

# COPELAND PARK & BUSSEY BUILDING REGULATIONS

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These Regulations are written as an advice document designed to enable Copeland Park and the Bussey Building to run in an effective and efficient way for the benefit of all who work here. We reserve the right to alter and amend the Regulations from time to time.

## 01. Gates

There are two entrances currently onto the site from Rye Lane and Copeland Road.

	133 Rye Lane Gate	133 Copeland Road Gate
Type of Access	Pedestrian Only	Pedestrian and Vehicle
Opening Times	06:30 7 Days	06:30 7 Days
Closing Times	23:00* 7 Days	00:00 7 Days

Note - There is restricted pedestrian access onto the site after 00:00 (12 midnight). Only customers with specific permission and pre-approved authorisation will be allowed in, they will have to be escorted to the event by a representative/person from the event.

Bank Holiday Opening - Normal opening hours, to apply as above

## 02. Site opening hours

The site is officially open 7 days per week from 07:00 to 00:00.

Other opening hours are possible by prior arrangement with the Site Office. 72 hours notice in advance is required and will be subject to an additional charge.

For opening and closing hours for the Car Park please see Clause 5.

Any unauthorised use outside these hours will be subject to a charge of £50.00 per incident.

The Site Office is open from 09:00 to 17:00 Monday to Friday.

Bank Holidays: The site is closed 1st January & 25th December each year. The site is open on the remaining Bank Holidays in the year.

### 03. Car park and speed limits

The car park is closed on 1st January and 25th December each year.

There is a maximum 5 mph speed limit in the car park area. The car park is heavily used by pedestrians, and drivers are made aware that vehicles must be moved cautiously at all times. Any drivers caught abusing this will be banned from accessing the site by vehicle.

	Car	Van
Hourly	£2.00	£3.00
Daily (07:00-23:00)	£10.00	£15.00
Overnight (23:00-07:00)	£10.00	£15.00
24 hour	£15.00	£20.00
Weekly (Day only)	£40.00	£50.00
Weekly (Day and Night)	£60.00	£65.00

Car park charges are reviewed regularly and a Notice of Charges is displayed at the Gate Hut on Copeland Road.

Cars should park in designated areas and drivers are not to block other cars or vehicles. A clear route must be kept at all times for emergency vehicles.

Signs are placed in suitable locations. No vehicles are allowed in the Bussey Alley or to fully obstruct other units.

Bicycles to be ridden with care, no speeding above 5 mph.

### 04. Car Parking

Copeland Park has 33 parking spaces on site. Some of these are provided to tenants as part of their lease agreements. The remaining car parking spaces are used as a car park used primarily by tenants, visitors and also the general public. Car number plates are recorded by the gate office and a log of which vehicles and their arrival/departure time is kept by the gate office. Deliveries on site are directed to dedicated delivery bays.

There are three car parking areas:

**Car Park A** – is located between the Bussey Building and the Site Office with designated car parking spaces marked out and a ban on Vehicles larger than a car or small van parking in Car Park A.

**Car Park B** – is located next to Car Park A, directly outside the entrance to the Copeland Park Site Office and to the Site Offices Southern extent. It is primarily used for delivery bays.

**Car Park C** – is located at the Western end of the Vehicle passageway and has a few designated car parking spaces with a ban on Vehicles larger than a car or small van parking in Car Park C.

For site based events, such as farmers markets and street food festivals 48 hours email notice will be provided to tenants to remind them that their car parking space is not available for use during the specific hours of the event and that the car park may be closed to all vehicles.

Depending upon the scale of any event different parts of the site will require restrictions on vehicle parking and vehicle movements:

- Full Site event – No car parking on site

## **05. Vehicle Access**

Vehicle access is via the manned gate on Copeland Road with vehicle registration numbers recorded on a paper register and monitored by Closed Circuit Television (CCTV) system.

Vehicle access continues down the passageway towards Car Parks A & B with no parking allowed except in designated areas.

A speed limit of 5 miles per hour is imposed throughout the site through signage and verbal direction at the security gate.

Emergency Vehicle access throughout the site will be maintained both during events and on normal working days. The main access would be through the vehicle access on Copeland Road with provision provided for Emergency Vehicle access both to the Bussey Building and to the Western end of the Vehicle passageway. Emergency access is also available through the entrance on Bournemouth Road. All incidents and emergency vehicle call-outs are to be reported to the security hut.

## **06. Servicing**

The Vehicle passageway from Copeland Road will remain accessible during site opening hours including access to Bournemouth Road (via gaining a key from the security hut) at the end of the passageway beyond the car parking area.

For deliveries to the Bussey Building vehicles can travel up the roadway and unload in Car Park B outside the entrance to the alleyway leading to the Bussey Courtyard.

During events on site there will be no deliveries to the areas concerned with the event.

## 07. Cycle Use

There are a number of cycle racks on the Copeland Park site. These are located in areas with CCTV coverage and in high pedestrian traffic areas. The car parking and common areas of the site are well lit during night time hours. The cycle racks are for the use of tenants, customers and visitors to the site. Cycles are subject to the 5mph speed restriction on site.

## 08. Pedestrian Access

Pedestrians can access the site from two entrances the first being from the Copeland Road entrance and follow the painted pathway marking out the safe area to walk along the Vehicle passageway. The second pedestrian access is through the Rye Lane entrance. From entering through the Rye Lane entrance pedestrians can then walk down past the Bussey Building and enter the Copeland Park Courtyard though Car Park A.

Access and egress can also be arranged through the Bournemouth Road entrance via prior discussion with the site management office. Temporary fencing will be erected for events to control pedestrian movements.

Day to day pedestrian access to the numerous occupiers is principally via the Rye Lane entrance with pedestrians then walking through the Bussey Courtyard and down Bussey Alleyway to enter the rest of the site though car park A, allowing them access to the occupiers located on the South side of Copeland Park.

Occupiers are made aware that they and their guests should arrive at Copeland Park via foot or the many public transport options located around Copeland Park. Copeland Park's own website offers an interactive map showing both Copeland Park and the many public transport options nearby. In both digital and print media Peckham Rye Train and Overground Station is often mentioned as the best way to arrive at Copeland Park.

## 09. Deliveries

A 15 minute free parking slot for delivery and collection vehicles is allowed; after 15 minutes normal car parking charges apply. The vehicles should be parked in designated areas.

## 10. Refuse and rubbish

The management reserves the right to charge to remove and dispose of any rubbish left anywhere on site. The charge will be the disposal cost per incident plus a fine of £150.

Cigarette disposal: There are cigarette disposal units at various locations throughout the site. Please encourage your customers to use these. Cigarettes are not to be deposited down the drains or gullies as this causes drain blockages.

## 11. Cleanliness of the site

Copeland Park will clean and maintain communal areas and hallways, including communal toilets. We reserve the right to charge the tenant if any tenant or their clients or customers are found littering, damaging or dumping rubbish for the cost of removing the rubbish and cleaning.

## 12. Signs

Signs are provided at the entrances of the site, on Copeland Road and Rye Lane pedestrian entrance. These are updated from time to time. Copeland Park will make a charge to change the tenant's name on the Copeland Road signboard. Please contact the Site Office for a quote.

Tenants can provide their own signs in designated positions by arrangement with the Site Office.

## 13. CCTV and security

The communal areas are covered by CCTV cameras and these provide a limited amount of security. Our staff has access to CCTV 24 hours a day.

There are gate staff on site 24 hours a day, 7 days a week. They are based at the gate hut at the Copeland Road entrance.

However, we do remind events that they are responsible for ensuring basic security measures to prevent casual theft and damage. These include keeping valuables secure, e.g. laptops, handbags, cash, bank cards etc. Keep unit doors closed unless someone is in the unit.

## 14. Fire and safety arrangements

Copeland Park has a whole site policy on fire safety. Any faulty or damaged sprinkler heads or fire alarm system must be reported to the Site Office.

Copeland Park carry out regular servicing and maintenance to the fire alarm. A fire drill is in place.

Elsewhere on the site, there are some units with fire alarm systems in place.

### In the Event of a Fire

If anyone sees fire or smoke then please operate the manual fire alarm and contact the **Site Office (020 7635 0000)**. During out of office hours contact the **Gate Hut (07873 904 218)**.

Individual units have their own fire alarm drill and arrangements.

## 15. Filming and recording

From time to time, there are filming and photographic shoots on site. This may cause some temporary changes in the use of the car park areas, which we trust will not inconvenience our tenants and their customers.

Filming in communal areas must be authorised by the Site Office.

## 16. Noise Management

We work with our guests to manage sounds emitted from the buildings' use, and from visitors whilst entering and leaving the premises, this is to minimise adverse impacts on surrounding residents.

We do this by asking guests to ensure appropriate sound control steps are taken in the monitoring sounds and taking appropriate action to minimise any adverse impact and ensure that complaints are investigated promptly and action taken when necessary. We require all tenants to comply with the relevant licensing laws.

Any use of amplified sounds emitted outside of buildings will be limited to occur between particular hours and no later than 23:00 hours, unless by consent of both Copeland Park and the licensing permissions of the London Borough of Southwark.

Visitors to the buildings will not be allowed to congregate outside the buildings after 22:00 hours, unless by consent of both Copeland Park and the licensing permissions of the London Borough of Southwark. Monitoring to ensure this does not take place will be done by appointed Stewards.

Copeland Park does not anticipate any complaints. However, should cause for complaint occur local residents will be asked to at first telephone or visit the occupier and raise any complaint in person or alternatively to contact the London Borough of Southwark's Environmental Health Department.

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