

## **REGALE capacity building: Campaigning and advocacy**

### **Travel and accommodation guidance**

#### **Travel**

When planning your travel to and accommodation in London please be aware that the training venue is **City Lit, 10 Keeley Street, Covent Garden, London, WC2B 4BA**.

The easiest way to travel when in central London is via the London Underground, also known as the tube (this is the underground metro train service).

**Covent Garden** London Underground tube station is on the Piccadilly Line. **Holborn** tube station (Piccadilly and Central Lines) is only a 5-minute walk away from the venue, and **Leicester Square** tube station (Piccadilly and Northern lines) is a 12 minute walk away from the venue.

Further information about travelling to City Lit is available [on their website](#). Note that it is the Keeley Street location where the training will take place.

#### **Traveling to London by train**

You can travel to London from mainland Europe by train, using [Eurostar](#). The Eurostar will take you to London St Pancras International station in central London.

From London St Pancras International you can access the London Underground tube on the Northern, Piccadilly, Victoria, Circle, Hammersmith & City, and Metropolitan lines. The name of the underground station is 'Kings Cross St Pancras' and it is clearly marked from the station.

#### **Travelling to London by air**

The four main London airports are Gatwick, Heathrow, Stansted and Luton. Other local airports include [London City](#) and [London Southend](#).

#### **London Heathrow Airport**

London Underground's Piccadilly line provides the most cost-effective rail route between Heathrow and central London. Journey time by the Piccadilly line is under an hour from Heathrow and you shouldn't have to wait longer than ten minutes for a train, even off-peak.

The Underground is currently running trains from Terminals 2 and 3 and Terminal 5. Heathrow Terminals 2 and 3 station is between the terminals, which are a few minutes' walk away via pedestrian subway. Heathrow Terminal 5 Underground station is in the basement of the terminal building. All stations are in Travelcard Zone 6. The journey will cost as little as £3.50 off peak.

**Further information is available at:** <https://www.heathrow.com/transport-and-directions/by-rail-or-train/london-underground>

Note: You can also travel from Heathrow Airport to central London via overground train services. These may be significantly quicker, however they are more expensive. Further details are available here: <https://www.heathrow.com/transport-and-directions/by-rail-or-train>.

## London Gatwick Airport

There are fast and frequent trains between Gatwick and London. Gatwick Airport railway station is located at the South Terminal, just a short walk from both departures and arrivals. The station is easily accessible from the North Terminal by a free shuttle. Gatwick is served by several train operators and prices vary depending on time of travel and which London station you travel to, but you can usually buy a return ticket for around £25. Travel times from Gatwick Airport to central London (usually London Victoria or London St Pancras International) take between around 30-45 minutes.

You can buy tickets [online](#), or at the ticket machines or rail information desk located at the station. You can often save money by pre-booking your train ticket rather than buying on the day of departure, although this may mean your ticket is less flexible, and may not be valid for alternative train times if you are delayed.

Once in London you will be able to access the London Underground tube system. Which line depends on which station you arrive at, but it is likely you will get a train to either London Victoria which is served by the Victoria and Circle and District lines, or London St Pancras International where you can access the Northern, Piccadilly, Victoria, Circle, Hammersmith & City, and Metropolitan lines (from the tube station named 'Kings Cross St Pancras').

Further information is available at: <https://www.gatwickairport.com/to-and-from/rail/>

## London Stansted Airport

The Stansted railway station is located directly under the airport (a two-minute walk from the terminal). Trains to London depart every 15 minutes and take 47 minutes to and from London Liverpool Street. Train tickets from Stansted Airport railway station to London Liverpool Street usually cost around £32 for a return ticket. You can buy tickets [online](#), or at the ticket machines or rail information desk located at the station. You can often save money by pre-booking your train ticket rather than buying on the day of departure, although this may mean your ticket is less flexible, and may not be valid for alternative train times if you are delayed.

Once at London Liverpool Street station you can access the London Underground tube system. London Underground lines serving Liverpool Street are Circle, Hammersmith & City, Metropolitan and Central lines.

Further information is available at: <https://www.stanstedairport.com/getting-to-and-from/by-train/>

## London Luton Airport

To get from London Luton Airport to central London you will need to get a shuttle bus from the airport to the railway station, and then an overground train into central London.

**Shuttle bus from Luton Airport to Luton Airport Parkway railway station:** The shuttle bus departs from Bay T outside the terminal and runs approximately every ten minutes. The journey from the airport to the railway station takes approximately ten minutes. A single shuttle bus ticket costs £2.40, and a standard open return shuttle bus ticket costs £3.80.



**Train from Luton Airport Parkway railway station to central London:** There are frequent direct trains from Luton Airport Parkway to Blackfriars, Farringdon and St Pancras International and the journey time usually takes around 40 minutes. Trains run around every 10 minutes on average at peak times. Depending on times of travel, a return ticket from Luton Airport Parkway to central London costs between around £16 and £29. You can buy tickets [online](#), or at the ticket machines or rail information desk located at the station. You can often save money by pre-booking your train ticket rather than buying on the day of departure, although this may mean your ticket is less flexible, and may not be valid for alternative train times if you are delayed.

Once in London you can access the London Underground tube system. London Underground lines serving St Pancras International (from the station named 'Kings Cross St Pancras') are Northern, Piccadilly, Victoria, Circle, Hammersmith & City, and Metropolitan. Farringdon is served by the Hammersmith and City, Central and Circle lines. Blackfriars is served by the Circle and District lines.

**Further information is available at:** <https://www.london-luton.co.uk/to-and-from-lla/going-south-beyond-london>

## Travelling in central London - London Underground

The easiest way to travel in central London is via the London Underground, also known as the tube (this is the underground metro train service).

The Transport for London (TfL) website (<https://tfl.gov.uk/>) has a simple tool to plan your journey, giving you directions and times for travel based on your start and end location. You can check fares here: <https://tfl.gov.uk/fares/find-fares?intcmp=54646>.

You can also access maps of the Tube here: <https://tfl.gov.uk/maps/track/tube>.

It is possible to pay for travel on the underground by buying tickets, using contactless payments or using an Oyster card. Please note that if you plan to use contactless or Oyster card payments you will need to set up an account with TfL in order to be able to obtain receipts / proof of travel needed for project financial reporting. More information about contactless and Oyster payments is available here: <https://contactless.tfl.gov.uk/>.

## Accommodation

Accommodation in London can be very expensive, and you may need to shop around for the best price. **We strongly recommend booking as early as possible.** The following are some budget friendly options with multiple hotels located around central London.

- **[Travelodge](#):** There are many Travelodge hotels in London, which are quite basic but reliable, and available at reasonable prices if you book as early as possible.
- **[Premier Inn](#)** also have many hotels located in Central London, however the rates can vary considerably. **[Premier Inn Hub hotels](#)** (which have smaller rooms) tend to be cheaper.

We recommend when choosing a hotel that you ensure it is within close walking distance of a tube station with good access to the Covent Garden area. You can often get a better price at hotels that are further out from central London but that still have good tube links. You can



check the Transport for London [journey planner](#) for journey times to and from different stations.

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