

On behalf of The University of Leeds we look forward to welcoming you to CitySide.

Included you will find important information about what you need to know before you arrive.

You can collect your keys and move into your accommodation from Saturday 16th September 2023.

Downing Students is committed to providing the highest standards of accommodation and we have been working hard to make sure that everything is ready for your arrival. We hope that you will be delighted with your accommodation.

Yours sincerely

The Downing Students Team



PRIOR TO COLLECTING YOUR KEYS

Prior to moving in, you must:

Book an arrival appointment by following <https://city-side.appointedd.com/> and select the option to book an arrival slot from the drop down menu.



COLLECTING YOUR KEYS

Your keys will be available from reception from Saturday 16th September 2023. You must book an arrival appointment (see point above).

Bring a copy of your accommodation contract and a form of photographic ID

On arrival please familiarise yourself with the notices posted in your accommodation and follow the directions/procedures contained therein. Check them regularly as they are frequently updated.

Please ensure that you bring a form of Photo Identification as you CANNOT collect your keys without it.



RECEPTION OPENING HOURS

Normal Reception Hours are Monday to Friday 8am to 6pm and Saturday 8am to 5pm.

However, during the move in weekends Reception opening hours will be extended to 8am to 6pm on:

Saturday 16th and Sunday 17th September
Saturday 23rd and Sunday 24th September



ARRIVING OUT OF HOURS

Please ensure that you book an arrival slot at least 48 hours prior to your arrival so that we can make the necessary arrangements for you to collect your keys.

Please note that you may not be able to collect your keys if you have not informed us in advance of your late arrival.



PARKING

Kindly note that there is no parking on site and you will therefore be allowed 10 minutes to unload.



UNLOADING

Please refer to the enclosed Site Access Plan for information on how to access the unloading area. We politely ask that you drop off/unload as quickly as possible and then use the local parking facilities nearby (please refer to the enclosed 'Public Car Park location plan'). Trolleys will be available.

Please be aware that weekends are the busiest days for moving in and there may be congestion etc. around the site; therefore, you might prefer to move in on a weekday after commencement of your tenancy.



POST AND PARCELS

Prior to your tenancy start date we will only accept deliveries for bedding and kitchen packs ordered from our partner UniKitOut .

During your tenancy if there are parcels for you to collect at reception we will email you from 'no-reply@getparceltracker.com'. We advise that you set your spam filter/junk email settings to allow you to receive emails from this address. To ensure that your parcel is ready for collection only come to reception upon receipt of your parcel notification email.



FREQUENTLY ASKED QUESTIONS

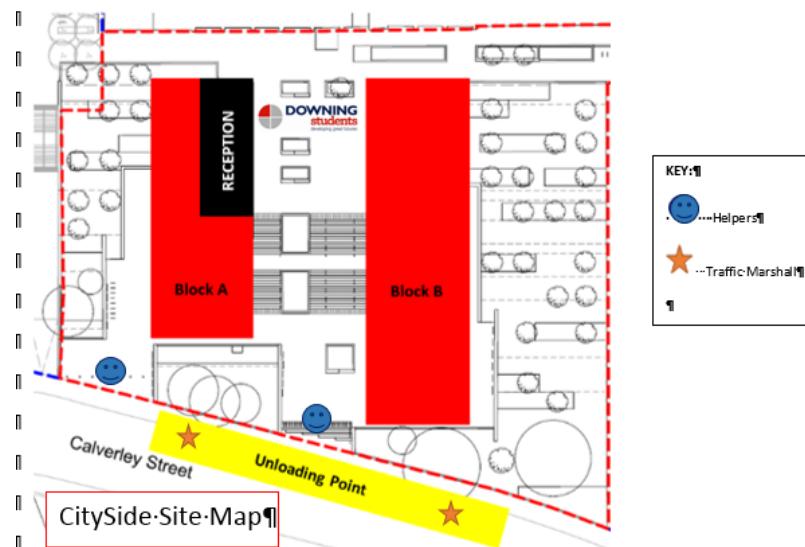
If you have any queries refer to the Frequently Asked Questions section on our website.



ARRIVAL PROCEDURE

On the main moving in weekends we will have designated unloading points on Calverley Street, between 8am and 6pm. Traffic marshalls will direct you to these as you approach CitySide. At peak times there may be a short wait to unload. Vehicles are permitted to stay for a maximum of 10 minutes whilst our helpers assist you to unload your belongings, you will then need to move your vehicle to one of the public car parks located a short walk from CitySide. (See maps enclosed) Vehicles are not permitted to be unattended at any time.

For Satellite Navigation purposes please use the postcode: LS1 3EY



BY CAR

Arriving From the South (A58M)

- Head North on A58(M)
- Take the A660 Exit towards A65/Skipton
- Keep right to continue towards Woodhouse Lane/A660
- Make a U-turn at Blackman Lane
- Slight right to stay on Woodhouse Lane/A660
- Turn right onto Portland Way
- Turn right onto Calverley Street
- Traffic Marshalls will direct you to unloading bays from here.

From the East (A64)

- Head West on A64(M)
- Take the A660 exit towards Skipton
- Turn left onto Woodhouse Lane/A660
- Turn right onto Portland Way

Turn right onto Calverley Street

Traffic Marshalls will direct you to unloading bays from here.

From A61

Head South on Clay Pit Lane/A58 towards Meanwood Road/A61

Clay Pit Lane/A58 turns right and becomes Woodhouse Lane/A660

Turn left onto Portland Way

Turn Right onto Calverley Street

Traffic Marshalls will direct you to unloading bays from here.

From the North (Woodhouse Lane)

Head South-East on Woodhouse Lane/A660

Continue to follow A660

Slight right onto Woodhouse Lane/A660

Turn right onto Portland Way

Turn right onto Calverley Street

Traffic Marshalls will direct you to unloading bays from here.



BY TRAIN

The station has direct services to other cities including London and Manchester

Walk north-east on Aire St towards Wellington St

Continue onto City Square

Turn left onto Quebec St

Turn right onto King St

Continue onto East Parade

Continue onto Calverley St

Taxi - Amber Cars 0113 202 2117



Leeds City Bus Station operate national services throughout the UK through Megabus, Stagecoach, Metro and National Express.

Further information can be found at [Leeds City Bus Station | Metro \(wymetro.com\)](#) or +44 (0) 113 245 7676



INTERNATIONAL ARRIVALS

Leeds Bradford Airport is located around 8 miles north of the City of Leeds and is approximately 30 minutes away by car. Taxis are available at the Airport or you can pre-book:

Taxi Arrow Cars: 0113 258 5888

You can also get the 757 bus from the Airport to Leeds City Bus Station



PARKING INFORMATION



PERMIT - Please fill the details out and display on your dashboard as you approach CitySide, this will help Traffic Marshalls identify your vehicle for CitySide. Please note that this is only for use on 16th, 17, 23rd and 24th September. On other days, please park in the pay and display bays on Calverley Street and pay for the required period. Downing Students cannot accept any responsibility for any parking fines issued.

CitySide Unloading Permit

Student Surname:

Flat No.: