

ACCESS STRATEGY

This document is a draft example of the information that will be provided to users of the rear accessway.

1. Who is this document for?

This document is for commercial vehicle drivers and some residential car park permit holders of the Hartwell site, Bath. All large commercial vehicles and residential tenants with permits for Car Park 2 will need to access the Hartwell site via the rear entrance, which is via The Maltings on Brassmill Lane, Bath.

2. What is the address of the rear entrance to the Hartwell site?

The address to the rear entrance is:

The Maltings, Brassmill Lane, Bath, BA1 3JL
--

The Hartwell site entrance gate is located in the top-left corner of The Maltings industrial estate – please see below location maps.

3. Who can use the accessway?

The rear accessway is only to be used by (1) residential tenants with car parking permits in Car Park 2 and (2) commercial vehicles carrying out a service at the Hartwell site, including for example HGV delivery vehicles and refuse collection. Only smaller commercial vehicles such as transit vans will be able to access the Hartwell site from Newbridge Road (the main entrance). Any deliveries to the retail unit on Newbridge Road should park in Car Park 1 located on Newbridge Road.

4. Operation of the Access Gates

The Brassmill Lane gate into The Maltings is locked at night between 19:30 and 07:00. However the gate is automated¹ and access fobs will be provided to both residential tenants when their parking permits are issued and contractors or other commercial service providers upon instruction. Commercial delivery companies who do not possess an access fob can be provided with a temporary numerical access code.

The rear gate into the Hartwell site will remain closed at all times but will be automated and operated using access fobs or numerical codes as per the Brassmill Lane gate.

If you require an access code or have any other questions please call the site management office on the following number.

Telephone number: 01225 123456

¹ It is assumed that the gates will be upgraded in order to be fit for purpose. The new gates could be automated gates which work off access fobs as well as numerical pass codes which can be changed from time to time.

5. Location Maps

The Hartwell site is located approximately 2 miles west of Bath city centre.



The rear entrance to the Hartwell site is accessed via The Maltings on Brassmill Lane, BA1 3JL. The green dotted line on the below plan shows the approximate route of the accessway.



6. Step by Step Access Instructions



1. Brassmill Lane gate to The Maltings: Drive through the gate and up the estate road.



2. The Maltings estate road: Continue to drive straight up and head for the far-left corner of the site



3. The Hartwell gate is located in the top left corner of the industrial estate next to the Horstman unit.

7. Accessway Rules

In using the Accessway via The Maltings you must adhere to the following rules:

- A. You must park your vehicle within the Hartwell site and under no circumstances are Hartwell site users allowed to park within The Maltings.
- B. Whilst driving through The Maltings you must comply with their site rules e.g. keeping to the speed limit and being courteous to other road users.
- C. If you have any problems opening the gates then please call the site management office which will be open 24 hours a day. A site representative will be able to provide you with a numerical pass code or will physically attend the gate to resolve the issue.
- D. If you lose your fob or passcode please call the site office.
- E. If you arrive at the front of the site (on Newbridge Road) and are in a large commercial vehicle or have a Car Park 2 permit you will be directed to the rear entrance.
- F. Compliance with the above access instructions and rules is included within residential tenancy documents and all commercial contracts/instructions and therefore it is very important that users of the rear accessway comply. Non-compliance will be deemed a breach of such contracts/tenancies which may ultimately result in a termination of such contract/tenancy.

Notes: Updates will be required to this document at the time of final production including plans, photos, and where site names may change e.g. 'Hartwell Site'

DRAFT