Be a good neighbour guide

Your guide to living in Englefield Green and Egham 2019/20
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For many students, moving off campus with friends and renting your own house for the first time is an important part of being a student. It is an exciting opportunity to make some great friends, share fantastic experiences and become part of the local community.

Whether you have just moved out of Halls or you are moving from one house to another, this guide is aimed at helping you making the most of this time. It is designed to offer you practical help and guidance and important information about living in Egham and Englefield Green.

Who are we?

Student Wellbeing is part of Student Advisory and Wellbeing at Royal Holloway. We are responsible for:

- Wellbeing advice for all students and supporting students in the continuation of their studies
- Overseeing and implementing our ‘Be a Good Neighbour’ strategy encouraging positive behaviour in the local community
- Community support for students including visits by our community wellbeing advisers to students living locally to provide help and advice on settling in and living in the private sector
- Liaison and partnership working with Police, Council, other residents and other community partners
- Health and wellbeing promotions including alcohol and drug awareness and education
- Personal safety and crime prevention advice
- Response to student harassment complaints.

We are here to support and advise you, so that you can have the best possible experience at Royal Holloway so don’t hesitate to contact us.
We have high expectations of students both within your studies and when living in the local community. When you live in the local community, you represent Royal Holloway. Being a good neighbour sums up our community expectations. Remember that while this is new and exciting time for you, your predecessors may have caused upset to others and sometimes tensions exist. Therefore, as new neighbours it’s better to make a fresh start as you will be spending the next year living side by side. Introduce yourself to your neighbours when you move in to break the ice and take a proactive step towards developing your own amicable relationship with them. If you start the year with a positive relationship and treat your neighbours with respect and consideration during the year, this will go a long way to ensuring that you receive the same from them. It will benefit everyone – they know who to contact if they have a problem and you never know when you may need to ask for their help.

Therefore with this guide we are enclosing two introductory greeting notices so that you can complete these and give these to your neighbours when you first move in.
Moving in checklist

This is an essential list of things you should do now that you have moved into your new home:

☐ **Check your inventory** Take dated photos and make sure everything detailed on the list and note it’s condition. Notify your landlord/managing agent if anything is missing, broken or needs to be fixed.

☐ **Obtain copies of the gas safety and energy performance certificates.**

☐ **Take meter readings** on the day you collect your keys (even if bills are included in your rent).

☐ **Contact your gas, electricity and water suppliers** to give them your readings and register your details. You don’t want to be asked to pay the previous tenants’ bill.

☐ **Get connected** – Contact your internet supplier to set up an account in the names of you and your housemates.

☐ **Check your smoke alarms and carbon monoxide detectors work correctly.**

☐ **Arrange contents insurance** – the Students’ Union can give you advice on finding a policy aimed at students.

☐ **Check your bin collection days** – see Refuse and Recycling section of this guide

☐ **Register your property** [www.immobilise.com](http://www.immobilise.com) is a free national property register that helps you to recover items that are lost or stolen.

☐ **Apply for Council Tax exemption** – Contact the Council to let them know you are all full-time students so they can ensure the relevant exemption – Find out more at intranet.royalholloway.ac.uk/students/where-i-live/council-tax.aspx

☐ **Purchase a TV licence** – see [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk)

☐ **Register to vote** – see [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)

☐ **Register with a GP** check that you are still within the catchment for the NHS GP Surgery on campus.

☐ **Introduce yourself to your neighbours**
Organising your household

When you move into your new property, it can seem great to have the space of a whole house after living in a halls room, but this comes with responsibilities. It is sensible to agree some basic guidelines for how you will run your household from the start as this can help you to avoid some of the problems that can arise from shared living.

Some of the things to discuss include:

- How will you allocate space in the kitchen and bathroom?
- How will you pay utility bills?
- Who will put out the bins?
- Who will keep the communal areas clean and tidy?

A cleaning rota can help with this and we have enclosed one with this Guide. Additional copies are available from Student Wellbeing.

Cleaning rota

<table>
<thead>
<tr>
<th>A clean house helps maintain a happy household!</th>
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<tr>
<td></td>
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<tr>
<td>Kitchen</td>
<td>Bathroom</td>
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<td>Monday</td>
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<td>Tuesday</td>
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<td>Saturday</td>
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<td>Sunday</td>
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community@royalholloway.ac.uk / 01784 276612
Moving forward, good communication and listening skills plus a willingness to compromise will be crucial to create a happy household. However, if difficulties are emerging, then we recommend that:

- You speak to your housemates before things get out of control. House meetings can help with this
- If your housemates have been drinking and disturb you, wait and talk to them about it the next day when they will be more receptive
- You keep calm and friendly when discussing problems. Don’t be afraid to explain what has upset you and why
- You avoid ranting about your housemates on social media, especially in the heat of the moment. You still have to live with them for the remainder of your contract. Always think before you post

<table>
<thead>
<tr>
<th>Living Room</th>
<th>Rubbish/Recycling</th>
<th>Other</th>
</tr>
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<tbody>
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</table>

intranet.royalholloway.ac.uk/students/help-support/
It is a fact that we all make noise, but excessive noise can affect people’s lives, their ability to sleep and their wellbeing. Noise is the most frequent concern that is reported to us – whether it is noise from parties, people walking home at night or heard through a communal wall. We strongly encourage students to follow our ‘Be a Good Neighbour’ strategy and avoid making noise that disturbs others.

**Things you must remember**

- You live in a quiet, residential area where people have to get up for work, school, lectures or they may be unwell
- There should be no excessive noise at any time (noise which disturbs others)
- No disruptive audible noise at night outside your property under any circumstances. This includes in your garden
- Return home from a night out as quietly as possible. Talking loudly in the street can wake your neighbours
- Be reasonable and respectful at all times. Everyone has the right to the quiet enjoyment of their property.

**Top tips on keeping the noise down ...**

**Walking home**

- Keep noise to a low-level when you walk home at any time, but particularly at night. People tend to be unaware how much noise they make when in a group
- There should be no singing or shouting, no anti-social behaviour such as knocking bins over or vandalism and no littering as you walk home. Take your rubbish home with you.
- Always use the Union Bus to get home from SU function nights – it’s safer, quicker and quieter.

**Parties and pre-drinks**

- Check your tenancy agreement allows you to have parties
- **Remember there is no right to party**
- If you are going to organise one, have it on a Friday or Saturday and keep music to a reasonable level
- Speak to your neighbours in advance to let them know you are having friends over and negotiate the finishing time
- Remember noise travels beyond your immediate neighbours, including those at the back of your property
- Give neighbours a mobile number to ring if things get too loud – and respond to their messages

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**Myth**

- There is no truth in the suggestion you can make as much noise as you want until 11pm.
• Keep doors and windows closed and avoid partying in the garden. If people go outside to smoke, make sure they keep quiet especially late at night
• Keep noise levels down when walls between houses are thin
• Ask your friends to leave quietly as you are responsible for the noise they make in your house or in the street
• Even if people suggest they are ok for you to party, they may still choose to complain if they are disturbed or the party continues too late.
• Alternatively, use the Students’ Union or other campus venues when you socialise with friends.

If you are the noisy neighbour
We work in close partnership with Runnymede Borough Council Environmental Health and the Police Neighbourhood team to try to ensure that no-one is disturbed or disrupted in their home. If there is proven, evidenced or repeated severe noise nuisance or anti-social behaviour, the consequences for students can be:
• College misconduct hearings and substantial fines from the College where there is clear evidence of nuisance
• Households can be served Abatement Notices and face seizure of noise-emitting equipment if these notices are breached
• In severe situations or for repeated serious offences, this can impact on your College status as a student.

If you are having a problem with a noisy neighbour, who can you contact?
• Runnymede Borough Council has the statutory authority to deal with noise emanating from domestic properties. Call 01932 838383 or email environmentalhealth@runnymede.gov.uk
• Contact Student Wellbeing at Royal Holloway if you believe the noise involves students from Royal Holloway.

Call 01784 276612 or email community@royalholloway.ac.uk
• To report a crime, including a Public Order offence, call the Police. Call 999 in an emergency – for example if a crime is in progress or if someone’s life is in danger – or 101 for all other Police matters.
Managing your waste isn’t complicated as Runnymede Borough Council runs a comprehensive recycling and waste collection service. It is a case of knowing which bin to use, when to put them outside the front of your house for collection and when to bring them back in again.

Refuse and recycling

Refuse
Rubbish and non-recyclable items should be collected in black refuse sacks and placed in your black lidded wheelie bin. This is emptied fortnightly.

Recycling
Items that can be recycled (see table) should be placed clean, dry and loose inside your blue lidded recycling bin without any plastic bags. This is emptied fortnightly.

Food waste
All food items (including teabags) should be collected in compostable liners, vegetable bags or plastic bags and collected in your grey caddy. When full, transfer these bags to your larger green bin that is emptied every week.

Textiles or small electricals
Unwanted clothes, underwear, paired shoes, belts (no pillows/duvets) and small electrical items (anything with a plug/battery but no light bulbs) should be put in a tied standard sized carrier bag next to bins. These are collected weekly.

- If your refuse or recycling bins are missing when you move in, contact refuse@runnymede.gov.uk (0800 052 0067) to arrange for a replacement.
- If your food caddy or food bin are missing you can collect a new one from the Student Wellbeing office.
- If there are six or more in your household contact the Depot to request larger bins.
- If you are living in a flat, there may be variations to how your rubbish and recycling are collected. Find out the system for your property as soon as you move in.
Moving in essentials

• Find out which day your refuse and recycling are collected – see Runnymede.gov.uk/rubbish. Generally bins in Englefield Green are emptied on Mondays and in Egham on Tuesdays.

• Refuse and recycling are collected on alternate weeks and food waste is collected weekly on the same day. If you get confused ask us or the Council for help!

• Make sure you move the correct bins to the boundary of your property by 6am on the morning of collection.

• After your bins have been emptied, move them back on to your property. They can be a hazard if left on the pavement.

• The Council will not empty a bin if the lid can’t close or take away extra rubbish bags left beside or near your bin.

• Don’t let excess bags/boxes of rubbish build up outside your property.

• If you have excess bags of rubbish or bulky items, such as unwanted furniture, you can arrange a special collection from the Council for a small charge. Alternatively, you can take it to the local tip for free (Lyne Lane, KT16 0AR).

What can you recycle?

<table>
<thead>
<tr>
<th>Recyclable</th>
<th>Non-recyclable</th>
</tr>
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<tbody>
<tr>
<td><strong>Plastic:</strong></td>
<td>Pizza box inserts, garden pots, polystyrene, packing, bubble wrap, tetr</td>
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<tr>
<td>Drink bottles, household cleaning bottles, food pots, tubs and trays</td>
<td></td>
</tr>
<tr>
<td><strong>Glass:</strong></td>
<td>Mirrors, ornaments, corks, car windows</td>
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<tr>
<td>Bottles and jars (all colours)</td>
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</tr>
<tr>
<td><strong>Papers:</strong></td>
<td>Shredded paper, tissue paper and wipes, nappies</td>
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<tr>
<td>Newspapers, magazines, catalogues, envelopes</td>
<td></td>
</tr>
<tr>
<td><strong>Metal:</strong></td>
<td>Aerosol cans, paint tins, tools, cables, cutlery</td>
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<tr>
<td>Steel and aluminium food and drinks cans, tins</td>
<td></td>
</tr>
<tr>
<td><strong>Cardboard:</strong></td>
<td>Greasy pizza boxes, foil backed cards, padded cards</td>
</tr>
<tr>
<td>Brown cardboard boxes, corrugated card, egg boxes, cereal boxes, greetings cards</td>
<td></td>
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</tbody>
</table>
Crime prevention and your safety

Living off-campus can seem daunting, but Egham and Englefield Green, and indeed Surrey as a whole, are safe areas with a low crime rate. We have an excellent working relationship with the Surrey Police Neighbourhood Team to help maintain this. It is important however that you do all you can to keep yourself and your possessions safe and do not take unnecessary risks.

Insurance
You should insure your possessions against damage or theft as the cost of replacing them will be far more than the premium you pay. Many companies offer a low cost policy specifically aimed at students.

Top tips on home security
• If your house has an alarm, use it
• Lock your doors and windows, even if someone is in
• Keep your laptop, car keys, smart phones and other valuables out of sight
• Register your property on immobilise.com to increase your chances of getting it back if it is lost or stolen
• If you are all going out, leave a light or radio on and draw the curtains to give the impression that someone is in
• A reactor rear-light can be a good deterrent. Ask your landlord to install one if your property does not have one

Top tips on personal security
• Identify the safest route. Use well lit, main routes even if it adds time to your journey
• Avoid short cuts through the cemetery, alleys and parks
• Stay with friends and try to avoid walking alone in the hours of darkness
• Walk with confidence with your keys ready
• Stay alert, avoid using headphones or talking on your phone when walking in the local community
• Be visible at night so drivers can see you. Wearing dark clothing can make it difficult to see you at night
• Use the footbridges or crossings to cross the A30 at all times – never run across this busy road at non-designated points
• Use the College or Union Bus to get home from campus at night where possible
• If not, always use a licensed taxi
• Report any suspicious activity to the Police
Top tips on car safety
• Take your valuables with you when you leave the car or lock them out of sight in the boot
• Park your car on your driveway or garage, if you have one
• If not, park in a well-lit spot, preferably under street lighting

Top tips on bicycle safety
• Be visible if you are cycling at night. You are not legal – or safe – to ride on the road in the dark without front and rear lights, and wear reflective and/or high viz clothing to make sure drivers can see you
• Make sure your bike is roadworthy
• Always lock your bicycle. Hardened steel D-shaped locks are recommended as the minimum lock
• Secure removable parts and lock the wheels and frame together.

For more safety tips: intranet.royalholloway.ac.uk/students/personalsafety
Security on campus

The College’s Campus Watch scheme asks staff and students to look out for each other on campus and locally, and to report anything suspicious. College Security operates and is contactable 24 hours a day, 7 days a week for your protection. The Security Control Centre is located by the Founder’s East ground floor entrance.

There are ANPR and CCTV cameras operating across campus and Safer Runnymede also has a network of CCTV cameras locally that are monitored 24/7.

You can keep up-to-date on Police news from around campus and beyond by following them on social media: @Runnymede Beat

If you are a victim of crime, please report it to the Police on 101 and also to Security if you are on Campus or the local area, or if there are possible areas of risk.

Useful telephone numbers
College Security
(non-emergency) 01784 443063
SecurityRHUL@royalholloway.ac.uk
College Security (emergency) 444 (internal line)
Surrey Police (non-emergency) 101
Emergency Services 999
Student Wellbeing 01784 443395 / 276757 / 443132
Parking and your car

Royal Holloway has signed up to a sustainable transport plan to reduce car use. As a result, there are strict rules on students’ car use on the main campus and local area and the university actively encourages cycling. Students living in the local area should only bring a car if there is adequate space to park at their house and if the landlord is in agreement.

In addition you are asked to:
• Drive carefully in the area. Many of the roads surrounding the College are narrow. A 30mph speed limit doesn’t mean you have to drive at that speed!
• Never rev your car or sound your horn to summon your friends, especially late at night
• Park carefully in a space you are permitted to use
• Never block access for other vehicles, driveways or garage entrances
• Always leave enough space for emergency vehicles to drive easily past your vehicle
• If you have friends over, advise them on parking and make sure they don’t block anyone in
• Never be tempted to drink and drive. If you are driving its advisable to stick to soft drinks – and remember this for the day after!

Student parking permits
You are required to have a Student Parking Permit to park on campus and to park in a designated student car park. If you park on Campus without a permit or park illegally or anti-socially, you face a fine.

If you live within 1.5 miles of campus you are not eligible for a standard student parking permit. However, you can apply for an Out of Hours Student Parking permit which allows access to specific car parks between 6pm - 4am. For more information visit royalholloway.ac.uk/parking
Your Students’ Union

We have a thriving Students’ Union which is involved in every aspect of student life. It offers a huge range of clubs and societies, student media, encourages student participation in democratic processes, provides advice and representation and runs a full programme of events and campaigns. Make sure you get involved – there is something for everyone! Call into the SU building to find out about all the opportunities available to you.

Advice Centre

The Advice Centre is based on the first floor of the Students’ Union. It is a free and confidential service that is available exclusively for students at Royal Holloway. It offers you the opportunity to discuss housing or academic concerns and receive advice from their team of experienced and professional advisors. They operate an open door policy, but sometimes it is necessary to book an appointment in advance. You can contact them by visiting the SU help desk or by emailing advice@su.rhul.ac.uk

In addition, you can find further advice and information about the Advice Centre at www.su.rhul.ac.uk/advice

The Union Bus

The Union Bus runs on SU function nights, taking you from campus to anywhere within a three mile radius for just £1 (annual passes are available for £20). The services starts at 10pm and only finishes when everyone has left the latest closing venue. It is the best way to get home quickly, comfortably and above all safely on those nights. The buses are driven by dedicated student drivers who have undergone rigorous testing and training. The Students’ Union at Royal Holloway is one of the very few in the country to offer this kind of service. We suggest that you take full advantage of it.
Get involved

Volunteering
Volunteering is a great way to meet people, explore our community, and grow as a person. Our award-winning team has over 2,000 registered volunteers and over 250 community partners.
Find out more and get involved at royalholloway.ac.uk/volunteering

Reuse
Donate your unwanted clothes, books, CDs and anything else to a local charity. There are a number of charity shops in Egham that would be delighted to receive the things you no longer need. Alternatively, try websites like freecycle.org, ilovefreegle.org or gumtree.com

Local politics
As a student, you may be able to register at both your home and term-time addresses – although you can only vote in one place.
Voting here means you have a say in what happens in the area you live in, with the services that affect you – policing, health services, recycling etc.

Stay involved in clubs and societies on campus
Don’t stop getting involved with clubs and societies because you are not living on campus. There’s over 150 different ones to join! Find out more about each one at su.rhul.ac.uk/opportunities

Active Lifestyle and Sport
Our sports facilities are excellent and with an on-site fitness suite and group exercise classes it couldn’t be easier to keep active! The Active Programme includes drop-in sport and a social league, all of which are included with some memberships. To find out more visit royalholloway.ac.uk/sports

Your local area
You have chosen to come to university in a beautiful area, so use your weekends to explore the area outside the campus. This is a selection of some of the places you can visit locally and a little further afield.

Runnymede Meadows by the River Thames is where King John signed the Magna Carta in 1215. You can visit the Magna Carta Monument and the Kennedy Memorial or simply walk or cycle by the Thames.

Windsor Great Park is a Royal Park with 5,000 acres to explore. Try walking to the Copper Horse to enjoy the view of Windsor Castle.

Windsor is a busy town that has not only the world’s oldest and largest occupied castle, but is also great for shopping, bars, restaurants and nightlife.

Staines-upon-Thames is a vibrant town with a selection of bars, restaurants, shops, regular markets and the nearest cinema.

Thorpe Park is a theme park with some of the most terrifying roller coasters in the UK. There is a shuttle bus that runs from Staines train station to Thorpe Park.

Richmond-upon-Thames is a beautiful, riverside town with great shopping, a superb theatre, restaurants and nightlife.

London is only 40 minutes away by train and there is guaranteed to be something for everyone with so much to do and see.
Many of the steps you need to take at the end of your tenancy are simply the opposite to those you took at the start, but there are some important additional issues you need to be aware of:

**Manage your waste**
As the end of your tenancy approaches, make sure you plan your clear out to maximise the regular Council refuse and recycling collections.

**Check your inventory**
Do all you can to ensure that you leave your property with the same items and in the same condition set out in your inventory. Check the photos and notes you made at the start of your tenancy.

**Removal of bulky waste**
You can contact Runnymede Borough Council to arrange for them to collect large items including furniture, domestic appliances etc. that you no longer want (for a small charge) or use Lyne Lane Community recycling centre (for free).

**Take meter readings**
On the day you leave the property to ensure you will only be responsible for your own usage.

**Contact your gas, electricity and water suppliers**
Let them know that you and your housemates are moving out.

**Broadband supplier**
Similarly contact your supplier to let them know that you and your housemates are moving out.

**Donate don’t waste**
If you have unwanted items or unopened food in your cupboards, consider donating to charity rather than simply putting it in the bin. The College’s Volunteering team work with the British Heart Foundation and the Food Bank to encourage students to donate unwanted items such as clothing, duvets and unopened, sealed food that is still in date. You can bring any unwanted items to the collection point outside the Arts Building.

**Need Advice?**
If you have any concerns about your property when you come to the end of your tenancy, you can contact the Advice Centre at the Students’ Union for advice.

**Council Tax exemption**
Once you finish your final exams, you are treated as having completed your studies by Runnymede Borough Council. As a result, your Council Tax exemption no longer applies and you will be liable to pay it for the remainder of your tenancy, even if you do not actually live at the property during this time. We wanted to make you aware of this as the Council can pursue you for any unpaid Council Tax for this period through court action. Therefore, we recommend that you look out for a Council Tax bill for this period and arrange to pay it.
Student Advisory and Wellbeing

Royal Holloway has a reputation for being a friendly and caring community and has many dedicated services to help you get the most out of your time here. If you would like our help, you can contact the team by email (wellbeing@royalholloway.ac.uk), by telephone (01784 443395) or by coming to see us. Alternatively, you can contact teams directly:

<table>
<thead>
<tr>
<th>Team</th>
<th>Phone Number</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>Multifaith Chaplaincy</td>
<td>01784 443070</td>
<td><a href="mailto:chaplaincy@royalholloway.ac.uk">chaplaincy@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>Student Wellbeing</td>
<td>01784 443395</td>
<td><a href="mailto:wellbeing@royalholloway.ac.uk">wellbeing@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>Disability and Dyslexia Services</td>
<td>01784 414621</td>
<td><a href="mailto:disability-dyslexia@royalholloway.ac.uk">disability-dyslexia@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>International Student Support and Inclusivity</td>
<td>01784 276168</td>
<td><a href="mailto:internationaladvice@royalholloway.ac.uk">internationaladvice@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>Student Counselling</td>
<td>01784 443128</td>
<td><a href="mailto:counselling@royalholloway.ac.uk">counselling@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>Finance Wellbeing</td>
<td>01784 414633</td>
<td><a href="mailto:moneymatters@royalholloway.ac.uk">moneymatters@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>London Nightline</td>
<td>020 7 631 0101</td>
<td><a href="mailto:listening@nightline.org.uk">listening@nightline.org.uk</a></td>
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<td></td>
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<td>nightline.org.uk for online and Skype options</td>
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Clarence Medical Centre

Located on the first floor of Founder’s East is a full NHS GP practice offering many student specialist services. If you live in Englefield Green, parts of Egham, Old Windsor or Windsor you are encouraged to register with the Clarence Medical Centre GP Surgery from the start of the academic year. It is easier to register before you become unwell and ensures a smooth transition of services between your home GP. Details of how to register, including registration forms are available at: intranet.royalholloway.ac.uk/students/healthcentre/register

Useful contacts

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<tr>
<th>Contact</th>
<th>Phone Number</th>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Student Wellbeing</td>
<td>01784 443395</td>
<td>Citizens Advice Bureau</td>
<td>01932 842666</td>
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<tr>
<td>College Security</td>
<td>01784 443063</td>
<td>Crimestoppers</td>
<td>0800 500 111</td>
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<tr>
<td>Students’ Union</td>
<td>01784 276700</td>
<td>Electricity – find your supplier</td>
<td>0845 601 5467</td>
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<tr>
<td>Student Services Centre</td>
<td>01784 276641</td>
<td>Gas – find your supplier</td>
<td>0870 608 1524</td>
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<tr>
<td>University of London Housing</td>
<td>0207 862 8880</td>
<td>Gas – emergency helpline</td>
<td>0800 111 999</td>
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<tr>
<td>Surrey Police (non-emergency)</td>
<td>101</td>
<td>NHS</td>
<td>111</td>
</tr>
<tr>
<td>Surrey Police (emergency)</td>
<td>999</td>
<td>Nightline</td>
<td>0207 631 0101</td>
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<tr>
<td>Runnymede Borough Council</td>
<td></td>
<td>Samaritans</td>
<td>01932 838383</td>
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<tr>
<td>Environmental Health</td>
<td></td>
<td>TV Licensing</td>
<td>0800 052 0067</td>
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<tr>
<td>Recycling Team</td>
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</table>