



Pydar House - Guidance for Visitors to Room 4A

Created: August 2023

What is covered in this information sheet:

- [Arrival](#)
- [External Staff & Visitor Parking](#)
- [Training and Meeting Leads](#)
- [Enquiries and Contacts](#)

Welcome to Room 4A, Pydar House!

Arrival

On arrival to Pydar House, please report to Reception.

This can either be accessed by going up the red-brick stairs at the front of the building (blue circle in photo below) into the courtyard following the signage to the automatic door OR by walking up the pavement at the right-hand side to the side automatic door by the planter (yellow circle in photo below).

This will take you to Level 2 of the building.



State who you are visiting to Reception/Security staff and sign in.

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If you have used the disabled parking bays on the Deck 3 Car Park, there is an entrance to the building from the car park, please press the intercom for Reception.

You will be given a Visitors Pass to access Rooms 3A & 4A, and be collected from Reception by a staff member, unless you have visited before and know your way to Room 4A.

IMPORTANT:

Please hand your Visitors Pass back and sign out at Reception when leaving the building.

External Staff & Visitor Parking

There is **no visitor parking** at Pydar House (unless you have a badge and park in the allocated disabled bays).

The closest long stay Pay & Display car parks are as follows:

- [Edward Street Car Park \(Long Stay\)](#)
- [NCP Truro Highcross Multi-storey \(Long Stay\)](#)
- [Moresk Car Park \(Long Stay\)](#)

Or there is the **Park and Ride** option from Langarth Park (West Truro) or Tregurra Park (East Truro).

Please click on the link for more information on how to do this and where the bus stops are:

<https://www.cornwall.gov.uk/transport-parking-and-streets/public-transport/park-for-truro/>

Disabled parking is available on Pydar's Deck 3 Car Park.

Confidentiality

Please be aware there will be different partners, agencies sharing this office space.

With the virtual way of working we are now accustomed to, please ensure any **confidential or sensitive** conversations/meetings are had in a **separate room** and not in the open plan office.

Meeting rooms are available to book via the [Room Booking Website](#)

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Trainers and Meeting Leads

Housekeeping Guidance notes are available in 4A Training and Meeting Rooms for Fire Safety, First Aid and other relevant information (below).

Information Classification: CONTROLLED

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Pydar House - Housekeeping Guidance for 4A

Created: August 2023
Updated: May 2025

What is covered in this information sheet:

- Office Opening Hours
- Confidentiality
- Reception
- Fire Safety & Alarm
- First Aid
- Cornwall Council Wi-Fi
- Room Booking
- Available Equipment
- Printers
- Recycling
- Refreshments
- Kitchen Facilities
- Toilets
- Swipe/ID cards
- Points of Contact
- Building Contacts

Office Opening Hours

The building is open from 7am-7pm on weekdays.

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Meeting rooms are available to book via the [Room Booking Website](#)

Reception

Pydar Reception is operated by the Security.

They are unable to leave the Reception to take visitors around the building. Please ensure you notify them if you have a meeting involving external staff and arrange someone to collect any visitors if they do not know where to go.

Pydar Reception

07899793206

PydarHouseReception@cornwall.gov.uk

For any enquiries prior to the meeting/training (i.e. booking equipment, etc) please email SafeandWellTruro@cornwall.gov.uk

Enquiries/Contacts

For any general enquiries please email SafeandWellTruro@cornwall.gov.uk.

For urgent enquiries:

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