

GLA Loading Bay - Information for delivery vehicles

Access Arrangements

Access to the GLA Loading Bay:

Via the MLE Gatehouse
 More London Estate
 Braidwood Street
 (off Tooley Street) SE1

Vehicle drivers should report to the More London Estate gatehouse and request access to GLA loading bays **G** and **H**.



Bay Dimensions

Shutter G:	6.1m width x 2.7m height
Shutter H:	12.2m width x 4.8m height
2x Bays	7m length x 3m width
Shutter H	5m length x 3m width

Note oversized vehicles will be turned away if they cannot be accommodated in the GLA loading bay. There is no parking in the service tunnel.

Driver and passengers must be prepared to provide personal and/or business ID and comply with the instructions of the More London Estate Security staff who will direct them to the bay.

Standard opening hours are **05:00-19:00**

Speed restrictions - currently 5mph - must be observed at all times

No parking in the service tunnel without prior permission from More London Estate

Engines must be switched off in the Loading Bay environment

Loading Bay

Drivers should request their GLA contact to make any delivery arrangements. Delivery slots must be pre-booked in advance. Driver and vehicle registration details must be provided to the GLA contact, prior to arrival.

The driver must provide an on-site contact number or mobile phone number in case loading bay operations necessitate that the vehicle be moved.

As soon as the vehicle has been directed to an appropriate delivery bay the driver must report to Loading Bay Security staff and provide the GLA contact name.

Unloading/Loading

All persons, vehicles and packages will be subject to a security search and the GLA Admissions Policy, which includes complying with instructions given by security staff

Items or tools may need to be decanted into cages or trolleys and vehicles taken off site as soon as unloading has been completed. GLA trolleys are available on request but must be returned directly to loading bay staff.

Pedestrians should restrict movement to within the **green walkway** safe route; high-visibility vests must be worn whilst working in delivery area or bays.

All rubbish, pallets and packaging must be removed by the driver.

There is no long term storage available in the loading bay; short term storage may be arranged by prior agreement with the Facilities Officer - Security & Operations or the Duty Team Leader. Any items left must be clearly marked with the contact name and number, business or event name, date and time of collection