

Attending a hearing

Please come to:

GPhC Hearings Centre, 25 Canada Square, Canary Wharf, London E14 5LQ

We are on floor 25 of the Citi building.

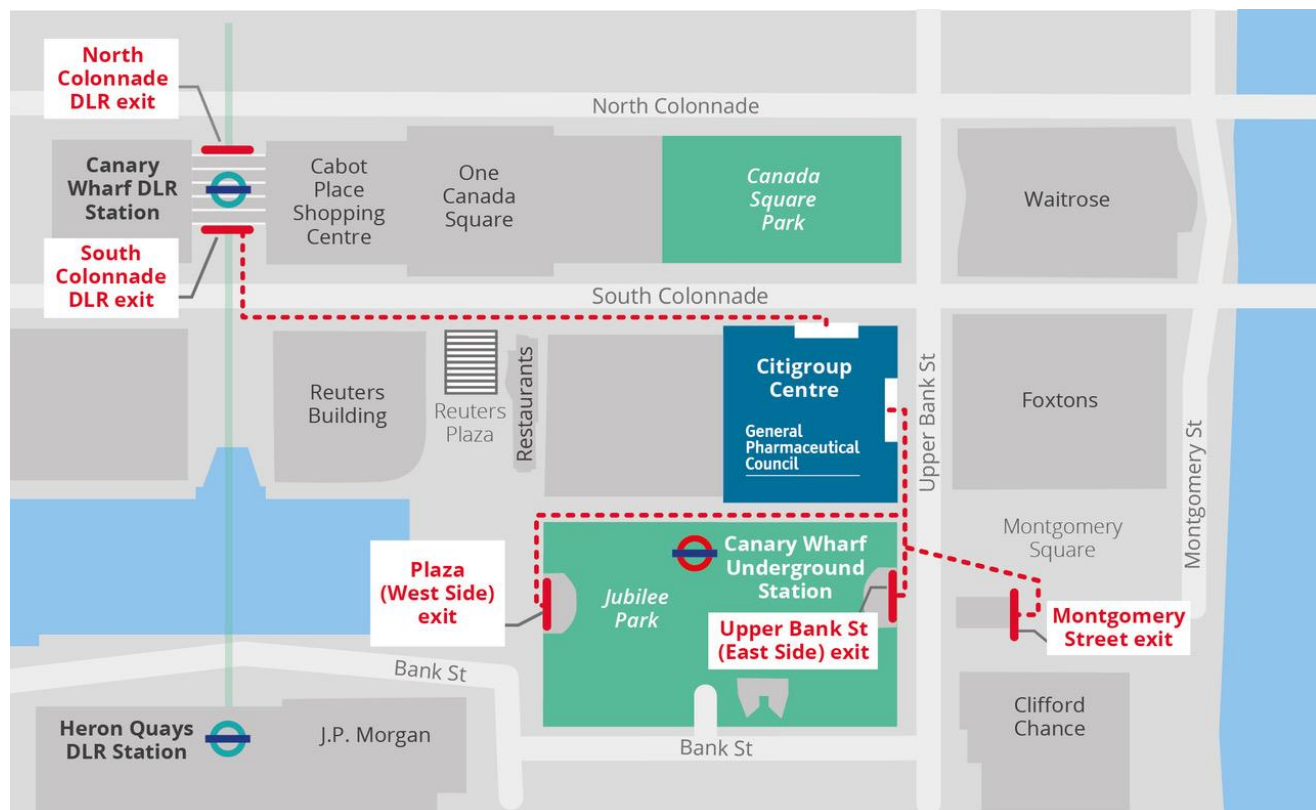


The Citigroup Centre building



The entrance to the Citigroup Centre

Getting to the GPhC Hearings Centre



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September 2017

By train and underground

The nearest main line stations are:

- London Bridge (take the Jubilee line, westbound)
- Waterloo (take the Jubilee line, westbound)
- Stratford and Stratford International (take the Jubilee line, eastbound)

From Canary Wharf underground station:

from the Jubilee Line platform, take the escalators marked 'Upper Bank Street'. At street level, turn left, and the Citi building is the first building on your left. Alternatively, follow any 'way out' signs to the street level exits marked on the map.

From Canary Wharf Docklands Light Railway station: take the exit to the South Colonnade, cross the road and turn left. The Citi building is at the corner of the crossroads on your right after around 150 metres.

By car

There are four underground car parks at Canary Wharf:

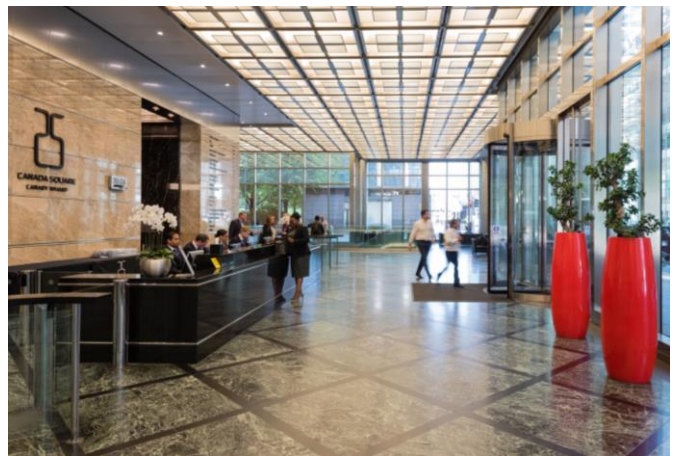
- Cabot Square car park: the entrance is on Cooks Close (enter E14 4PA if you are using a sat nav)
- Canada Square car park: the entrance on Montgomery Street (use E14 5EW for sat nav)
- Jubilee Place Car Park: Entrance on Bank Street (use E14 5NY for sat nav)
- Westferry Circus Car Park: Entrance on West India Avenue (use E14 4HD for sat nav)

There are currently 2,500 spaces available, with designated bays for disabled drivers and parents with children. You can find out more on the Canary Wharf Group website at www.canarywharf.com/getting-here/parking/

By taxi

There is a taxi drop off point in front of the building on the South Colonnade. If you need to use a taxi to get to our offices, please speak to your case officer.

When you get to the Citi building



Citigroup Centre reception

Please go to the reception desk for 25 Canada Square in the ground floor lobby. You will need to tell the reception team your name, and why you are here. You may need to show your photo ID, and you will be given a visitor pass.

Once you have your pass, a Citi Visitor Relations Officer will take you to the Hearings Centre.



The Hearings Centre reception

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What should I bring?

Please make sure you have:

- A copy of your witness statement and any other evidence documents we sent to you with your statement
- A valid piece of photo identification (ID)

At the Hearings Centre

When you arrive at the GPhC Hearings Centre reception, you will be asked to sign in as a visitor, and shown to the witness waiting area.

As a witness (unless you are an expert witness), you cannot be present in the hearing room until it is time to give evidence, so we ask you to wait in this area. The pharmacy professional and any members of their team have a separate waiting area so you will not need to wait with them. There may be other witnesses waiting with you.

If possible, we will introduce you to our case presenter, who will be presenting the evidence for the GPhC. They may be able to tell you the schedule for the day.

You may want to bring something to read or watch to pass the time.

Security

You will be given a pass on a lanyard, which gives you access to the witness waiting area.

Please wear your pass while you are with us and remember to hand it in to reception if you leave the building at lunch time and once you have finished giving your evidence and are leaving the building.

Coats and bags

You can bring coats, bags and larger luggage with you into the witness waiting area. You will need to leave these there when you give evidence in the hearing room.

Any questions?

Please ask a member of GPhC staff, who will be happy to help. Please do ask us about any support you may need to be able to attend and participate in the hearing.

It is very important that you do not talk about your witness statement or any other evidence with anyone apart from GPhC staff members while you are waiting to give evidence. If you do not finish giving your evidence by the end of the day and you need to come back to finish, you must not talk about it in between.

Please ask a member of GPhC staff if you are not sure what you can say.

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