



The Park

Welcome & Operating information

Welcome to Chesterford Research Park, we hope that the following information will be of use as you settle into your new surroundings.

Park Access

Fire Procedures

- The Fire Risk Assessment and Evacuation Procedure will be co-ordinated by the occupier.
- In the event of a Fire, Security will call the Fire Brigade – there is a Fire Alarm link from each Tenant Building to the Security Control Room, at The Nucleus.
- The Fire Assembly Point is as designated and agreed with the Park Manger.
- The Fire Alarm should be tested weekly, in conjunction with the Park Security Team.
- Fire Risk Assessment – each Tenant is responsible for conducting a Fire Risk Assessment and the associated Training.

Car Parking

Please use the spaces as allocated on the Parking Plan.

Park Speed Limits

The speed limit on the Park road is 20 mp/hr and 30 mp/hr on the main Access Road, leading to the Gatehouse.

Registration of Vehicle/s & Motorcycles on Security Access System

Vehicle Registration Forms, new and updates should be passed to Security. Motorcycles are registered in the same way. The rider should stop at the gatehouse and identify themselves, in order for the barrier to be operated manually. Should motorcycle access be required out of hours, the intercom bollard at the barrier should be used for identification purposes.

Royal Mail – Deliveries & Collections

As arranged by the occupier.

Royal Mail Post Box (stamped mail)

A post box is available, outside The Nucleus; collections are at 4.30 pm, Mon – Fri. Stamps and greeting cards can be purchased at shop at The Nucleus.

Couriers & Deliveries

If you are expecting a courier delivery OR a large delivery, please let the Gatehouse know in advance. Couriers and other deliveries are booked in at the Gatehouse on arrival. Normally they have parcels for more than one company on site. If they are unknown or unannounced Security will contact the occupier for access authorisation.

Hire Car Collections/Deliveries Out of Hours

Please ensure that Security is aware of any such the arrangements and that keys/details are left at the Security Control Room at The Nucleus. Notification should be in person OR via email to Security.

Visitors

All visitors should be pre-registered with Security. Visitors who are not pre-registered will be asked to wait at the Gatehouse until authorisation is obtained from the occupier's representative.

The Gatehouse

The Gatehouse is manned from 0730 – 1600, please see contact details.

Emergency Contacts

In an emergency please contact Security on 01799 532250.

The Nucleus

The facilities at The Nucleus are available to all Park Tenants on a pay as used basis.

Postal Address

Chesterford Research Park
Little Chesterford
Essex, CB10 1XL