

# **WOLFSON COLLEGE**

## **Car Parking Policy**

### **1.0 Introduction**

The College actively encourages members to reduce their carbon footprint by traveling to the College using alternative methods when possible. This could include car sharing, public transport, walking or cycling. Oxford is a very busy city and so if you choose to cycle, please take extra care and use a dedicated cycle path where possible. Your bike should be equipped with lights and you should always wear a helmet. It is not possible for everyone to use an alternative method of transport, however, and the College has a number of car parking spaces around most of its buildings - for the majority of the time this is more than adequate to cope with parking demand. Street parking is also available for up to 3 hours at a time on the roads around the College entrance. The number of spaces available in the College has reduced in recent years, which is a trend that is likely to continue as the College seeks to manage its carbon footprint and the City and County Councils introduce a Workplace Parking Levy as part of their plans to discourage car travel.

### **2.0 Scope**

This document states the College car parking policy for all of its sites. The policy applies to all road users including motorists, motor-cyclists and cyclists, and all road users must comply with the current Road Traffic Act whilst on College owned or leased land. All members of the College, staff and visitors are required to comply with the College's regulations of which the College car parking policy forms part.

### **3.0 Policy Statement**

The College does not guarantee parking facilities to any members of the College, staff or visitors to the College, unless they are driving a College-owned or College-leased vehicle. All spaces are provided on a 'first come, first served' basis. Vehicles may only be parked on the College premises when visiting, working, studying or if you live on site. We are not able to offer parking on site for members who work or study in other areas of the University. Oxford has an excellent Park and Ride service which members are encouraged to use. Only one car per member can be parked at the College at any one time.

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Users of the College car parks do so at their own risk and Wolfson College cannot accept liability for accident, loss or damage to the vehicle (or to the contents of the vehicle) howsoever caused. Granting of permission to park by the College does not constitute any admission of liability. All members of the College and staff must display a current parking permit.

### **4.0 Parking Permits**

The College operates a system of parking permits for Fellows, Students, Staff, Members of Common Room and visitors. Parking permits allow quick and easy identification of vehicles and allow College staff to contact owners if required. Permits can be issued when capacity allows.

#### **4.1 Fellows**

All Fellows will be issued with a parking permit on request and completion of a permit application form and are entitled to park in all areas of the College, excluding the underground parking on the main site (unless the Fellow is a resident). Fellows are requested to use the West Car Park where possible.

#### **4.2 Residents**

Residents in couple and family accommodation are entitled to apply for one parking permit. Residents in single accommodation will not normally be eligible for a permit and are discouraged from bringing vehicles to College. All vehicles parked on College ground must be road legal at all times and proof of vehicle registration, current MOT certificate and Certificate of Insurance may be requested along with a completed permit application form before a permit is issued. Any resident changing their vehicle must apply for a replacement permit. This will be issued on surrender of the old permit and, if requested, the new vehicle documentation should be produced.

For residents in the main site, permits are issued for the underground garage along with a garage key, for which a deposit and monthly fee are charged.

For residents in Garford Road, Linton Road, and Chadlington Road, permits allow residents' cars to be parked only in the grounds of the accommodation in which they live.

#### **4.2 Graduate Students (non-resident) and Members of Common Room**

All non-resident graduate students and Members of Common Room are discouraged from bringing cars or motorcycles to College. Applications will be considered and

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permits issued at the sole discretion of the College and subject to capacity. Please refer to 3.0 of the policy for parking restriction.

### **4.3 Staff**

All staff will be issued with a parking permit on completion of a permit application form. Temporary staff will be issued with a temporary parking permit to cover the length of contract. Students working at the College are not entitled to apply for staff parking permit but can apply for student parking permit as described in 4.1 or 4.2.

### **4.4 Visitors and Conference Visitors**

Visitors should use the free parking on Linton Road and Chadlington Road where possible. If this is not possible, visitors should obtain a temporary parking permit from the Lodge. Parking for conference visitors must be by special arrangement with the Events Office.

### **4.5 Contractors**

Contractors must report to the Lodge on arrival at the College and will be issued with a Contractors' Parking Permit. Permits are normally issued on a daily basis unless exceptional circumstances apply.

### **5.0 Leaving vehicle on College premises**

No vehicles are permitted to remain parked in the main site car parks overnight unless they are visitors staying in College guest room accommodation (and displaying the Guest Room Parking Permit) or unless special permission has been granted by the Home Bursar or a College Officer.

### **6.0 Electric Car Charging**

The College has four electric car charging points in the West Car Park, one is for the use of the College minibus only and the other three are for general use. Electric charging is chargeable and payment needs to be made at the charging point before charging can commence. In order to charge your vehicle, you must comply with 3.0 of this policy. Please move your vehicle to a non-charging parking space once charging is complete.

### **7.0 Charges**

The College reserves the right to make charges for car parking and to increase these charges or implement charges in areas that are currently free of charge at any time with

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one (1) months' notice. Daily commuters are likely to be charged a fee for parking once the Workplace Parking Levy is introduced by the Oxford Councils (TBC).

### **8.0 Motorcycles and bicycles**

#### **8.1 Motorcycles**

All members of the College may park motorcycles on the College sites free of charge, provided they are parked in the motorcycle bays in the West Car Park and are registered with the Accommodation Office. Permits do not need to be displayed.

#### **8.2 Bicycles**

Bicycles may be parked free of charge, provided they are parked in the cycle areas provided and carry the correct colour string (colour changes every year) issued from the Lodge or Home Bursary Office.

The College reserves the right to chain or remove motorcycles or bicycles parked in breach of these requirements; owners may have to wait for release and pay a release fee of £10.00.

### **9.0 Parking for persons registered disabled**

The College provides parking spaces marked 'disabled only' located in the West Car Park. These may only be used by persons who are registered with the local authority as disabled and are blue badge holders. Temporary permission may be given at the discretion of the Home Bursar to allow members of the College to use 'disabled only' parking spaces for short term medical conditions.

### **10.0 Restricted Parking**

No Fellow, student (resident or otherwise), member of staff or common room is permitted to park in spaces marked for persons with a disability (unless displaying a blue badge), on double yellow lines, on grass verges, in spaces marked reserved, spaces for motorcycles, double parked across other parked cars or any other area that may prove to be a hazard or is considered to be a hazard by the Home Bursar. Camper vans, caravans and vans or lorries as not permitted to park without permission on any College owned or leased land.

### **11.0 Warning Stickers**

Illegally parked cars or cars failing to display a current parking permit will have a warning notice attached. In the first instance these will be easily removable non-adhesive notices

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and will generally be placed on the windscreen of the vehicle. If it is necessary to attach further warning notices these will be self adhesive stickers and will require wetting to remove. These will be placed in such away so as not to obstruct the drivers' view.

### **11.0 Safety**

Please drive slowly (7mph maximum) and safely around the college site at all time.