

OXFORD BROOKES UNIVERSITY PARKING POLICY



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Version	Date	Change
1	Jan 2015	Approved by EB EB150119 – 06 New Parking Policy Report EB150119 Car Parking Policy
2	Feb 2016	Changes approved by Executive Board Parking Services Report Business Case Appendix 1 – Revised parking Policy Document – Summary of Changes
	July 2016	Changes presented to Travel to Work Group Document – T2W Changes in Car Parking Policy Due to Implementation Measures/ Constraints
3	Nov 2016	Proposed changes to be approved by Travel to Work Group Document – 3. T2W Summary of Changes to Parking Policy
4	Dec 2016	Changes approved by Travel to Work Group and some other changes suggested and made
5	16/12	Reformatting. Numbering system introduced. Changes to wordings in line with Parking Terms and Condition by HB
6	22/12	Further formatting, spelling corrections and cross-referencing of the numbering system
7	22/12	Re-wording of 5.1 to include ‘annual’ membership payments
8	22/02/17	Following EB paper EB170213/08 Substantial change to visitor parking, definition for guest and visitor added. Tweak to 2.12.3.

1. Parking Policy

Oxford Brookes University has limited space for parking use, with limited options for further parking expansion. The University is implementing a policy that is fair for all potential users and increases the chance that parking spaces are available for those that need to park.

Historically, enforcement of the current parking permit system has been ineffective. This new policy will bring clearer enforcement practices and ensure that the rules around parking are clear, managed and fair for all.

A new parking policy for the University was approved by Executive Board in January 2015. Since then a considerable amount of work has been done to evaluate detailed implementation options and identify the preferred solution and suppliers. Any developments to the original proposal highlighted by this work were approved by Executive Board in February 2016.

2. Staff Parking

Parking at the University is restricted and the possession of a parking permit does not guarantee a parking space. The University is committed to reducing its dependence on the private car use and supports sustainable transport options. Please look into alternatives before applying for a parking permit.

Principles:

All staff entitled to a parking permit are required to:

- purchase a parking permit at the prevailing rate, which is at an annual cost of £10, in advance of using the parking spaces under the control of Oxford Brookes University
- pay a parking charge between Peak hours – Monday to Friday 07:00 and 16:30.

Staff possessing a valid parking permit can park free of charge during Off-peak hours.

Non-permit holders are **not** entitled to park during Peak hours – Monday to Friday 07:00 and 16:30.

All non-permit holders are entitled to park during Off-peak hours and the applicable parking charges must be paid.

Peak hours:

Monday to Friday 07:00 to 14:30 (excluding Public and Bank holidays in England and Wales)

Off-peak hours:

- Monday to Friday 16.31 to 06:59,
- at all times on Saturday and Sunday and
- all Public and Bank holidays in England and Wales.

Vehicles are parked at User's own risk.

2.1 Eligibility / Exclusions

Staff are entitled to a parking permit if:

They live outside the exclusion zone located around their main campus of work as detailed below:

- They live outside of the 5km exclusion zone located around the Headington Campus (including the Marston Road site). The radius is measured as the crow flies and is centred on OX3 0BP (Gipsy Lane entrance). Map included in Appendix 1.

OR

- They live outside of the 1km exclusion zone located around Wheatley campus. The radius is measured as the crow flies and is centred on OX33 1HX. The map is included in Appendix 1.

OR

- They live outside of the 1km exclusion zone located around Harcourt campus. The radius is measured as the crow flies and is centred on OX2 9AT. The map is included in Appendix 1.

OR

- Swindon Campus - They live outside of the exclusion zone of 45 minute public transport journey. Please refer to public transport map in Appendix 2 and bus operator websites (journeys times are based on timetabled schedule at peak travel times).

This mapping function will be based on excluded postcodes that are within the exclusion zones.

2.2 Referrals for eligibility / exclusions

Applicants should apply using the online parking portal and permit eligibility will be determined automatically through an online mapping function. Grounds for a referral includes if your address is outside the exclusion zones – this will then be manually processed.

Applicants who are not eligible for a parking permit based on the geographic eligibility will be asked to apply via the referral process. A referral can be selected from the online parking portal. Referrals are for staff living inside the exclusion zone and will be individually considered based on, but not limited to, caring responsibilities, disability, complexity and time of public transport journey.

If a referral is based on business grounds, then the applicant must obtain the support of their Faculty or Directorate head.

All referrals will go to the Referrals Panel which will consist of the:

- Transport Solutions Manager
- Sustainability Manager
- Head of Facilities
- University Events and External Relations Manager

- HR Business partner
Or their nominated representative.

The Referrals Panel will also maintain log of all referral cases for analysis/ review.

The University holds ultimate discretion on parking issues whether that is enforcement, evaluation of referral cases, or any other parking matter.

In this policy document when permits and tickets are referred to, they are 'virtual' permits and tickets due to the ticketless system that is being introduced unless specifically stated otherwise.

2.3 Enforcement during Peak Hours – 07:00 and 16:30 Monday to Friday (excluding Public and Bank holidays in England and Wales)

All vehicles will require a valid parking permit and Users will be required to pay a parking charge. Enforcement action will be taken against those:

- parking with a valid parking permit but have failed to pay the minimum charge for the duration of their stay.
- who do not have a valid parking permit, even if they have paid the applicable charge for the duration of their stay
- who do not have a valid parking permit and have failed to pay the applicable charge for the duration of their stay

2.4 Enforcement during Off-peak hours- (16:31 to 06:59 Monday to Friday, weekends and Public and Bank holidays in England and Wales) –

- **Parking permit holders** - Those that hold valid staff parking permit are eligible to park for free during Off-peak periods
- **Peak permit holders** - Those that do not hold a valid parking permit may park during Off-peak hours and must pay the relevant charge for the duration of their stay.

2.5 Charges for Staff Car Parking

Transferable variable Daily Charge for cars- Once the parking charge is paid at one site, staff members that are required to drive between sites would not have to pay again at other site(s) on that day.

Cost of annual car parking permit:

Salary Bands		Current Cost of Parking Permit	Cost of Permit	Daily Charge	Number of Days	Cost of Parking	Difference
FROM	TO	0.60%					
up to	£15,000	£90	£10	0.5	220	£120	£30
£15,001	£20,000	£120	£10	0.5	220	£120	£0
£20,001	£25,000	£150	£10	0.5	220	£120	-£30
£25,001	£30,000	£180	£10	0.5	220	£120	-£60
£30,001	£35,000	£210	£10	1	220	£230	£20
£35,001	£40,000	£240	£10	1	220	£230	-£10
£40,001	£45,000	£270	£10	1.5	220	£340	£70
£45,001	£50,000	£300	£10	1.5	220	£340	£40
£50,001	£55,000	£330	£10	1.5	220	£340	£10
£55,001	£60,000	£360	£10	1.5	220	£340	-£20
£60,001	£65,000	£390	£10	2	220	£450	£60
£65,001	£70,000	£420	£10	2	220	£450	£30
£70,001	£75,000	£450	£10	2	220	£450	£0
£75,001	£80,000	£480	£10	2	220	£450	-£30
£80,001	£85,000	£510	£10	3.5	220	£780	£270
£85,001	£90,000	£540	£10	3.5	220	£780	£240
£90,001	£95,000	£570	£10	3.5	220	£780	£210
£95,001	£100,000	£600	£10	3.5	220	£780	£180
£100,001	£105,000	£630	£10	3.5	220	£780	£150
£105,001	£110,000	£660	£10	3.5	220	£780	£120
£110,001	£115,000	£690	£10	3.5	220	£780	£90
£115,001	£120,000	£720	£10	3.5	220	£780	£60
£120,001	£125,000	£750	£10	3.5	220	£780	£30
£125,001	£130,000	£780	£10	3.5	220	£780	£0
Total raised							

2.6 Part day charging – part day charges would be for periods less than 4 hours and equates to half the cost of a full day charge. A full day charge is applicable for parking periods for 4 hours or more.

2.7 Electric vehicles - are chargeable at the same rates as other vehicles (except motorbikes) but are eligible to recharge with free electricity at the University's charging points. Electric vehicle charging points are operated on a first come, first served basis.

2.8 Accessible Spaces - staff applying for a parking permit on the grounds of a disability or medical reason, and not a council issued blue badge holder, must gain support from Occupational Health (OH) as part of the parking permit application / referral process.

2.9 Types of Car Parking Permit - All parking permits are registered to a single vehicle, however:

- **Multi-vehicle 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.
- **Other** - 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.

2.10 Enforcement Process - The enforcement of this parking policy will be a supportive four step process as outlined below:

2.10.1.1 Vehicles parking without a valid parking permit:

- **Step 1** - those without a valid parking permit will receive a parking enforcement reminder on their vehicle explaining the process for applying for a parking permit and the process for paying the appropriate charge for the duration of their stay;
- **Step 2** - a second offence would result in a parking enforcement reminder providing advance notice that a fine will be issued for the next offence;
- **Step 3** - a third offence and any subsequent offences will result in a fine of £80 (reduced to £40 if paid within 14 days of the offence date stated on the parking charge notice). If the vehicle is not removed from the car park or the fine remains unpaid or the same vehicle is involved in another offence within 183 days of the first offence then the process will be escalated to step 4.
- **Step 4** - a step 4 offence could result in the vehicle User being referred to the University disciplinary process, if applicable.

2.10.2 Vehicles parked with a valid parking permit but the User has failed to pay the appropriate fee:

- **Step 1** - those parking without paying the appropriate charge for the duration of their stay would receive a parking enforcement reminder on their vehicle explaining the process for paying daily payment. If another incident of parking without daily payment occurs within 183 days of the first offence, then a step 2 parking enforcement reminder will be issued.

- **Step 2** - a second offence would result in a parking enforcement reminder providing advance notice that if this vehicle is parked without paying again (within 183 days of the first offence) then a fine will be issued.
- **Step 3** - a third offence and any subsequent offences would result in a fine of £80 (reduced to £40 if paid within 14 days. If the vehicle is not removed from the car park, the fine remains unpaid or the same vehicle is involved in another offence within 183 days of the first offence then the process will be escalated to step 4.
- **Step 4** - a step 4 offence would result in the vehicle User being referred to the University disciplinary process. If the User has a valid parking permit but failing to pay the appropriate charge for the duration of their stay, then the parking permit could be revoked.

2.10.3 Steps 1 and 2 of the enforcement process in 2.10.1 and 2.10.2 are not applicable to any Users in the circumstances below:

- Parking in a designated accessible bay without a university Blue Badge virtual permit and a council issued Blue Badge displayed in the vehicles windscreen.
- Any vehicle parked on double yellow lines at any time
- Any unauthorised vehicle parked in an 'authorised vehicle only' area.

In the event of one of these circumstances, the vehicle User will be subject to Step 3 of the parking policy with an £80 fine being issued (reduced to £40 if paid within 14 days of the offence date stated on the parking charge notice), and then step 4 if applicable.

There is an appeals process for people wishing to contest their fine or parking enforcement reminder which will be weighed up on an individual case-by-case basis considering the circumstances leading to the parking enforcement reminder or parking charge notice being issued.

Fines unpaid within the time frames stated on the parking charge notices may be pursued through the small claims courts by the enforcement company.

2.11 Any individual involved in abusing personnel undertaking parking or enforcement duties can be referred to the University's disciplinary process - this may result in a parking permit being revoked immediately for a set period and other consequences defined by the disciplinary process.

2.12 Other staff and Other permit types

2.12.1 Loan Permits

Loan permits are hard copy permits (see example in Appendix 3) issued to departments upon request. Loan permits must be displayed in the vehicle when in use. Loan permits holders are not required to pay the charge. As part of any administration regime the registration plate of the vehicle using the permit would be recorded to ensure that they are only used occasionally. Each

department will be required to maintain a log which will be reviewed. For example these permits would be used for staff owned operational vehicles.

2.12.2 Exam Invigilators

Exam Invigilators will need to apply using the online parking portal via the electronic application system and pay for the parking permit at the prevailing rate (currently £10). An appropriate payment at the lowest rate of charging will be required for the duration of the stay.

2.12.3 Affiliate staff* who are not primarily students at the University

Staff who work at the university but are not directly employed by Oxford Brookes University are required to purchase a parking permit at the prevailing rate (currently £10). An appropriate payment at the lowest rate of charging will be required for the duration of the stay. They are subject to the same eligibility criteria as Brookes Staff.

Affiliate staff members who are primarily students would be subject to the student parking application process and eligibility criteria.

*(*Affiliated staff are defined as individuals contributing to the work of the University, but who are not on the human resources appointments database, this group includes recognised teachers and staff in partner institutions and visiting Professors and Researchers).*

2.12.4 Contract staff

Staff who work on-site at the university but are not directly employed by Oxford Brookes University are required to purchase a parking permit at the prevailing rate (currently £10). An appropriate payment at the lowest rate of charging will be required for the duration of the stay. They are subject to the same eligibility criteria as Brookes Staff. Contract staff members who are primarily students would be subject to the student parking application process.

2.12.5 Contractors

Contractors dropping off items are allowed to do so without any charge and must not leave their vehicle unattended, unless they display a Loan Permit.

Contractors parking on-site are able to do so by booking in advance - faculties or directorates will issue a Loan Permit to contractors and then they would not pay a daily charge, see 2.12.1 above.

2.12.6 Wardens who are staff of Oxford Brookes University

Wardens are allowed a parking permit specific to the Hall of residence where they reside. Wardens are required to purchase a permit at the prevailing rate, but are not required to pay further parking charges whilst parking at the halls of residences that they undertake warden duties on a permanent basis. They will not be subject to the eligibility criteria.

If they request a parking permit to park on any other site then they would be subject to the same eligibility criteria and charges as other staff.

2.12.7 Blue Badge and Medical Permits

- **Blue Badge Holders** – must apply for an accessible parking permit; failure to do so may result in a fine. They will not be required to pay for the parking permit or any charges for the duration of their stay. They will be able to park in accessible bays.
- Blue Badge Holders will not be subject to the exclusion zones included in the eligibility criteria
- **Medical Permits** – where staff present a long term medical reason why they need a permit (but are not blue badge holders) they will be referred to Occupational Health. If Occupational Health support the application then a parking permit will be issued and the member of staff will pay for the parking permit at the prevailing rate and the daily charging rates linked to their salary stated in the table 6. These medical permits will be for a fixed period and will be reviewed on a regular basis. They will be able to park in staff parking areas, but not in accessible bays.
- Medical Permit Holders will not be subject to the exclusion zones listed in 2.1.

Staff who are eligible to a parking permit do not need to apply through Occupational Health for a medical permit.

- Abuse of temporary medical parking permits may result in a referral to the University's disciplinary process.

2.13 Length of Parking

2.13.1 Maximum length of parking

The maximum length of stay is 2 consecutive days during any Peak parking period. Tickets will be available to purchase that will cover a 2 day period.

2.13.2 Extended maximum length of stay

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. Parking extensions must be applied for with a minimum of three working days in advance of the beginning of the extended period.

2.14 Other vehicle types

2.14.1 University Owned Vehicles

University owned vehicles will be issued with a parking permit at no charge. Permits need to be displayed at all times when on University property, no daily charge is applicable.

2.14.2 Hire Vehicles

Vehicles that have been hired or leased by a Faculty or Directorate and the University car club vehicles will be issued with a Loan Permit and will park at no charge whilst on-site. The Loan Permit will need to be displayed at all times when on University property.

2.14.3 Staff Motorbike Parking

Motorbike Users will be charged for a parking permit at the prevailing rate (currently £10), but will not be subject to any daily charges. Parking permits for motorbikes are applied through the same process as the staff parking permits.

Staff motorbikes can be added on to a parking permit as an extra vehicle (subject to exclusion zones) or a motorbike only permit can be obtained that will not be subject to the exclusions zones.

Parking permits issued to motorbike Users are not restricted to any specific car park owned by Oxford Brookes University. Offences listed in section 8.c are applicable to motorbike Users.

2.15 Picking up or dropping off options

A pick up or drop off window of 20 minutes will be available for staff and visitors in designated areas, vehicles may not be left unattended.

2.16 Exempt Days

There will be no daily charge on specified days, these could include University open days or applicant days and these exempt days will be agreed by the Parking Panel and announced in advance. Enforcement based on the contraventions listed in 8.c will still be enforced.

3 Pre-booked Visitor Parking

3.1 Visitors

Oxford Brookes University staff expecting visitors during peak parking hours will need to authorise and pre-book a parking space for the time they're guest is on campus. Where there is dedicated visitors parking areas (e.g. Headington Campus Gypsy Lane entrance, Harcourt, Wheatley, Marston Road, Clive Booth and Swindon) the daily charge will be £2 per day.

3.2 Guest

Guest - someone who has been invited to the University by a faculty, directorate or the Senior Management Team during peak parking hours. Guests are only permitted to park in Visitor parking bays, which are a finite resource and must be pre-booked. Typically a guest would be on site for one of the following reasons:

1. for a specific purpose, e.g. guest lecture, student mentoring, external examining, discussions about potential research areas of mutual interest, where the University is receiving some direct benefit from the visit;
2. where the University wishes to strengthen a relationship with individuals or their organisation, which maybe for a specific future purpose or with a broader expectation of gaining value from that relationship, e.g. visiting dignitaries, future philanthropic support, or developing a better mutual understanding through high level meetings with external stakeholders around strategic issues;
3. where it is to the University's benefit to strengthen a relationship with an organisation, e.g. partnership arrangements, commercial contracts (including consultancy and research).

3.3 Maximum limit

Maximum Limit on the number of Visitor spaces one department can book on a

single day - A maximum of 5 visitor parking spaces can be booked by a single department in a day more than 24 hours in advance, unless there is an important operational reason to book more. A system will be in place to allow extra spaces to be booked 24 hours or less in advance if there are spaces available.

3.4 Contractors

Dropping off - Contractors dropping off items are allowed to do so without any charge and must not leave their vehicle unattended – they will be subject to 2.12.1 above.

Parking - Contractors parking on-site are able to do so by booking in advance - faculties or directorates will issue a Loan Permit to contractors and then they would not pay a daily charge, see 2.12.1 above.

3.5 Reserved bays

Some vehicles will have designated parking bays where there is an important operational reason e.g. designated parking bay for the Brookes Union Safety Bus. There is a process for applying for University owned vehicles and each application will be reviewed on a case-by-case basis by the Parking Referrals Panel.

3.6 Short Notice booking

Mechanisms that allow guests and contractors to have parking access at short notice are subject to availability and an appropriate operational reason.

3.7 Drivers' own risk

Vehicles are parked at User's own risk.

4 Student Parking

Parking at the University is restricted and the issuance of a permit does not guarantee a parking space. The University is committed to reducing its dependence on the private car use and supports sustainable transport options. Please look into the following alternatives before applying for a parking permit.

Vehicles are parked at User's own risk.

4.1 Eligibility / Exclusions

Students are entitled to park if:

They live outside the exclusion zone located around their main campus of study as detailed below:

- They live outside of the 1km exclusion zone located around Wheatley and Harcourt campuses.
- Students in University Halls of Residences are excluded from possessing a parking permit unless they have a disability that requires a car.
- An exception is made for PGCE placement student at Westminster Hall, Harcourt, in which case the permit will only cover the Harcourt site.

OR

- Swindon Campus – Students that live outside the exclusion zone of 45 minutes public transport journey. Please refer to public transport map in Appendix 2 and bus operator websites (journeys times are based on timetabled schedule at peak travel times).

Students cannot park at Headington or Marston Road, unless they have a disability that requires a car.

4.2 Referrals for eligibility / exclusions

Students should apply using the online parking portal and permit eligibility will be determined automatically through an online mapping function. This mapping function will be based on excluded postcodes that are within the exclusion zones.

Grounds for a referral includes if your address is outside the exclusion zones – this will then be manually processed.

Students who are not eligible for a parking permit based on the geographic eligibility may apply via the referral process. A referral can be selected from the online parking portal. Referrals are for students living inside the exclusion zone and will be individually considered based on, but not limited to, caring responsibilities, disability, complexity and time of public transport journey.

All referrals will go to the Referrals Panel which will consist of the:

- Transport Solutions Manager
 - Sustainability Manager
 - Head of Facilities
 - University Events and External Relations Manager
 - HR Business partner
- Or their nominated representative.

The Referrals Panel will also maintain log of all referral cases for analysis/ review.

The University holds ultimate discretion on parking issues whether that is enforcement, evaluation of referral cases, or any other parking matter.

In this policy document when permits and tickets are referred to, they are 'virtual' permits and tickets due to the ticketless system that is being introduced unless specifically stated otherwise.

4.3 Student Charges - Students are entitled to apply for parking permits for Harcourt, Wheatley and Swindon campus car parks and parking permits issued are for the specific site(s) of study only.

The permit charge for students is at the prevailing rate (currently £10) plus an additional charge of £1 per day.

4.4 Electric vehicles - are chargeable at the same rates as other vehicles (except motorbikes) but are eligible to recharge with free electricity at the University charge points (Excluding Headington Hill). Electric vehicle charge points are operated on a first come, first served basis.

4.5 Blue Badge and Medical Permits

- **Blue Badge Holders** – should apply for a University issued Blue Badge Holders parking permit; failure to do so may result in a fine. They will not be required to pay for the parking permit or any charges for the duration of their stay. They will be able to park in accessible bays.
- Blue Badge Holders will not be subject to the exclusion zones included in the eligibility criteria in 4.1
- **Medical Permits**—where students present a long term medical reason why they need a permit (but do not possess a council issued blue badge) they will be referred to Student Disability Services (SDS). If SDS support the application, then a medical parking permit will be issued and the student will pay for the parking permit at the prevailing rate (currently £10) and the standard charging rates. These medical parking permits will be for a fixed period and specific parking locations. Medical permits will be reviewed on a regular basis. They will not be able to park in accessible bays.

- In certain circumstances students with a medical need (but do not possess a council issued blue badge) may be allowed to park at their Halls of Residence ONLY, they would need to apply using the online parking portal and pay £10 for their permit. They would be exempt from further charges.
- Medical Permit Holders will not be subject to the exclusion zones included in the eligibility criteria in 4.1.
- Students who are eligible to a parking permit do not need to apply through SDS for a medical permit.
- Abuse of temporary medical parking permits could result in a referral to the University's Student Disciplinary process.

4.6 Enforcement Process - The enforcement of this parking policy will be a supportive four step process as outlined below:

4.6.1 Vehicles parking without a valid parking permit:

- **Step 1** - those without a valid parking permit will receive a parking enforcement reminder on their vehicle explaining the process for applying for a parking permit and the process for paying the appropriate charge for the duration of their stay;
- **Step 2** - a second offence would result in a parking enforcement reminder providing advance notice that a fine will be issued for the next offence;
- **Step 3** - a third offence and any subsequent offences will result in a fine of £80 (reduced to £40 if paid within 14 days of the offence date stated on the parking charge notice). If the vehicle is not removed from the car park or the fine remains unpaid or the same vehicle is involved in another offence within 183 days of the first offence then the process will be escalated to step 4.
- **Step 4** - a step 4 offence could result in the vehicle User being referred to the University's Student disciplinary process.

4.6.2 Vehicles parked with a valid parking permit but the User has failed to pay the appropriate charge:

- **Step 1** - those parking without paying the appropriate charge for the duration of their stay would receive a parking enforcement reminder on their vehicle explaining the process for paying daily payment. If another incident of parking without daily payment occurs within 183 days of the first offence, then a step 2 parking enforcement reminder will be issued.
- **Step 2** - a second offence would result in a parking enforcement reminder providing advance notice that if this vehicle is parked without paying again (within 183 days of the first offence) then a fine will be issued.

- **Step 3** - a third offence and any subsequent offences would result in a fine of £80 (reduced to £40 if paid within 14 days of the offence date stated on the parking charge notice). If the vehicle is not removed from the car park, the fine remains unpaid or the same vehicle is involved in another offence within 183 days of the first offence then the process will be escalated to step 4.
- **Step 4** - a step 4 offence would result in the vehicle registered keeper / user being referred to the University disciplinary process. If the User has a valid parking permit but failing to pay the appropriate charge for the duration of their stay, then the parking permit could be revoked.

4.6.3 Steps 1 and 2 of the enforcement process in 4.6.1 and 4.6.2 are not applicable to Users in the circumstances below:

- Parking in a designated accessible bay without a university issued blue badge virtual permit and a council issued blue badge displayed in the vehicles windscreen.
- Any vehicle parked on double yellow lines at any time
- Any unauthorised vehicle parked in an 'authorised vehicle only' area.

In the event of one of these circumstances, the vehicle User will be subject to Step 3 of the parking policy with an £80 fine being issued (reduced to £40 if paid within 14 days of the offence date stated on the parking charge notice), and then step 4 if applicable.

There is an appeals process for people wishing to contest their fine or parking enforcement reminder which will be weighed up on an individual case-by-case basis considering the circumstances leading to the parking enforcement reminder or parking charge notice being issued.

Fines unpaid within the time frames stated on the parking charge notices may be pursued through the small claims courts by the enforcement company.

4.7 Any individual involved in abusing personnel undertaking parking or enforcement duties can be referred to the University's Student Disciplinary process: this may result in a parking permit being revoked immediately for a set period and other consequences defined by the disciplinary process.

4.8 Wardens who are students at Oxford Brookes University

Wardens are allowed a parking permit specific to the Hall of residence where they reside. Wardens are required to purchase a permit at the prevailing rate, but are not required to pay further parking charges whilst parking at the halls of residences that they undertake warden duties on a permanent basis. If they request a parking permit to park on any other site then they would be subject to the same eligibility criteria and charges as other students.

4.9 Length of Parking

4.9.1 Maximum length of parking - the maximum length of stay is 2 consecutive days, tickets will be available to purchase that will cover a 2 day period.

4.9.2 Extended maximum length of stay - Faculties or Directorates can apply for specific students to have an extended length of stay, where there is a valid reason to do so. This must be applied for with a minimum 3 working days in advance of the beginning of the extended period.

4.10 Residential Students – Postgraduate Certificate in Education (PGCE) students studying at Harcourt are permitted to park a vehicle. These students will purchase a parking permit for Harcourt Campus car parks only at the prevailing rate (currently £10). They will be exempt from paying further parking charges for the duration of their stay during their course dates. If they wish to apply for a parking permit for another site they are subject to the same eligibility criteria and charges as other students.

4.11 Short Term Student Parking - students who only require parking for a week-long period will be issued a free week long permit subject to confirmation of this requirement from their faculty. This must be confirmed 3 working days in advance of the parking period and the User will be required to pay the appropriate charge for the duration of their stay.

4.12 Enforcement during Off-peak hours (16:31 to 06:59 Monday to Friday, weekends and Public and Bank holidays in England and Wales)

- **Parking permit holders** - Those that hold valid parking permits are eligible to park for free during Off-peak periods
- **Non-permit holders**- Those that do not hold a valid parking permit may park during Off-peak hours and must pay the appropriate charge for the duration of their stay.

4.13 Student Motorbike Parking

Student Motorbike Users will be charged for a parking permit at the prevailing rate (currently £10), but will not be subject to any charges. Parking permits for motorbikes are applied through the same process as the student parking permits.

Motorbike permits will not be subject to the eligibility / exclusions zones.

Parking permits issued to student motorbike Users may park in Halls of Residence and teaching campuses, excluding Headington Campus and Marston Road.

Offences listed in section 4.6.3 are applicable to motorbike Users.

4.14 Exempt Days - There will be no charges on specified days, these could include University open days or applicant days and these exempt days will be agreed by the Parking Panel and announced in advance. Enforcement based on the contraventions listed in 4.6.3 will still be enforced.

5 Brookes Sport Parking

Parking at the University is restricted and the possession of a parking permit does not guarantee a parking space. The University is committed to reducing its dependence on the private car use and supports sustainable transport options.

5.1 Brookes Sport Parking Eligibility / Exclusions

Members of Brookes Sport who have been issued a membership number and are paying a full Community membership fee on a monthly or annual basis are eligible to apply for a Sport & Leisure parking permit.

This parking permit is only valid whilst the individual is a full fee paying member of Brookes Sport.

Oxford Brookes University staff and students are not eligible to apply for a Sport & Leisure permit. If a parking permit is required, Oxford Brookes University staff are required to apply for a staff Permit and Oxford Brookes University students are required to apply for a student parking permit.

5.1.1 Brookes Sport Members Parking (including motorbikes)

Sport & Leisure parking permit holders are eligible to park:

- at the Harcourt Hill Sports campus car park during Peak and Off-Peak Hours
- Headington Hill Hall during Off-Peak Hours only
- Wheatley during Off-Peak Hours only

Vehicles are parked at the User's own risk.

The annual charge for Brookes Sport & Leisure parking permits is at the prevailing rate (currently £10).

5.2 Blue Badge Holders –

Individuals who are Sports & Leisure members and have a council issued Blue Badge will need to contact Transport Services by email (transport@brookes.ac.uk) be issued with an accessible parking permit. They will not be required to pay for the parking permit and are exempt from the charge. They will be able to park in accessible bays.

5.3 Enforcement Process - There needs to be a level of enforcement of any parking policy, however this needs to be a supportive process.

A step process is proposed as follows:

5.3.1 Vehicles parking without a valid Sports & Leisure parking permit:

- **Step 1** - those without a valid parking permit will receive a parking enforcement reminder on their vehicle explaining the process for applying for a parking permit and the process for paying the appropriate charge for the duration of their stay;
- **Step 2** - a second offence would result in a parking enforcement reminder providing advance notice that a fine will be issued for the next offence;
- **Step 3** - a third offence and any subsequent offences will result in a fine of £80 (reduced to £40 if paid within 14 days of the offence date stated on the parking charge notice).

5.3.2 For those parking with a valid Sports & Leisure permit but failing to pay the charge:

- **Step 1**- those parking without paying the appropriate charge for the duration of their stay would receive a parking enforcement reminder on their vehicle explaining the process for paying a charge. If another incident of parking without the charge occurs within 183 days of the first offence, then a step 2 parking enforcement reminder will be issued.
- **Step 2** - a second offence would result in a parking enforcement reminder providing advance notice that if this vehicle is parked without paying again (within 183 days of the first offence) then a fine will be issued.
- **Step 3** - a third offence and any subsequent offences would result in a fine of £80 (reduced to £40 if paid within 14 days of the offence date stated on the parking charge notice).

5.3.3 Steps 1 and 2 of the enforcement process in 5.3.1 and 5.3.2 are not applicable to Users in the circumstances below:

- Parking in a designated accessible bay without a blue badge virtual permit and a council issued blue badge displayed in the vehicles windscreen.
- Any vehicle parked on double yellow lines at any time
- Any unauthorised vehicle parked in an 'authorised vehicle only' area.

In the event of one of these circumstances, the vehicle User will be subject to Step 3 of the parking policy with an £80 fine being issued (reduced to £40 if paid within 14 days of the offence date stated on the parking charge notice).

Fines unpaid within the time frames stated on the parking charge notices may be pursued through the small claims courts by the enforcement company.

5.4 Exempt Days - There will be no daily charge on specified days, these could include University open days or applicant days and these exempt days will be agreed by the Parking Panel and announced in advance. Enforcement based on the contraventions listed in 5.3.3 will still be enforced.

5.5 Brookes Sport Visitor Parking

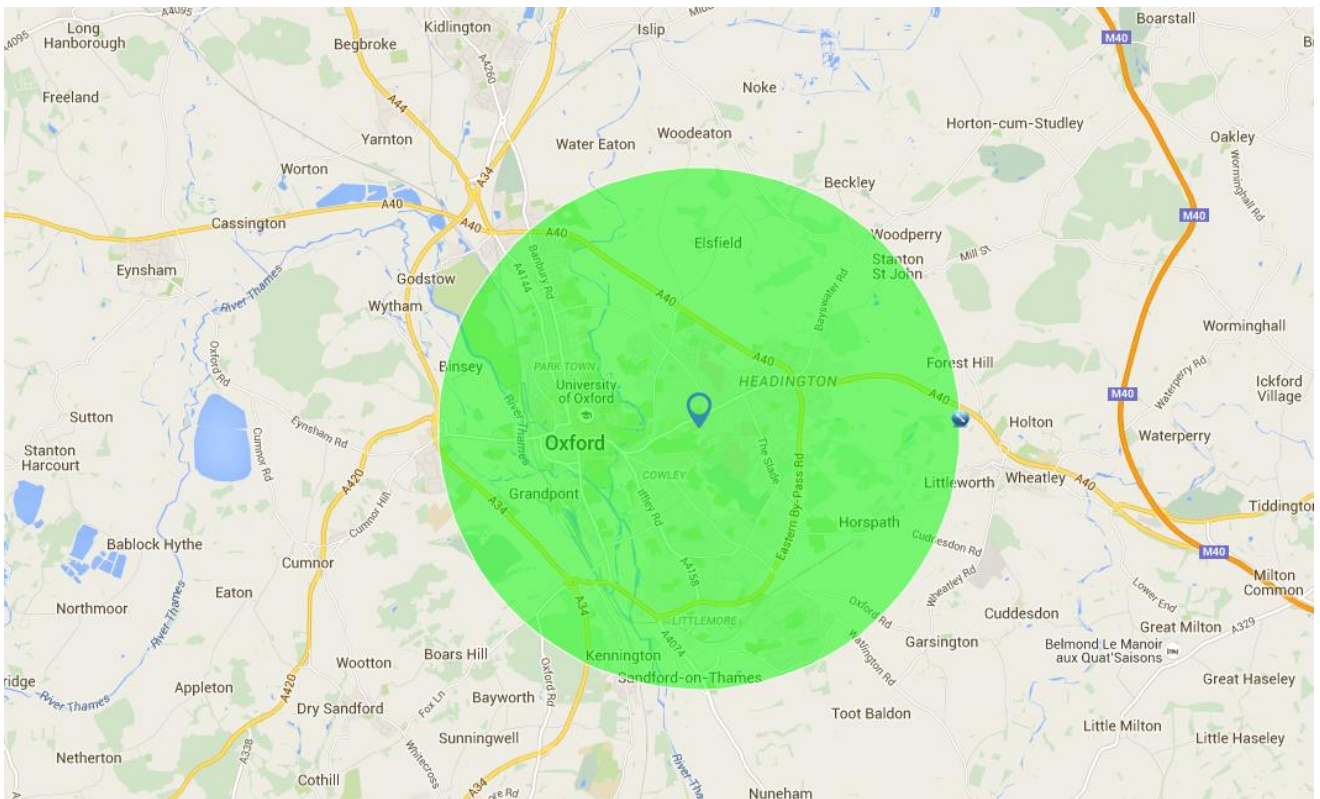
Visitors to the Centre for Sport who are not members of Brookes Sport and do not have a Sport & Leisure permit, can use the Headington and Harcourt Hill car parks during Off-peak hours (before 07:00 and after 16:30), Monday to Friday and at weekends and Public and Bank Holidays in England and Wales. Parking is subject to an hourly charge listed on the Tariff Boards within the car parks. Terms and conditions apply.

Appendix 1 – Exclusion Zone

Headington Campus

Staff are eligible for a parking permit if:

- They live outside of the 5km exclusion zone located around the Headington Campus (including the Marston Road site) the radius is measured as the crow flies and is centred on OX3 0BP (Gipsy Lane entrance). Map, grid reference and coordinates included in Appendix 1.



OX3 0BP

Grid Reference

SP 53717 06473

X: **453717** Y: **206473**
Latitude: **51.754380** Longitude: **-1.223200**

Wheatley Campus – OX33 1HX

Staff are eligible for a parking permit if:

- They live outside of the 1km exclusion zone located around Wheatley campus

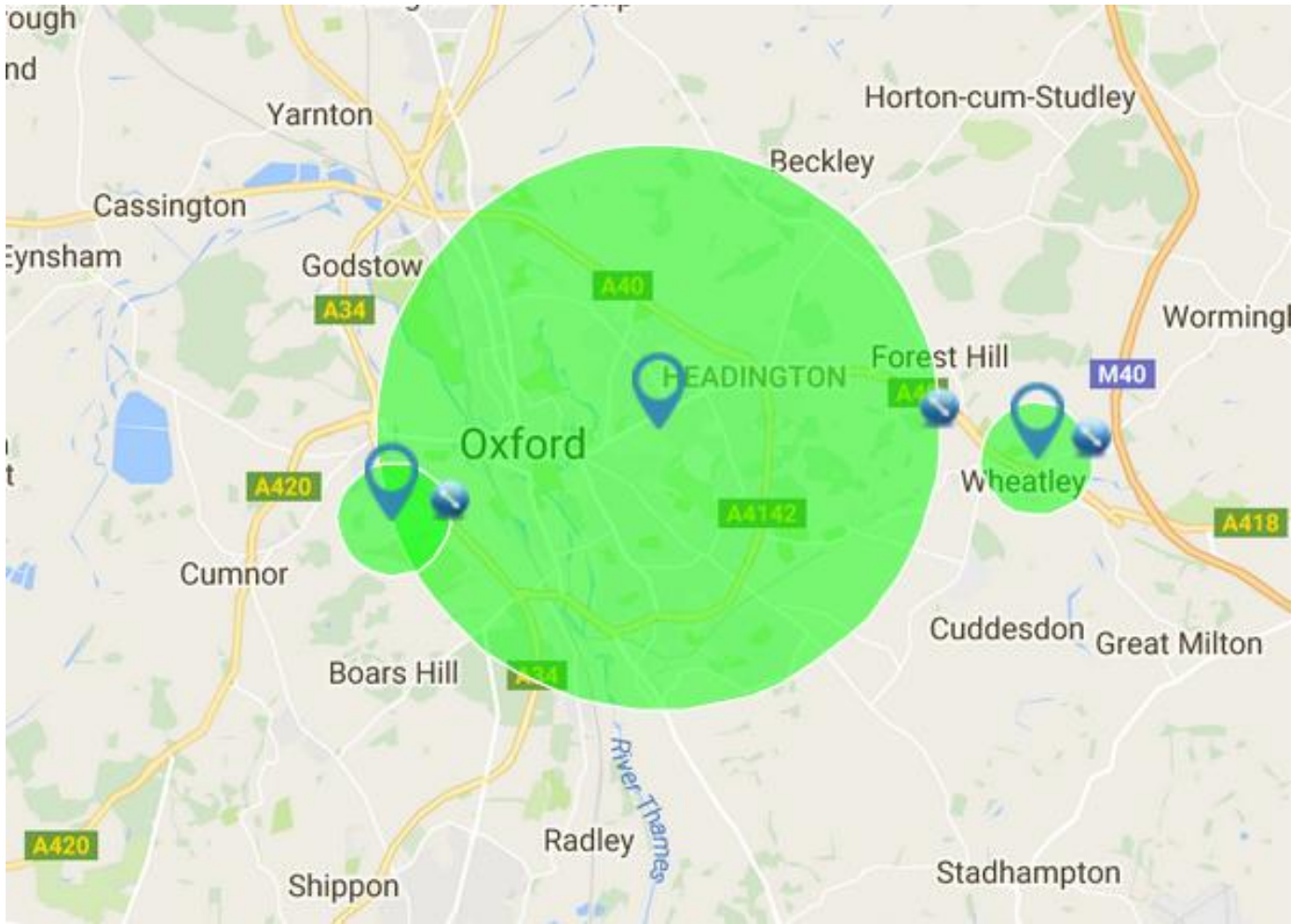


Harcourt Campus – OX2 9AT

Staff are eligible for a parking permit if:

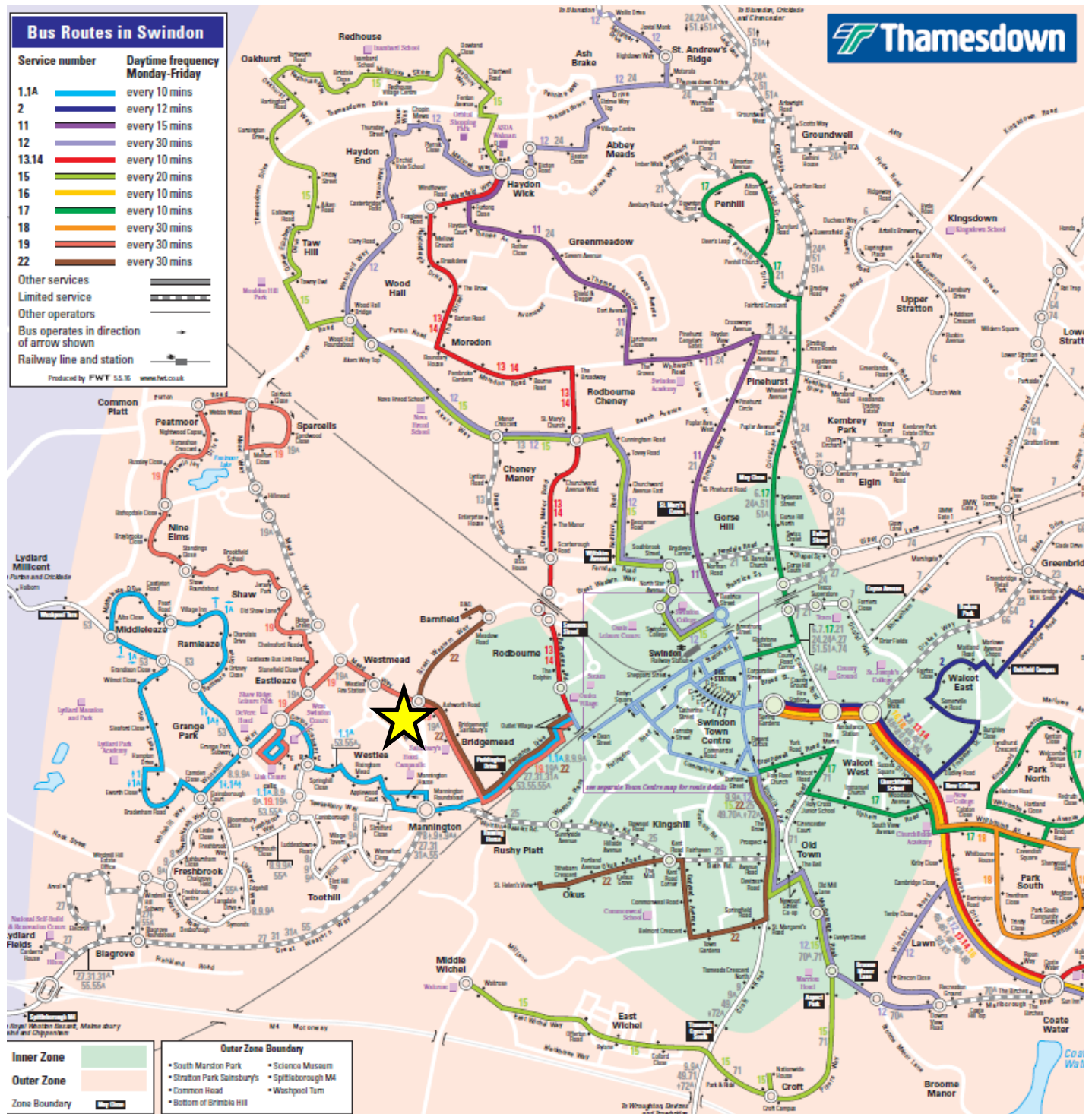
- They live outside of the 1km exclusion zone located around Harcourt campus.






This mapping function will be based on excluded postcodes that are within the exclusion zones.

Appendix 2 – Swindon Public Transport Map



The Joel Joffe Building, Delta 900, Welton Road, Westlea, Swindon SN5 7XQ

Appendix 3 – Example of Loan Permits

<p><u>VEHICLE LOAN PERMIT</u> Academic Year 2016/17</p>	<p>Faculty of Health and Life Science</p>	<p>OXFORD BROOKES UNIVERSITY</p>
	<p><u>This vehicle loan permit</u> <u>is valid for</u> <u>.....</u> <u>Campus/ Halls only</u></p>	
<p>Please note that this permit remains the property of Oxford Brookes University. Individuals requiring this permit, will have needed to make Brookes aware of the Vehicle registration prior to their arrival, so enforcement officers are also aware.</p> <p>This permit is loaned out solely for occasional use and it should not be used for regular commuting purposes. As such, checks will be made regarding all Vehicle loan permits usage and Transport Services reserve the right to cancel this permit without prior notice.</p> <p>If the vehicle displaying this permit is causing an obstruction, please use the permit number as reference and contact Facilities services on Oxford 01865 488888 or Transport Services on Oxford 01865 484647.</p>		

VEHICLE LOAN PERMIT

Academic Year 2016/17

Facilities



This vehicle loan permit
is valid for
.....
Campus/ Halls only

Please note that this permit remains the property of Oxford Brookes University. Individuals requiring this permit, will have needed to make Brookes aware of the Vehicle registration prior to their arrival, so enforcement officers are also aware.

This permit is loaned out solely for occasional use and it should not be used for regular commuting purposes. As such, checks will be made regarding all Vehicle loan permits usage and Transport Services reserve the right to cancel this permit without prior notice.

If the vehicle displaying this permit is causing an obstruction, please use the permit number as reference and contact Facilities services on Oxford 01865 488888 or Transport Services on Oxford 01865 484647.

VEHICLE LOAN PERMIT

Academic Year 2016/17

Brookes Restaurant



This vehicle loan permit
is valid for
.....
Campus/ Halls only

Please note that this permit remains the property of Oxford Brookes University. Individuals requiring this permit, will have needed to make Brookes aware of the Vehicle registration prior to their arrival, so enforcement officers are also aware.

This permit is loaned out solely for occasional use and it should not be used for regular commuting purposes. As such, checks will be made regarding all Vehicle loan permits usage and Transport Services reserve the right to cancel this permit without prior notice.

If the vehicle displaying this permit is causing an obstruction, please use the permit number as reference and contact Facilities services on Oxford 01865 488888 or Transport Services on Oxford 01865 484647.

Appendix 4 – Glossary

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.

Guest someone who has been invited to the University by a faculty, directorate or the Senior Management Team during peak parking hours. Guests are only permitted to park in Visitor parking bays, which are a finite resource and must be pre-booked. See 3.2 for further detail.

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 16:31 and 06:59 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 07:00 and 16:30 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. Where permits are charged for the current annual cost is £10.

Site means any campus or other premises under the control of the University having a carpark 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.

Visitor someone who uses an Oxford Brookes car park without using a car park permit and typically in bays designated for visitors. A visitor could either pay for the use of the car park themselves or be a guest of the University and have their parking paid for by the department or faculty they are visiting.

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