



**Charles Russell  
Speechlys**

# Guildford Accessibility

## Office Address and Reception Telephone

📍 One London Square  
Cross Lanes  
Guildford GU1 1UN

☎ 01483 252525



## How to find us

### By train

Guildford mainline (GLD) – 1.3 miles London Road (LRD) – 0.3 miles There are direct rail services from London Waterloo to Guildford mainline station (fast trains take 35 minutes). Guildford station is a 20–25-minute walk (or a short taxi ride) from the office. The nearest station to us is London Road which is opposite our office and only one stop from the mainline station. On foot (from London Road station) Take the path that exits the station off platform 1 up to London Road. The foot entrance to the back of our car park is immediately opposite you (there is a pedestrian crossing to your right). Walk through the car park round to the front of the building.

### Assisted Entry

If you require assisted entry to our office, we recommend you contact us on our main telephone number prior to your arrival so we can inform you if the accessible lift is out of use.

Should you require further assistance once inside our office then please advise the team on arrival or throughout your visit.

[charlesrussellspeechlys.com](http://charlesrussellspeechlys.com)

### By road

#### From M25

Leave at Junction 10 and take A3 exit south towards Guildford and Portsmouth.

#### A3 from London

Leave at the Stoke Interchange junction, bearing left off the slip road to the main junction. At traffic lights, turn left up the hill (onto Parkway) past the Travelodge and Spectrum Leisure Centre with Stoke Park on your right. At the roundabout take the 3rd exit onto the A3100 (London Road), to Guildford Town Centre. Turn left into Cross Lanes, opposite Guildford High School, and turn immediately right into One London Square. We are the building facing you.

#### A3 from Portsmouth

Leave at The Wooden Bridge Junction and follow the signs for A25 Dorking and Guildford. Stay in the left or centre lane at the main traffic lights and proceed along Ladymead to the next set of traffic lights. Go straight ahead at the traffic lights onto Parkway. Directions are then as above.

Charles Russell Speechlys is situated on Levels 1 & 2 in No. 1 London Square. All visitors will need to check in with Ground Floor Reception on arrival then make their way to Level 2 where the reception team will contact your host. For security purposes, please ensure you carry your pass, if issued.

## Parking



Visitor accessible parking spaces are available at London Square, however, due to limited numbers of its subject to availability.

If you require this, please request in advance by asking your host to contact the Facilities team on [GU.Facilities.Requests@crsblaw.com](mailto:GU.Facilities.Requests@crsblaw.com)

## Step Free access route to the building



Pathways with dropped kerbs are accessible from the parking spaces, pathways are marked out by yellow lines and pedestrian graphics.



The main entrance is via a ramp, leading to an access-controlled entrance. If you have not been issued with an access pass to enter, you may use the inter-comm to speak to the ground floor receptionist, who will grant access.  
[charlesrussellspeechlys.com](http://charlesrussellspeechlys.com)



The ground floor reception area is open and easily accessible, there are accessible toilet facilities on this floor near to the 2 passenger lifts.



CRS Reception is on the 2nd floor, please use the inter-comm to advise the Reception Team if you require assistance to enter the reception area.



### Accessible Toilets

Our office has wheelchair Visitor accessible toilets on the 1st and ground floors. There are also accessible toilets available to employees on all floors.

### Assistance Dogs

We welcome guide dogs, hearing dogs and assistance dogs in the office.

### Hard of Hearing

We have an audio induction loop (hearing loop) that sends sound directly to the telecoil receiver in a user's hearing device in our Meeting Rooms.

### Questions & Queries

If you require further information on accessibility information, then please contact our Facilities Helpdesk on [GU.Facilities.Requests@crsblaw.com](mailto:GU.Facilities.Requests@crsblaw.com)