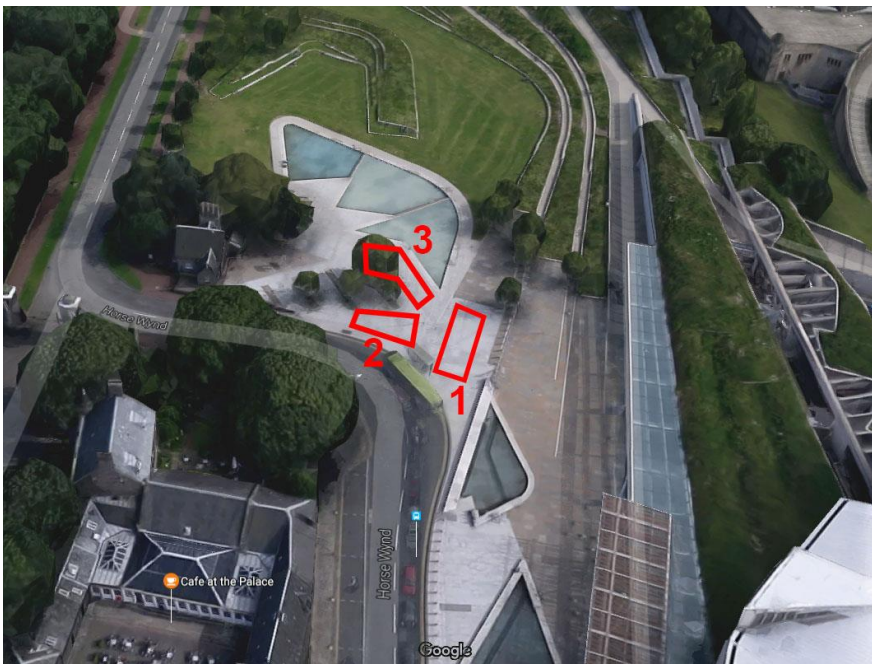
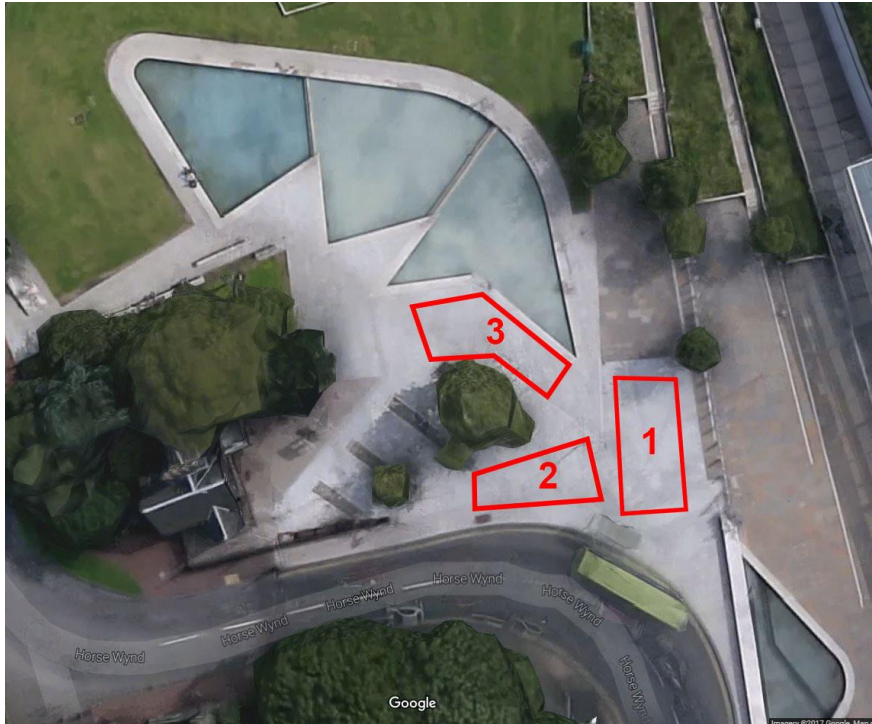


To be read in conjunction with the new
Conditions of Use for Broadcasters with
Operational Trucks

Policy on Parking Broadcasters' Trucks at Holyrood for Ad-hoc News Items

The Scottish Parliamentary Corporate Body has designated an area of the hard-standing on the Parliament's grounds for occasional use by broadcasters' operational trucks, such as satellite vehicles. Prior permission to park here is required, and will be granted by the SPCB on a first-come-first served basis. The area is location 1 on the following photographs. Locations 2 and 3 are only to be used if location 1 is already occupied (e.g. by an events bus):



Broadcasters must get permission each time before arriving.

Cars (including camera cars) cannot be accommodated anywhere on the Parliament's grounds. Car parking is available locally within a short walking distance.

Broadcasters wishing to use the broadcaster's truck parking area must also sign up in advance to the Conditions of Use of the Parking Area for Broadcasters' Trucks. These can be obtained from the Scottish Parliament's Broadcast Office.

Vehicles which enter or park on the Parliament's land without advance permission or in breach of this policy will be required to leave.

Requesting permission to park

Requests for permission to park a broadcaster's truck must be made as far in advance as possible, by calling 0131 348 6252 or emailing broadcasting@parliament.scot and giving the following information, which will be shared with the Parliament's Police Unit:

- organisation name
- vehicle registration number and make
- driver's name and mobile phone number
- date and approximate arrival and departure times

A response will be sent by e-mail as soon as possible. You must not bring a truck onto the Parliament's grounds before permission has been given.

To request permission outside of normal business hours please contact the Media Relations Office by phone only, on 07879 253 130.

Location of parking area

The broadcaster's truck parking area is as shown above. Broadcasters must not drive or park on the grass or anywhere else on the Parliament's land.

Trucks must only be driven or parked on the granite setts, and must avoid the flagstones (which are weaker), manhole covers and pond edges. The service bus stop must be kept clear at all times.

Vehicle identification

- The vehicle must display the broadcaster's logo.

Health and safety

Broadcasters must ensure that:

- all operations and vehicle movements are undertaken in a safe and controlled manner;
- all cables are safely laid to avoid trip hazards; and
- all relevant Health and Safety legislation and guidelines are complied with.

LiabilityIt is each individual broadcaster's responsibility to ensure that they have all required public liability insurance in place before arriving on site.

Cooperation with SPCB staff and Police

In certain circumstances, Parliament staff or the Police may require the truck to move to a different location. Broadcasters' co-operation will ensure an efficient operation for all.

Vehicles and equipment may be liable to search by the Police at any time for security purposes.

Requests for use of the landscaped area

For large planned events where broadcasters wish to make use of the landscaped area, this may be possible by prior agreement with the Parliament, which will include agreed measures to protect the surfaces. Requests for this should be made well in advance to the Broadcasting Office. Contact details as above.