

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 dedicated cycle path, lights and always wear a helmet. It is not possible for everyone to use an alternative method of transport and the College has a number of car parking spaces around most of its buildings and for the majority of the time this is more than adequate to cope with all the parking demand. Street parking is also available for up to 3 hours at a time on the roads around the College entrance, these are clearly marked but please ensure you check before you park. The number of spaces available in the College have reduced in recent years and this trend is likely to continue as the City and County Councils introduce a Work Place Parking Levy which aims 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 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 member are encouraged to use. Only one car per member can be parked at the College at any one time unless an exceptional case is agreed by the chair of DPC. Please be aware that the issuing of a permit for a second car would not usually be possible.

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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.

Parking permits are issued in the following colours

Permit Type	Colour
Fellows	Green
Residents of the Main Building, Robin Gandy and M Block.	Yellow
Residents of the Annex, Garford Road, 21, 23, 25, 31 Linton Road, 14 and 16 Chadlington Road.	Orange
Graduate Students and Common Room (non-resident)	Pink
Staff	Blue

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 under ground parking on the main site (unless the Fellow is a resident). Fellows are requested to use the South Car Park at all times unless this is full then the West Car Park should be used.

4.2 Residents

All residents are entitled to apply for a parking permit. 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.

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For residents in the Main Building, Robin Gandy, M and Q Blocks permits are issued for the underground car parks along with a car park key for which a deposit and fee are charged.

For residents in The Annex, Garford Road, 21, 23, 25, 31 Linton Road, 14 and 16 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 will be issued with a parking permit on request. 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. Please refer to 3.0 of the policy for parking restriction.

4.3 Staff

All full and part-time college 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. Staff are required to use the South car park or, if this is full, the North car park.

4.4 Visitors and Conference Visitors

Visitors should use the West car park. Only when this is full they should use the South car park. Conference visitors may park up to six cars per conference. If a conference wishes to bring more cars in to the College this must be by special arrangement with the Events Manager.

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. Contractors are normally required to park in the North Car Park unless this is not practical due to the location of the contractors' work.

5.0 Leaving vehicle on College premises

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No vehicles are permitted to remain parked in the North, South or West Car Park 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.

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 one (1) months notice, daily commuters are likely to be charged a fee for parking once the Work Place Parking Levy is introduced by the Oxford Councils in 2024.

8.0 Motor-cycles and bicycles

8.1 Motor-cycles

All members of the College may park motor-cycles on the College sites free of charge, provided they are parked in the motor-cycle 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 motor-cycles or bicycles parked in breach of these requirements and owners may have to wait for release and pay a release fee of £10.00.

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9.0 Parking for persons registered disabled

The College provides two parking spaces marked 'disabled only'. These are located in the West Car Park and in the South 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 motor-cycles, 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 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.

12.0 Locking of the gates to the South car park

The gates to the South car park are locked every night from 11.00pm until 7.00am. Vehicles left in this car park will be locked in if not removed by 11.00pm and will not be released until 7.00am. The College reserves the right to lock these gates at any other time without notice. There is no public right of way through any of the College buildings or cross the footbridge or any of the College land, with the exception of the marked footpath around the meadows.