



Circular number	23-2005	Date issued	24 June 2005
This circular is	For information	No response required	
This circular is	Not relevant to the National Framework		
Status	This circular gives notification of the relocation of the ODPM's Fire and Rescue Service Directorate, effective 27 June 2005 onwards		

Notification of FRSD's new location

Issued by:

Warren de Lima
Secretariat
Fire and Rescue Service Directorate

Addressed to:

The Chief Executive to the County Council
The Clerk to the Fire and Rescue Authority
The Clerk to the Fire and Civil Defence Authority
The Clerk to the Combined Fire and Civil Defence Authority
The Commissioner of the London Fire and Emergency Planning Authority
The Chief Fire Officer

Please forward to:

Head of Human Resources
Head of Recruitment

Summary

The Fire and Rescue Service Directorate of the Office of the Deputy Prime Minister is relocating on Friday 24 June to new offices in Allington Towers in Westminster, London near its former premises in Portland House.

For further information, contact:

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Website [**www.odpm.gov.uk**](http://www.odpm.gov.uk)

1.0 FRSD's first day of operation in Allington Towers

- 1.1 On Friday 24 June 2005, all Fire and Rescue Directorate (FRSD) staff in Portland House in London will be relocating to their new offices in Allington Towers.
- 1.2 FRSD's first working day in Allington Towers will be Monday 27 June 2005.

2.0 New addresses for Allington Towers

- 2.1 FRSD will have two new addresses at Allington Towers: a mailing address and a location address.
- 2.2 The mailing address should be used for all postal correspondence. **Please ensure that the PO Box number is included** in the mailing address, as this is required to ensure that FRSD's mail is sorted and delivered. The mailing address is as follows:

[Name of addressee]

Office of the Deputy Prime Minister

Allington Towers

Po Box 50200

[Floor/ Zone]

Allington Street

London.

SW1E 5WY.

- 2.3 The location address gives the location of FRSD's new offices at Allington Towers and is as follows (please see Annex A for map):

Allington Towers

19 Allington Street

London

SW1E 5EB

3.0 FRSD staff telephone numbers will not change

- 3.1 All FRSD staff will retain their existing telephone numbers.

4.0 FRSD staff email addresses will not change

- 4.1 All FRSD staff will retain their existing email addresses.

5.0 Conclusion

- 5.1 We look forward to welcoming you in our new premises. Meanwhile, we apologise for any inconvenience.

Warren de Lima

Secretariat

Fire and Rescue Service Directorate

Annex A

Location of Allington Towers

