

Note No: A213/10

Protocol Directorate of the Foreign and Commonwealth Office presents its compliments to all Diplomatic Missions and International Organisations and has the honour to inform them about the new processes for access to free parking at London Heathrow Airport for official visits. Diplomatic Missions and International Organisations are kindly requested to familiarise themselves with the new arrangements.

Diplomatic Missions and International Organisations will be able to request batches of serial numbers from BAA that can be used with the attached voucher template to exit the NCP car park. Each voucher is **single use only** and must be surrendered after each use to the car park at the time of ticket validation. Each voucher will have a unique serial number and will permit up to 4 hours free parking.

An authorised person at each Mission is required to email the attached request form to andy_cameron@baa.com to obtain a checklist of 10 serial numbers. The authorised person will be responsible for completing the details on the voucher and issuing the unique serial number for each voucher. The vouchers should also have the Mission's official stamp. The voucher must be presented with parking ticket & proof of identity at the car park.

Once all the serial numbers have been issued, the Mission can submit the request form for an additional batch. BAA will endeavour to respond within 48 hours.

Should the serial number be proven to have been issued previously, or not been issued by BAA, then the Mission will be asked to pay for their parking. Any abuse of the system could lead to further requests from the Mission in question being refused.

Protocol Directorate avails itself of this opportunity to renew to all Diplomatic Missions and International Organisations the assurances of its highest consideration.

FOREIGN AND COMMONWEALTH OFFICE
LONDON SW1

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