

# Southampton Office

## Parking at One Dorset Street

### Parking

Please see the parking plan below. This plan identifies our allocated parking spaces. On this plan we have 5 spaces which are numbered as 13, 14, 15, 16 and 18. There is also a disabled parking space and an electric vehicle space with a charging point. Both these spaces are for the building to use and are booked on a first come, first served basis.

#### Please follow the steps below.

1. When booking a meeting room, please complete a meeting room booking form and send the form to [receptionsouthampton@irwinmitchell.com](mailto:receptionsouthampton@irwinmitchell.com) Please include any parking requirements in the email with the completed form.
2. Our reception team will then book the meeting room and inform the building reception team that your client will be using one of our parking spaces.

#### When your client arrives, please ask them to follow the steps below.

1. When your client arrives, they should drive up to the shutter at the front of the building and use the intercom. There is a sign on the intercom which gives 3 options.
  - Press number 2 for Ground Floor Reception.
  - Press number 4 for Irwin Mitchell Reception
  - Press number 5 for Irwin Mitchell Facilities (Main office)
2. Your client should press 2 or 4. One of the reception teams will then lift the shutter and your client will then have access to the car park.

**Please ensure your client is aware that they shouldn't park in the car park next door as they could receive a fine. They must go through the shutter at the front of our building.**

