

## **PARKING TERMS AND CONDITIONS**

**Please read these Terms and Conditions carefully. They relate to your permission to use car parks owned by the University (defined below). If you choose to apply for a parking Permit (if applicable) and/or park at the University, you are agreeing to abide by the terms and conditions set out in this document.**

Any breach of these Terms and Conditions will result in the registered keeper of the vehicle being issued with a Parking Charge Notice (also known as a PCN) by Imperial (defined below), the contractor that the University has retained to enforce its Parking Policy.

Continued breaches of these Terms and Conditions may result in the User (defined below) having disciplinary action taken against them by the University.

### **1.0 General**

In these Terms and Conditions, the following words and expressions shall have the meaning set out below unless the context requires otherwise:

**Accessible Bay** means Bays reserved for Users who hold both a University issued Blue Badge Holder Permit and a valid Blue Badge.

**Bay** means a designated parking space which is clearly marked by road line markings and **Bays** means any one or more such spaces.

**Blue Badge** means the national blue badge scheme administered by local councils.

**Charge** means the applicable fee that is payable for a Ticket by the User in order to park at a Site for the duration of their stay.

**Exclusion Zone** means the immediate area around each Site whereby Staff and Students who live within the zone are not entitled to apply for certain types of Permit. The Exclusion Zone for each Site is set out in detail at Appendices 1 and 2 to the Oxford Brookes University Parking Policy and summarised in paragraph 4.1 below for Staff and paragraph 5.1 below for Students.

**Imperial** means Imperial Civil Solutions Enforcement Limited a company registered in England under company number 02023383 and having its registered office at 7 Hill Street, Bristol, Avon, BS1 5PU. Imperial trades as **Open Parking**.

**Off-Peak Hours** means between the hours of 16.31hrs and 06.59hrs Monday to Friday and all day at weekends and on Public and Bank Holidays in England and Wales.

**Parking Charge Notice** or **PCN** means a charge levied on Users who fail to comply with these Terms and Conditions.

**Peak Hours** means between the hours of 07.00hrs and 16.30hrs Monday to Fridays.

**Permit** means a parking permit that is valid for the Site at which the User has parked. Most types of permits will be virtual permits but there are some types of permits where a physical permit must be displayed e.g. a Loan Permit.

**Site** means any campus or other premises under the control of the University having a car park available for Users.

**Staff** means an employee of the University.

**Student** means a student who is enrolled on a programme of study at the University.

**Ticket** means a virtual parking ticket as the system employed is ticketless. Please note that a Ticket must be obtained even if the applicable Charge is nil.

**University** means Oxford Brookes University of Headington Campus, Gypsy Lane, Oxford OX3 0BP.

**User** means any individual holding a Permit and/or choosing to park at a Site.

## **2.0 Summary**

2.1 The University has agreed a Parking Policy with various stakeholders and the purpose of these Terms and Conditions is to implement the Parking Policy.

2.2 In order to park on any Site during Peak Hours Users must:

- be a member of Staff (all sites) or a Student at the University (designated sites ONLY) or a community member of Botley branch of Brookes Sports (Harcourt Hill ONLY); and
- hold a valid Permit for the relevant Site; and
- have paid the applicable Charge; or

- be a visitor with a pre-booked visitor parking space and have paid the applicable Charge.

**2.3 Please note that even if the Charge is nil, Users must obtain a Ticket unless they are exempt from the Charge.**

2.4 Possession of a Permit does not guarantee a parking space. All the University's parking Bays are offered on first come first served basis, with the exception of visitor car parking which is allocated.

2.5 Staff and Students may park motorbikes free of charge provided they hold a valid Permit. Please note that there is no residential Exclusion Zone for Permits for motorbikes.

2.6 During Off-Peak Hours a number of the Sites are available for the public to park in subject to payment of the applicable Charge.

2.7 In the interests of safety and to allow free movement of vehicles within the car parks and access to buildings, vehicles must be parked only in authorised areas and within a Bay and the regulations set out in these Terms and Conditions must be abided by at all times.

2.8 Any Users involved in abuse of car park staff will be referred to the University's disciplinary process: this may result in the User's Permit being revoked immediately for a set period of time and/or other consequences defined by the relevant University disciplinary process.

### **3.0 Liability**

3.1 The University allows Users to access and use the University's parking facilities in accordance with these Terms and Conditions. Failure to comply with these Terms and Conditions may result in the registered keeper of the vehicle receiving a Parking Charge Notice and, for repeat offences, a complaint may be made by the University's Estates and Facilities Management directorate to a disciplinary officer in the case of Students and to the relevant HR Business Partner in the case of Staff.

3.2 By applying for a Permit and/or parking at a Site, Users are agreeing to be bound by these Terms and Conditions and to be subject to disciplinary action in the event of any breach of them.

3.3 All vehicles are parked at the User's own risk.

3.4 The University has subcontracted the management of parking at the Sites to Imperial and all Parking Charge Notices shall be issued by Imperial.

3.5 Please note that save in the event of death or personal injury caused by the University's negligence, the University accepts no liability for any loss or damage suffered by Users or their vehicles whilst on the University's premises.

#### **4.0 Right to Cancel**

4.1 Under Consumer Rights Regulations, Users who apply for a Permit have 14 days in which to cancel their application should they change their mind. The fourteen day cancellation period starts on the date the applicant has received notification that their Permit application has been successful. Please note that Users will lose their right to cancel if they have used their Permit to park at a Site within the fourteen day cancellation period.

4.2 There is no statutory right to cancel for the purchase of Tickets.

#### **5.0 Permits for Staff**

5.1 Staff are entitled to apply for a Permit if they live outside the Exclusion Zone for their main Site of work as detailed below:

- 5km or more away from Headington Campus (including the Marston Road site). The radius is measured as the crow flies from OX3 0BP, or
- 1km or more away from Wheatley (OX33 1HX) Campus, or
- 1km or more away from Harcourt Hill (OX2 9AT) Campus, or
- more than a 45-minute commute via public transport from the Swindon campus (SN5 7XQ). Please refer to the public transport map and bus operator websites (journeys times are based on timetabled schedule at peak travel times) set out in Appendix 2 of the Parking Policy.

5.2 The mapping function is based on excluded postcodes that are within the exclusion zones.

5.3 Staff who work predominately during Off-Peak Hours may apply for an Out of Hours Permit. There is no Exclusion Zone for these Permits and the applicable Charge must be paid if parking during Peak Hours. Out of Hours Permits are exempt from the Charge during Off-Peak Hours. The User's line manager will be contacted regarding any application for an Out of Hours Permit to confirm the User's working pattern.

5.4 Tickets are transferable between Sites provided that the User holds a Permit for all Sites where they park during Peak Hours.

- 5.5 Electric vehicles are subject to the same rules as for other vehicles of the same type but are eligible to recharge with free electricity at the University's charge points (subject to availability).
- 5.6 Multi-car Permits – Staff may register up to 2 vehicles to their Permit so that multiple vehicle households can use either vehicle. Please note that only one vehicle can use the Permit at any time.
- 5.7 Single-use vehicles – a mechanism will be put in place for Users to be able to register other vehicles to their Permits in advance in exceptional circumstances e.g. courtesy cars.

#### Other type of Staff Permit

- 5.8 Loan Permits will be issued to departments upon request. Prior to each use of the Loan Permit the number plate of the User must be logged. Users displaying a Loan Permit are exempt from the Charge.
- 5.9 The purpose of Loan Permits is to allow members of Staff to use the parking facilities occasionally where this is required for that member of Staff to undertake University business. Each department is required to provide a named individual who is responsible for the issuing of these cards and is required to keep a log of the Permit's use.
- 5.10 Exam Invigilators will be issued with temporary Loan Permits for the period of the exams and must pay the applicable Charge.
- 5.11 Other types of Staff who are not on the University's payroll but have a contract with the University (e.g. affiliate staff or contract staff) may apply for a Permit but, if they are also a Student, they will be subject to the rules applicable to Students as set out below.
- 5.12 Contractor parking must be arranged in advance through the member of staff or faculty or directorate contracting the work and all vehicles must display a physical Loan Permit. Users displaying a Loan Permit are exempt from the Charge.
- 5.13 Hall Wardens may apply for a Permit to park at the hall of residence where they reside only and will be exempt from the Charge for that Site only.
- 5.14 Vehicles owned by the University will be issued with a Permit at no charge and they are exempt from the Charge.

- 5.15 Hire Vehicles that have been hired by a faculty or directorate and the University car club vehicles will be issued with a physical Loan Permit and are exempt from the Charge. The Loan Permit must be displayed at all times when on Site.

#### Motorbike Permits

- 5.16 All Staff can apply for a Permit for a motorbike as the Exclusion Zone does not apply. Motorbikes are also exempt from the Charge. However, the University asks you to park your motorbike considerately in the designated areas.
- 5.17 Please note that motorbikes may receive a Parking Charge Notice if they are not parked within designated locations.

#### Blue Badge Scheme

- 5.18 Staff and Brookes Sports community members who hold a valid Blue Badge may apply for a University issued Blue Badge Holder Permit free of charge. Users holding a Blue Badge Holder Permit may park in the Accessible Bays and are exempt from the Charge.
- 5.19 During Off-Peak Hours, Users holding a valid Blue Badge may park in the Accessible Bays free of charge provided that they display their Blue Badge.

#### Medical Permits

- 5.20 Where Staff present a long term medical reason why they need a Permit (but are not Blue Badge holders) they will be referred to the University's Occupational Health services for assessment. If Occupational Health supports their application then the User may apply for a Medical Permit. Medical Permit holders are not permitted to park in the Accessible Bays. Medical Permit holders are subject to the applicable Charge save when they reside in a Halls of Residence and they are parking in those halls.

### **6.0 Parking for Students**

- 6.1 Students may apply for a Permit for Harcourt Hill, Wheatley and Swindon campuses and Permits issued are for the Site at which they study only. The Exclusion Zone for Harcourt Hill and Wheatley campuses is 1km and for Swindon a 45 minute public transport journey (as set out in paragraph 5.1 above and in the Parking Policy).

- 6.2 Students in University Halls of Residence are not entitled to apply for a Permit unless they have a disability that requires a car or are a PGCE placement student (see below).
- 6.3 Students who are enrolled on a PGCE programme and whose primary campus is Harcourt Hill Campus may apply for a Permit and they are exempt from the Exclusion Zone and the Charge.

#### Blue Badge Scheme

- 6.4 Students who hold a valid Blue Badge may apply for a University issued Blue Badge Holders Permit. This Permit is available via the online parking portal and is free of charge. Users holding a Blue Badge Holder Permit may park in the Accessible Bays and are exempt from the Charge.

#### Medical Permits

- 6.5 Where a Student presents a long term medical reason why they need a Permit (but are not Blue Badge holders) they will be referred to the University's Student Disability Services for assessment. If Student Disability Services supports their application, then the Student may apply for a Medical Permit. Medical Permit holders are not permitted to park in the Accessible Bays. Medical Permit holders are subject to the applicable Charge save when they reside in a Halls of Residence and they are parking in those halls.

#### Hall Wardens

- 6.6 Hall Wardens may purchase a Permit to park at the hall of residence where they reside only and will be exempt from the Charge for that Site only.

#### Electric Vehicles

- 6.7 Electric vehicles are subject to the same rules as for other vehicles but are eligible to recharge with free electricity at the University's charge points (subject to availability).
- 6.8 Single-use vehicles – a mechanism will be put in place for Users to be able to register other vehicles to their Permits in advance, in exceptional circumstances e.g. courtesy cars.

## Motorbike Permits

6.9 All Students can apply for a Permit for a motorbike as the Exclusion Zone does not apply. Motorbikes are also exempt from the Charge. However, the University asks you to park your motorbike considerately in the designated areas.

### **7.0 Brookes Sport**

7.1 Users who hold a membership of Brookes Sport as a Community Member are eligible to apply for a Sport & Leisure Permit. This Permit is only valid whilst the individual remains a Community Member of Brookes Sport and can be used on the Harcourt Hill, Headington and Wheatley campuses at certain times of the day.

7.2 Brookes Sport Permit parking availability:

- Harcourt Hill Campus – Peak Hours and Off-Peak Hours
- Headington Hill Hall – Off-Peak Hours only
- Wheatley – Off-Peak Hours only

7.3 Staff and Students are not eligible for a Sport & Leisure Permit.

7.4 During Off-Peak Hours Users may park on Site to visit Brookes Sport subject to payment of the applicable Charge.

## Blue Badge Scheme

7.5 Brookes Sports Community Members who hold a valid Blue Badge may apply for a University issued Blue Badge Holder Permit free of charge. Users holding a Blue Badge Holder Permit may park in the Accessible Bays and are exempt from the Charge.

7.6 During Off-Peak Hours, Users holding a valid Blue Badge may park free of charge in the Accessible Bays provided that they display their Blue Badge.

### **8.0 Public Parking**

8.1 Members of the public are welcome to park at the Sites during Off-Peak Hours. These Users do not need a Permit but they must pay the applicable Charge.

8.2 Please note that even if the applicable Charge is nil, Users must obtain a Ticket for their vehicle.



## 9.0 Parking Charges

9.1 An annual Permit costs £10\*

\*Excludes Accessible Parking Permits which are free of charge.

9.2 Staff Permit holders – Peak Hours parking

Salary Bands		Daily Charge	Half Day	2 Days
FROM	TO			
up to	£30,000	£0.50	£0.25	£1.00
£30,001	£40,000	£1.00	£0.50	£2.00
£40,001	£60,000	£1.50	£0.75	£3.00
£60,001	£80,000	£2.00	£1.00	£4.00
£80,001	£80,001+	£3.50	£1.75	£7.00

9.3 Student Permit holders – Peak Hours parking

Daily Charge	Half Day (4 hours or less)	2 Days
£1.00	£0.50	£2.00

9.4 Pre-booked Visitor parking – invited visitors during Peak Hours

Daily Charge	Half Day (2 hours or less)
£2.00	£1.00

9.5 Public Parking – Off-Peak Hours

0-2 Hours	Free*
2-3 Hours	£3.00
3-4 Hours	£6.00
4-5 Hours	£9.00
5+ Hours	£12.00

\*Please note that a Ticket must be obtained even if the Charge is nil.

## **10.0 Maximum Length of stay**

- 10.1 For Staff and Student Permit holders, the maximum length of parking stay during Peak Hours is 2 days; these Tickets are purchasable at the pay machines.
- 10.2 Faculties or directorates can apply for specific staff members to have an extended length of stay, where there is an operational reason to do so (email [transport@brookes.ac.uk](mailto:transport@brookes.ac.uk)).

## **11.0 Enforcement process**

- 11.1 For Users parking without a Permit:
- Step 1 – Users parking without a Permit will receive a note on their vehicle explaining the process for applying for a Permit and paying the applicable Charge;
  - Step 2 – a second offence will result in a warning note being placed on their vehicle stating that a PCN will be issued on their next offence;
  - Step 3 – a third offence (and any subsequent offence) will result in a Parking Charge Notice of £80 (reduced to £40 if paid within 14 days) being placed on the vehicle or sent to the registered keeper of the vehicle.
  - Step 4\* – Where a User: (i) fails to move their vehicle when requested to do so; and/or (ii) fails to pay any outstanding Parking Charge Notice; and/or (iii) breaches these Terms and Conditions again within 183 days of their first offence then the User shall be referred to the University's disciplinary processes set out in paragraph 3.1 above.
- 11.2 For Users parking with a Permit but without paying the Charge:
- Step 1 – Users parking without paying the Charge will receive a note on their vehicle explaining the process for payment and, if another incident of parking without paying the Charge occurs within 183 days of the first offence, then a step 2 warning note will be issued.
  - Step 2 – a second offence would result in a warning note stating that if the User parks their vehicle without paying the Charge again (within 183 days of the first offence), then a PCN will be issued.
  - Step 3 – a third offence (and any subsequent offences) will result in a Parking Charge Notice of £80 (reduced to £40 if paid within 14 days) being placed on the vehicle or sent to the registered keeper of the vehicle.
  - Step 4\* – Where a User: (i) fails to move their vehicle when requested to do so; and/or (ii) fails to pay any outstanding Parking Charge Notice; and/or (iii) breaches these Terms and Conditions again within 183 days of their first offence then the User shall be referred to the University's disciplinary processes set out in paragraph 3.1 above. The User's Permit may also be revoked.

\*Step 4 is for Staff and Students only.

## Exclusions to 4 step enforcement process

- 11.3 If the following parking offences are committed by a User the enforcement process starts at Step 3 and could result in a Parking Charge Notice:
- Users parked in an Accessible Bay during Peak Hours without holding an Accessible Permit and displaying their Blue Badge.
  - Users parked in an Accessible Bay during Off-Peak Hours without displaying their Blue Badge.
  - Users parked on double yellow lines.
  - Users parked in a non-authorized vehicle in an authorized vehicle only area.

## **12.0 Appeals process**

- 12.1 There will be an appeals process for Users wishing to appeal their Parking Charge Notice which will be weighed up on an individual, case-by-case basis considering the circumstances of the PCN.
- 12.2 Contact details and the procedure on how to appeal against the PCN will be printed clearly on the reverse of each Parking Charge Notice and on the signs on Site.
- 12.3 Imperial will acknowledge an appeal within 14 days of receipt and a response will be sent by Imperial within 35 days of receipt of the appeal.
- 12.4 In line with the IPC's Code of Practice, Imperial cannot accept verbal appeals.
- 12.5 Appeals are considered by an experienced team, who have expertise in the field, in an unbiased manner based upon a set cancellation policy. The cancellation policy provides consistent criteria upon which Imperial can base their decision. Decisions are, therefore, impartial and external to the University, thus ensuring no conflicts of interests exist and are compliant with specific industry regulations and legislation.
- 12.6 If the appeal is rejected, then a Notice of Rejection is sent to the User. The Notice contains full instructions of the options that are open to the User. Users can appeal the Notice further with Parking on Private Land Appeals (POPLA, details available here: <http://popla.co.uk/>) and a verification code will be provided for that purpose. The verification code will be valid for 28 days from issue. Alternatively, Users can appeal the Notice further with the Independent Appeals Service (IAS, details available here: <https://www.theias.org/>). The User has 21 days from the date of the Notice of Rejection to appeal to the IAS.

12.7 If you have any queries regarding these Parking Terms and Conditions or any other matters relating to parking, please direct them to the University's Transport team at [transport@brookes.ac.uk](mailto:transport@brookes.ac.uk) or 01865 484647.

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