

GATWICK ID CENTRE INFORMATION

Directions & Helpful Information



The ID Centre opening times are as follows:

Monday	08.30 - 16.30
Tuesday	08.30 - 16.30
Wednesday	08.30 - 16.30
Thursday	08.30 - 16.30
Friday	08.30 - 16.30

***Closed Weekends and Bank Holidays**



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GATWICK ID CENTRE

Address:

Map to ID Centre, Ctrl + Click below: -

Ashdown House, Perimeter Road East, Gatwick, RH6 0JH

PLEASE NOTE: -

****THERE IS NO PARKING AT THE ID CENTRE****

Directions to Ashdown House from Inside South Terminal

Head towards Pret which will be on your right and then Greggs. Ahead of Greggs you will see double doors to lifts. Go to Ground floor, turn left out of lifts to exit door. Continue left, walk under the rest of the tunnel and Ashdown house is on your left just pass the security barrier.

Facilities at Ashdown House

✈ Toilets

Public toilets and disability toilets are just opposite our department on the ground floor

✈ Internet access



Travel Options to get to Ashdown House Gatwick ID Centre

For a direct link to our **Staff Travel Guide** please ctrl + click this link: [Staff Travel Guide](#)



Buses

FYI - The Metrobus app is a great source of information, featuring a journey planner, information about live departures including bus tracking, as well as offering you the possibility to favourite your regular stops and bus routes

Frequent Metrobus Services to Gatwick Airport

- ➔ These buses run 24 hours a day and are ideal for both passengers and airport staff:

Fastway Routes

- ➔ **Fastway 10:** Every 6–8 minutes
 - Serves: Kilnwood Vale, Bewbush, Broadfield, Crawley, Manor Royal, City Place
- ➔ **Fastway 20:** Every 20 minutes
 - Serves: Pease Pottage, Broadfield, Three Bridges Station, Manor Royal, City Place
- ➔ **Fastway 100:** Every 15 minutes
 - Serves: Maidenbower, Three Bridges Station, Horley, Salfords, Redhill

Other Metrobus Routes

- ➔ **Route 3:** Every 20 minutes
 - Serves: Bewbush, Gossops Green, Crawley, Three Bridges, Forge Wood, City Place
- ➔ **Routes 4 & 5:** Every 15 minutes
 - Serve: Pound Hill, Crabbet Park, Wakehams Green, Langley Green, County Oak
- ➔ **Route 200:** Every 30 minutes to Gatwick, hourly to Horsham
 - Serves: Horsham, North Heath, Roffey, Bewbush, Langley Green, Manor Royal

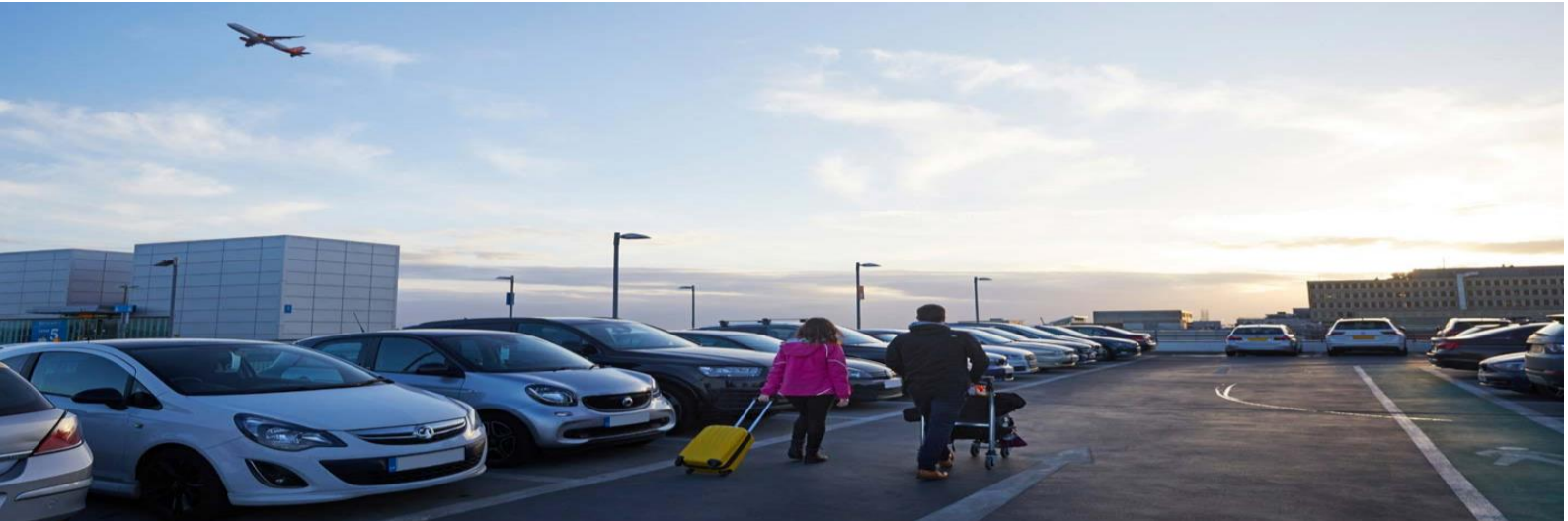


Typical Travel Time

- ➔ From Crawley: 10–20 minutes, depending on the route and traffic

Gatwick Bus Stop Locations

- ➔ South Terminal: Bus stops are on the A23, accessible via lifts near the transit system.
- ➔ North Terminal: Located near the front of the terminal building—follow signs to Metrobus local buses



Driving by car

Directions from M23 to Gatwick South Terminal

- ✈ Join the M23 motorway heading southbound (if you're coming from London or the M25).
- ✈ Exit at Junction 9, which is clearly signposted for Gatwick Airport.
- ✈ At the roundabout, follow signs for South Terminal.
- ✈ Continue on the Airport Way (A23), then follow the signs for South Terminal drop-off, short stay parking, or hotel access depending on your needs.

Location	Miles	Journey Time
Basingstoke	62	1 hr 5 mins
Cambridge	96	2 hr 15 mins
Clapham	25	1 hr 9 mins
Dartford	35	1 hr
Guildford	34	1 hr
Portsmouth	62	1 hr 45 mins
Redhill	7	20 mins
Tunbridge Wells	23	1 hr
Brighton	28	45 mins
Chelmsford	61	1 hr 45 mins
Croydon	19	45 mins
Dorking	13	30 mins
Kingston-Upon-Thames	27	1 hr
Reading	65	1 hr 30 mins
Southampton	91	2 hrs

- Occasionally motorway access to and from London Gatwick may be affected by more traffic than usual. We recommend regularly checking your planned journey to ensure you remain well informed of any potential disruption to your journey.



Trains

Operators: Southern and Thameslink

- Journey Time can be as fast as 8–9 minutes (obviously depending on where you are travelling from!!)
- Frequency: Up to 85 trains per day
- First Train: Around 04:22am
- Last Train: Around 23:42pm



Parking

The ID Centre does not have parking directly outside of our offices. Therefore, the closest car park is at our Short Stay parking in the South Terminal.

Once you have parked, follow the signs directly to the terminal. It takes around four minutes to walk to the terminal.



Disabled Parking

If you are a holder of a Blue Pass and require parking as close to Ashdown House, please contact one of the Account Team Leaders within the ID Centre who will be able to assist you.



Motorcycles

Motorcycles are welcome to park in the dedicated parking bays in the short-stay areas, at both terminals, free of charge.

Please note that anchor points are not available and for security reasons, bikes will be removed if not parked in the designated areas.



Bicycles

There are cycle parking facilities located around the Gatwick campus and Gatwick will be launching new cycle hubs in both terminals in 2025.

In the South Terminal, you'll find cycle parking on the southbound side of the A23, near NCR21, and also next to the train line, under the terminal building.



⚡⚡⚡ **Electronic Forecourt** (GRIDSERVE®)

London Gatwick has become the first international airport to open an Electric Forecourt with GRIDSERVE®, a dedicated electric vehicle (EV) charging station.

The site has 30 high-power and low-power electric vehicle chargers available via contactless payment - ideal for passengers, staff, local residents and commuters - alongside high-speed Wi-Fi, a lounge area, Costa Coffee and Little Fresh convenience store. All charging bays are powered by 100% net zero energy, with the fastest chargers capable of adding up to 100 miles of range in 10 minutes.

The Electric Forecourt® is located on the Ring Road South approach to London Gatwick's South Terminal. The building is open every day from 4:30am to 10:00pm, with chargers available 24/7 year-round.



Staff Discount for Rail Travel

Once you have successfully collected your ID pass all workers can get a 25% discount on journeys within the staff travel area, starting or ending at Gatwick Airport station.

Once you've obtained a unique PIN (to ensure that only airport workers are getting the discount), you can purchase tickets online through the dedicated website for airport staff.

Any discount will be automatically applied to valid journeys. Tickets can also be bought from Gatwick Express, Southern, Great Northern, and Thameslink ticket offices.

When travelling on a discounted ticket, keep your airport ID on you to show to railway staff upon request.

For Further information please speak to a member of the ID Centre.

Key Contacts - ID Centre

Telephone	01293 503636 - Select Option: -
Security Vetting Team	Option 1
Account Leaders	Option 2
Front of House Team	Option 3
ID Centre Website address	Click Here: - ID Centre
General enquiries email	idcentre@gatwickairport.com
Vetting enquiries email	idcvetting@gatwickairport.com

Key Contacts - Other

Out of hours office	01293 501636
External Security	01293 501845
Staff Parking Email	staffparking@gatwickairport.com
Contractor Support Centre	01293 501439
Contractor Support Centre Email	csc@gatwickairport.com
AirDat	01227 200066
AirDat online contact	Click Here: - AirDat
Disclosure & Barring Service	0300 0200 190
Disclosure & Barring Service Email	customerservices@dbi.gsi.gov.uk

*During times of closure, the security operation is able to approve Temporary Passes.
Please call Gatwick Control Centre (GCC) on 01293 501636 for assistance