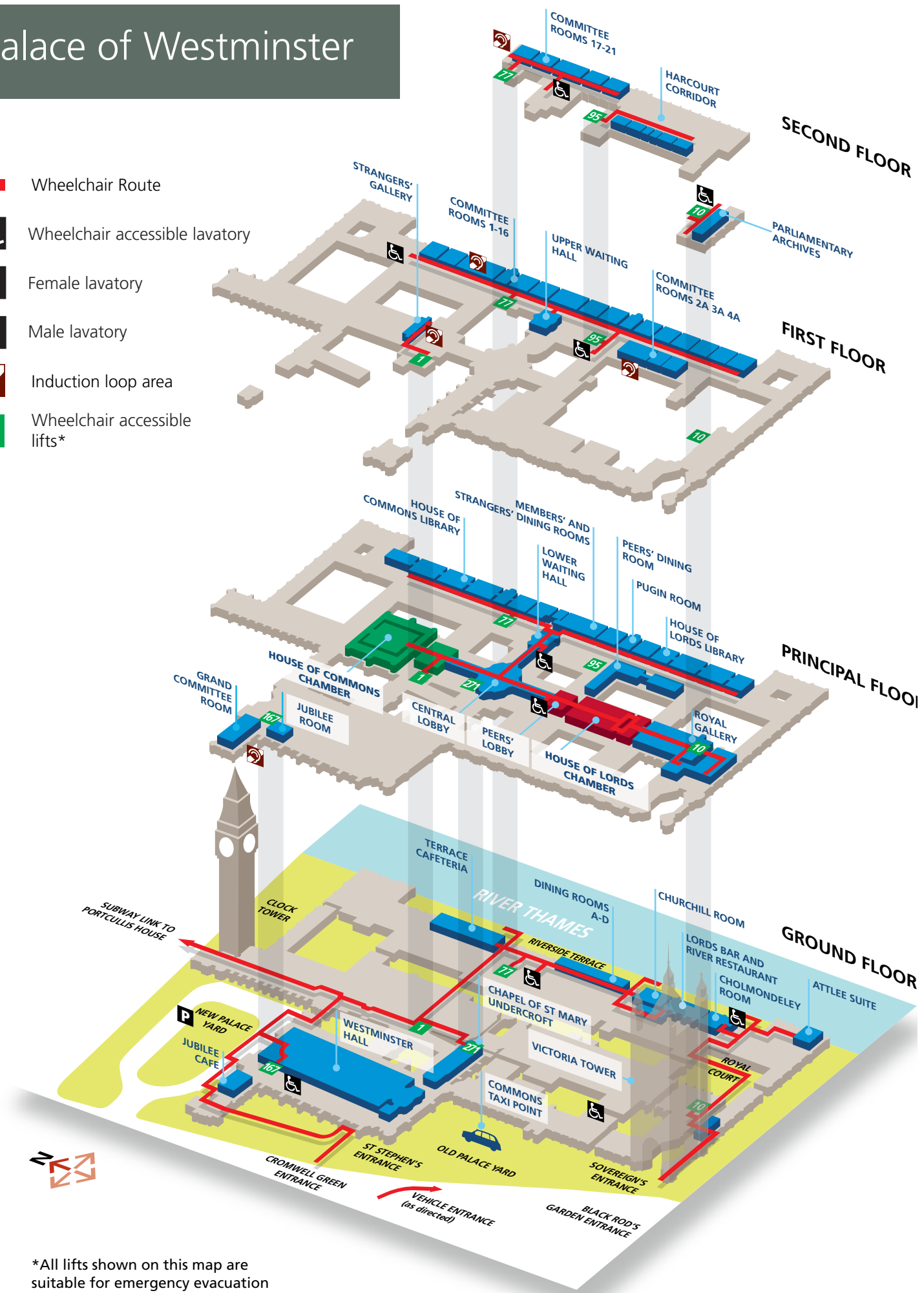
-  Passenger lift
-  Wheelchair accessible lavatory
-  Female lavatory
-  Male lavatory
-  Mobility impaired persons refuge and communication point*



*Further refuge and communication points are located on the NE and SW corners of the upper floors

The Palace of Westminster

-  Wheelchair Route
-  Wheelchair accessible lavatory
-  Female lavatory
-  Male lavatory
-  Induction loop area
-  Wheelchair accessible lifts*



*All lifts shown on this map are suitable for emergency evacuation



Tours

Details of how to book a tour can be found at <http://www.parliament.uk/visiting/visitingandtours/tours.cfm>

The Central Tours office (020 7219 3003) can advise if there are any specific questions or particular arrangements that need to be made, e.g. provision of wheelchairs.

Visitors will be in a group and accompanied by a guide during the 75-minute tour.

The Visitor Route

The Visitor Route is wheelchair accessible with the exception of St. Stephen's Hall, which can be viewed from the Central Lobby. Lifts are available for visitors who find stairs difficult. Please note that there are few opportunities for sitting during the tour.

Facilities

Accessible lavatories

Lavatories suitable for unaccompanied wheelchair users are situated:

- off the Peers' Lobby*;
- off the Peers' Cloakroom (near the Cholmondeley Room);
- on the riverfront area, near the dining rooms;
- off the Committee Corridor (Lords);
- in Parliamentary Archives*;
- in the Lower Waiting Hall;
- off the Committee Corridor (Commons);
- off the Upper Committee Corridor;
- adjacent to the Jubilee Cafeteria;
- in Portcullis House atrium*;
- first floor, Portcullis House;
- second to fifth floors Portcullis House in the north-east and south-west corner*.

Those marked * are not in public areas.

Wheelchairs

Wheelchairs that are manually operated or small electric chairs can be accommodated. It is recommended that visitors using larger chairs check with the sponsor/organiser of their visit or call the Events team (020 7219 3090) for further advice.

A small number of manual wheelchairs are available for visitor use and can be booked in advance by contacting the Service Centre on 020 7219 4226.

Auditory assistance

For visitors with appropriate hearing aids, there are induction loop systems throughout the Public Galleries and Committee Rooms in both Houses. There are also induction loops in the main dining rooms.

With advance notice, facilities can be provided in the Public Galleries or Committee Rooms should visitors wish to bring interpreters.

Attending debates

There are no impediments to visitors with guide dogs attending the Public Gallery of either House or witnessing public committees. Staff on duty will direct visitors to suitable seating. A guidebook in Braille is available on request.



...in the House of Lords

Two spaces for wheelchair users are available below the Bar. Application should be made to Black Rod's office to ensure availability (020 7219 3100).

...in the House of Commons

Wheelchair users can be accommodated at the back of the Public Gallery. Escorted access to the Public Gallery is by Lift No 1 from the Ground Floor via Star Chamber Court.

Access to the Committee Rooms and Central Lobby

Lifts are available for visitors who find stairs difficult and want to access the Committee Rooms, Central Lobby and other areas on the upper floors. Since they are within the secure area, visitors will need to be escorted. Please contact the Events team (020 7219 3090) prior to the visit, if a number of visitors in a group will require use of the lift.

...in Portcullis House

Visitors to the Committee Rooms will be directed by security to the first floor. Display screens are situated outside the rooms and in the corridors.

Attending functions

...in the House of Lords

Provided the House of Lords Banqueting office has given prior agreement, vehicles will enter via Black Rod's Garden entrance and passengers will be set down at the ramp in Royal Court. In exceptional circumstances, parking may be available in Black Rod's Garden.

The Banqueting office (020 7219 3356) will require the names of the driver and passengers, the vehicle's make, colour and registration number.

... in the House of Commons

Special arrangements may sometimes be made for those visitors who need to be dropped off by vehicle. The Serjeant at Arms office will endeavour to make these arrangements, but there are no car parking facilities for visitors (020 7219 3030).