

Conditions of Entry for the Public and Press attending a Public Misconduct Hearing

Application Procedure

- If you wish to attend a Misconduct Hearing you may apply to do so, provided you are 18 and over
- Seats are allocated in advance via the British Transport Police internet booking procedure
- You will be required to book **each day**, submitting your request by 3pm the working day prior to the day you wish to attend via the [British Transport Police website](#)
- You will only be able to gain access to the building if you have pre-booked
- If you are successful in your booking, you will be sent a confirmation email containing a registration letter by the Professional Standards Department. You will be required to produce your personal registration letter upon arrival along with supporting photographic identification (passport & or driver's licence) and confirmation of your address (utility bill, etc.)
- Members of the press are requested to bring their official press identification

Security Checks

- Upon arrival British Transport Police staff will check your identification documents and as stated in the regulations, the Chair may also impose further conditions of entry in addition to those set out in the document. If this arises further conditions will be published on the website prior to the hearing
- Bags will also be subject to a security search as a condition of entry
- You will be issued with a visitor pass which must be worn at all times and anyone in breach of this will be asked to leave and escorted from the premises
- You will be required to sign in and out when entering or exiting and should you leave the hearing room (only permitted during a natural lull in proceedings), you will only be allowed re-entry during a natural break in the proceedings and be subject to another security search
- You must comply with evacuation procedures.

Forbidden Items

- Sharp objects or blades will not be permitted. British Transport Police retain the authority to seize any article found during a search which may cause harm to any person
- Mobile phones and other electronic devices such as tablets can be retained but must be switched off during the hearing
- Recording equipment is forbidden in the hearing room
- Laptops and tablets may only be used by accredited members of the Press Association for the purpose of writing
- Accredited members of the press cannot Tweet from mobile telephones
- Cameras must not be brought inside the building; and mobile phone devices must be switched off. The taking of photographs is forbidden both inside and outside the hearing in the surrounding vicinity. Failure to comply with this requirement will result in you being asked to leave and escorted off the premises

Conduct

- No one attending the public hearing shall either intervene in or interrupt the running of the hearing
- Anyone acting in a disorderly or abusive manner or acts inappropriately in the view of the Chair will be excluded from the remainder of the hearing
- You are requested to remain silent whilst the hearing is in session
- No person is permitted to make or attempt to make a sketch of any person or the hearing room during the proceeding

Start Times

- Please check the [British Transport Police website](#) the evening before to confirm daily start times
- You are required to arrive at least twenty minutes before the start of the proceedings
- Late attendees will have to wait until there is a break in proceedings before entering

Adjournments

- If the Chair announces an adjournment you should remain in the hearing room unless the adjournment is for lunch
- The hearing will normally conclude at 5pm or at a convenient point in the proceedings.

Accessibility

- If you have a hearing impairment, you will need to arrange your own interpreters, if required
- If you are a wheelchair user space will be available dependent on availability
- Accessible toilets are available

Fire, Evacuation and First Aid

- Fire action notices are displayed throughout the building and Metropolitan Police/Holiday Inn/British Transport Police staff will direct you as appropriate in the event of an evacuation
- If you are unable to undertake the fire evacuation process please inform British Transport Police at the time of booking and security staff upon your arrival at the hearing
- If you have an accident in the building tell a member of staff who will contact a first aider

Parking

- There are no parking facilities available so if you wish to drive, car parks can be found on the [website Parkopedia](#), with parking prices

Smoking

- Smoking is not permitted inside:

Metropolitan Police, Empress State Building, Lille Road, London SW6 1TR

The Holiday Inn, Camden Lock, 30 Jamestown Road, London NW1 7BY

British Transport Police Force Headquarters, 25 Camden Road, London NW1 9LN

Should any conditions of entry be breached, you will be required to leave the proceedings and escorted from the premises.