

## WHERE TO FIND US

Uttlesford operates a barrier system to the car park for staff so unfortunately parking for visitors is not available. The map overleaf shows public car parks which are all within a 5 to 10-minute walk from the office.

## OPENING HOURS

The offices are open 8.30am to 5pm Monday to Thursday and 8.30am to 4.30pm Friday.

## ARRIVAL

On arrival, please report to the front desk where you will be signed in and given a visitor's badge. However, if you are attending a major function you may be redirected to the entrance within the glazed link. Toilets are available at the top of the stairs within the link.

## ADDRESS AND TELEPHONE NUMBER

Uttlesford District Council, Council Offices, London Road, Saffron Walden, Essex CB11 4ER

Telephone: 01799 510510 Fax: 01799 510550

Email: [uconnect@uttlesford.gov.uk](mailto:uconnect@uttlesford.gov.uk) Website: [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

## DISABLED ACCESS

The office has adequate disabled parking, access and lifts. Should a wheelchair be required please ask at the front desk (or telephone 01799 510510 in advance) and one will be provided.

## FIRST AID

If first aid is required please speak immediately to the front desk, who will contact a designated first aider.

## SMOKING

Smoking is not permitted anywhere on the council property except for in the designated outdoor smoking area.

## FIRE

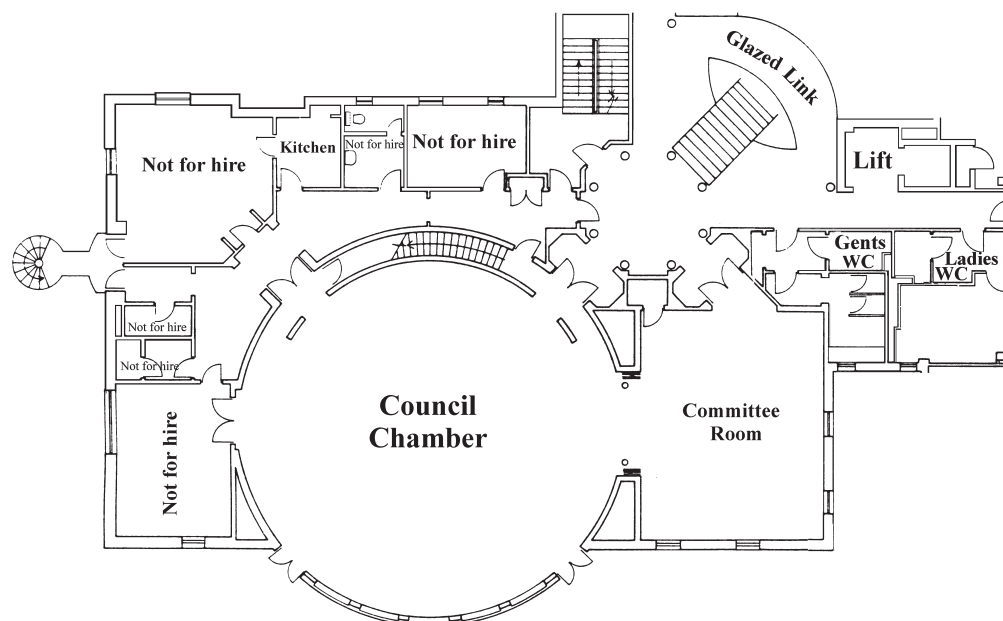
If you hear the alarm, leave the building immediately. All fire exits are clearly marked. Please make your way to the far end of the main car park where a roll call will be made. If you see a fire please raise the alarm immediately.

## VALUABLES

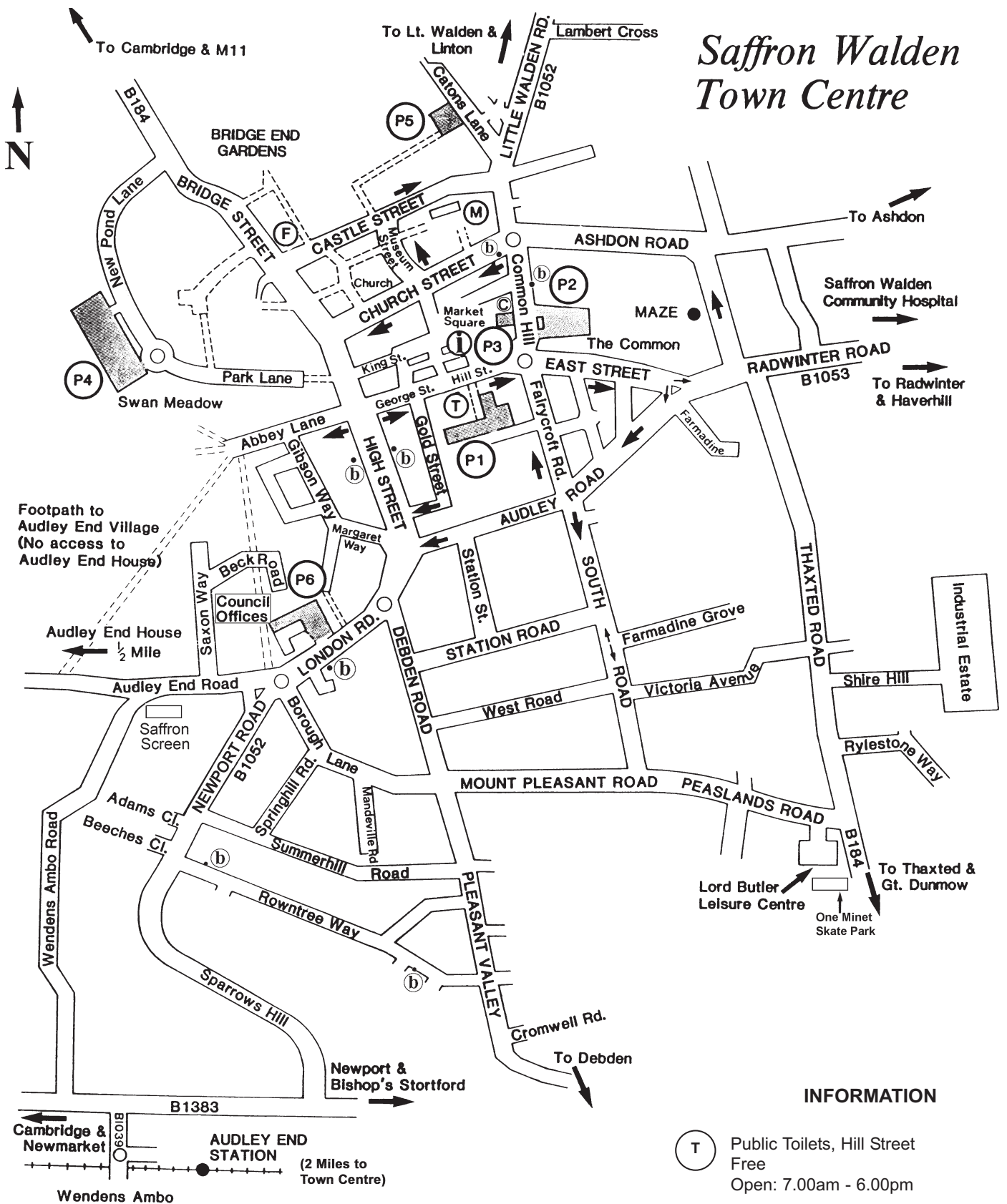
Please keep valuables with you at all times.

## HOTELS

If you require accommodation in advance please telephone the Saffron Walden Tourist Information Centre on 01799 524002, where the staff will be pleased to advise you of local places where you can stay.



# Saffron Walden Town Centre



NOT TO SCALE

## CAR PARK SITES

- P1** Faircroft Road - CB10 1NA  
294 Short Stay spaces - Cycle Racks  
(access to Waitrose)
- P2** The Common - CB10 1JH  
109 Short Stay spaces - Cycle Racks
- P3** Rose and Crown Car Park - CB10 1JH  
27 Short Stay spaces
- P4** Swan Meadow - CB10 1BX  
394 Long/Short Stay spaces  
& 6 Coach space
- P5** Catons Lane - CB10 2DU  
49 Free Long Stay spaces
- P6** Council Offices - CB11 4ER  
144 Long Stay spaces -  
weekend only
- C** Coach drop off point

## INFORMATION

- T** Public Toilets, Hill Street  
Free  
Open: 7.00am - 6.00pm
- B** Main bus Stops
- i** Tourist Information Centre  
Market Place - 01799 524002  
Open:  
Mon - Sat 9.30am - 5.30pm  
(April - October)  
Mon - Sat 9.30am - 5.00pm  
(November - March)
- M** Museum - 01799 510333
- F** The Fry Art Gallery -  
01799 513779