

# OXFORD BROOKES UNIVERSITY- Exempt Vehicles & Events Policy



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# **Exempt Vehicles and Events Policy**

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# **Exemption Vehicles and Events Policy**

To increase sustainability and decrease traffic congestion, people travelling to Oxford Brookes University sites are encouraged, where possible, to use the local public transport and sustainable travel options.

This policy document aims to identify which specific vehicles and events will be considered for exemption from the parking enforcement system, based on operational and/or commercial requirements.

Campus directions, maps and public transport information are available in the following link: <https://www.brookes.ac.uk/about-brookes/contacts-maps-and-campuses/>

## **1. Background**

- 1.1. Oxford Brookes University has limited parking spaces, with no option of expanding car parks. The University is looking at implementing a policy that is fair for everyone and increases the chance that parking spaces are available for those that need to park.
- 1.2. A new Parking Policy for the University was approved by Executive Board in January 2015, and since then a considerable amount of work has been done to implement this policy.
- 1.3. The New Policy has seen the introduction a virtual parking system and enforcement officers patrolling the Oxford Brookes University car parks. Oxford Brookes University staff, students and Brookes Sport members are able to apply for a permit dependant on the eligibility criteria and park on a first come first served basis, subject to their daily tariff rate.
- 1.4. Individuals can create an Oxford Brookes University parking account ([Here](#)) and subsequently apply for the applicable parking permit.

## **Vehicle parking exemptions**

### **2. Vehicle Parking Tariff Exemptions for Permit Holders**

All vehicles with a virtual permit must park in accordance to the Parking Policy. During peak hours all permit holders must pay an applicable tariff for parking at an Oxford Brookes University car park. This tariff is transferable between all Oxford Brookes University car parks subject to the car park eligibility criteria. Outside of peak hours Oxford Brookes University permit holders can park in any Oxford Brookes University car park at no charge.

2.1. The exemptions to the daily tariff apply to:

- Blue badge permit holders

- Motorcycle permit holders
- Wardens, medical permit holders, and PGCE students who hold a permit and live in Oxford Brookes University halls of residence. Exemptions are only valid for the individual's halls of residence.

2.1.1. Sports and Leisure permit holders (included in membership fees). Exemptions are only valid for the Harcourt sports centre car park (see section 14).

2.2. Exempt vehicle owners are required to observe the existing parking regulations. University Parking Policy can be found here: [Link](#)

### **3. Vehicle Parking Tariff Exemptions for Non-Permit Holders**

3.1. Vehicles without a virtual permit required to park on site for operational and/or commercial reasons should be registered with Transport Services. The exemptions to daily tariff apply to:

- Oxford Brookes University owned vehicles
- Board of Governors' vehicles
- Contractor vehicles required on site overnight (e.g. security, Elite enforcement car)

3.1.1. Contractor vehicles owned by persons not issued with a staff number and required on site on a regular basis. Contractors must demonstrate that they need their vehicle to carry out the works. A vehicle could be exempt if:

- the equipment required to do the work forms part of or is fixed to the vehicle
- the vehicle incorporates a workshop
- the loads carried by the vehicle are significant and have to be handled manually and repeatedly meaning the vehicle must be located as close as possible to the workplace Contractor vehicles used for commuting purposes will not be exempt.

3.1.2. Contractor vehicles required on site to carry out emergency or unplanned work.

3.1.3. Delivery vehicles required on site for a limited amount of time

3.1.4. Pre-booked guests, via the Brookes Venues booking system, staying in Halls of accommodation and have prepaid for parking.

3.2. Vehicle parking at designated for urgent Drop-off zones (as Identified by signage ) for a maximum of 20 minutes.

## 4. Vehicle Loan Permits

- 4.1. Vehicle loan permits are for Departments to issue to individuals on an occasional and short notice basis. They are to be used when an individual is attending Oxford Brookes University for an operational reason and is unable to apply for a parking permit. In these instances the parking is being offered as benefit rather than an essential requirement.
  - 4.1.1. Vehicle loan permits should not be used in lieu of the visitor parking system for general visitors.
  - 4.1.2. If parking is essential and a space needs to be reserved, a staff member should contact Transport Services
- 4.2. Vehicle loan permits are for one academic year and will need renewing prior to the expiry date.
- 4.3. As part of any administration regime the registration plate of the vehicle using the permit should be recorded to ensure that they are used correctly. Each department will be required to maintain a log which will be reviewed. Use this [Link](#) to access the loan permit log.
- 4.4. Unless the vehicle is parked, the possession of a vehicle loan permit is not a guarantee that a parking space will be available.
- 4.5. If a vehicle loan permit is being misused, then Transport Services reserve the right to cancel the vehicle loan permits before the expiry date.
- 4.6. Vehicle loan permits are the department's responsibility. Introducing a fee where vehicle loan permit are charged to the department at £120 with replacements charged at £50. (The intention is that it will discourage departments from requesting too many and using them when they are not operationally vital, the suggested costs are in-line with contract permits from the previous permit car parking scheme).
- 4.7. Temporary permits must be clearly displayed in the windscreen of the vehicle and abide by the parking policy.
- 4.8. Please note: If a vehicle loan permit has been issued, vehicles must still be parked correctly e.g. within a marked bay, not on double yellow lines, or unjustly parking in an accessible parking bay. Vehicles are left at their own risk and Oxford Brookes University take no responsibility for any damage or theft to vehicle whilst it is parked on Oxford Brookes premises.

# **Event Parking Exemptions**

## **5. Event Parking Options and Alternatives**

- 5.1. All visitors to the University should be encouraged to use the BROOKESbus in the first instance. This as a stand-alone mode of transport or in conjunction with local Park and Ride Facilities offers an excellent and sustainable way of getting to all our campuses. There are also alternative public transport options operating in and around Oxford including the train, bike hire, and taxis.
- 5.2. Visitor parking may be booked on all campus sites, although block bookings will be limited to 10 spaces per event at Harcourt and Wheatley and 20 spaces at Headington, Please note, visitor car parking should not be used for staff or students. Staff can check the availability of visitor parking spaces via this [Link](#).
- 5.3. If you have exhausted the above options, it may be relevant to apply for a parking exemption.

## **6. Event Parking Exemptions**

- 6.1. Exemptions will be carefully considered as parking is limited. Any approved exemptions will result in a reduction of permit holder parking spaces. A charge will be made for all approved exempt parking spaces.
- 6.2. If, having exhausted all other transport options to site, parking is still required the event organiser should complete the Event Parking Exemption Request Form for the Transport teams consideration. These forms should be submitted at least 2 weeks prior to the event.
- 6.3. Event Parking Exemption Request Forms will normally be responded to within 5 working days of receipt of the form.
- 6.4. Due to the operational needs of the University, the total amount of requested, designated parking spaces may not be possible to accommodate. In these cases, Temporary parking permits may be offered as an alternative (see section 10). Please be aware that possession of a temp permit does not guarantee a parking space.
- 6.5. Not all applications will be approved or offered temporary permits as an alternative.
- 6.6. Some events such as University wide Open Days and Applicant Days will automatically be exempt.

## **7. Approved Requests**

- 7.1. When the details of the event have been finalised, Transport Services will contact the appropriate facilities team on site to organise/ make them aware of the parking

arrangements.

- 7.2. Vehicles are left at their own risk and Oxford Brookes University take no responsibility for any damage or theft to vehicle whilst it is parked on Oxford Brookes premises.
- 7.3. Payments - all payments should be made internally via cost code and externally through an invoice.

## **8. Peak Hour Exemptions - Monday to Friday 07:00-16:30 (Excluding Bank Holidays)**

- 8.1. During peak hours, Oxford Brookes University car parks are solely for the applicable permit holders as denoted by the car park entry signs and eligibility criteria and as such only applications from individuals associated with Oxford Brookes University for Oxford Brookes University based events will be considered.
  - 8.1.1. Peak hour exemption parking is charged at £2 per vehicle in line with the visitor car parking charges.
  - 8.1.2. This exemption fee is payable by the Faculty or Directorate that requested the exemption.
  - 8.1.3. Designated areas/allocated spaces for the approved events are for the visitors and guests of the university and should not be used by an Oxford Brookes Parking Permit Holders.
- 8.2. Parking exemptions for longer than a day, may be considered, however a specific parking space or area may not be able to be allocated.

## **9. Non-Peak Weekday Exemptions- Monday- Friday 16:31- 6:59 (Excluding Bank Holidays)**

- 9.1. Outside of peak hours, the Oxford Brookes University car parks are available for public use. During these times, all Oxford Brookes University parking permit holders can park for free and non-permit holders are able to use the parking machines for 2 hours free parking (parking Tariffs are applicable for longer parking periods).
- 9.2. Applications for a parking exemption during these times have a significantly lower impact on operational and commercial requirements in Oxford Brookes University than that of peak hour applications; as such they have a higher probability of being approved.
- 9.3. Approved applications will allow vehicles parking in the designated spaces to be exempt from the usual out-of-hours tariff payments
  - 9.3.1. Non peak hours weekdays exemption parking is charged at £1 per vehicle, per night. A minimum charge is applicable for any booking of less than 50 spaces (i.e. £50 minimum charge).
  - 9.3.2. This exemption fee is payable by the Faculty/Directorate or outside party that requested the exemption.



9.4. Please note that the Headington Hill Car park is gated and shut between 00:00 and 0:500

## **10. Weekend Exemptions (including Bank Holidays) for Oxford Brookes University Events Only**

10.1. Weekend hours exemption parking is charged at £1 per vehicle per day (0:00-23:59).

10.2. Please note that the Headington Hill Car park is gated and shut between 00:00 and 0:500

## **11. Non Oxford Brookes Events - Exemptions**

11.1. Parking requests for external events - not from Oxford Brookes University departments or faculties.

11.2. Event organisers will need to contact Transport Services in email as non peak parking may be available.

11.3. Approved applications will allow vehicles parking in the designated spaces to be exempt from the usual out-of-hours tariff payments.

11.3.1. Event organisers will be charged £2 per vehicle per day for Saturday or Sunday. A minimum charge is applicable for any booking of less than 50 spaces (i.e. £100 minimum charge).

11.3.2. This fee is payable by the event organisers, that requested the exemption.

11.3.3. Companies outside of Oxford Brookes University using the car parks will need to supply their own security to manage the usage of the allocated parking spaces.

11.4. Vehicles are left at their own risk and Oxford Brookes University take no responsibility for any damage or theft to vehicle whilst it is parked on Oxford Brookes premises.

## **12. Important Information for Approved Exemptions**

12.1. Staff or departments that have been granted allocated parking spaces will need to consider appointing an individual to manage the attendees parking in the exempt area. Transport services are unable to offer this car park management service and without an appointed individual managing the agreed area the department run the risk that other individuals, who are not attending the event, park in this area.

12.2. Appointing an individual to manage the vehicles parking in the agreed area is at the department's discretion. Transport services take no responsibility if the spaces are not managed and expected attendees are unable to park.

- 12.3. The enforcement officers will not enforce tariff payments for vehicles in the agreed area, but vehicles will need to be parked in accordance with the Oxford Brookes University parking policy. (Vehicles must still be parked correctly for example, within a marked bay, not on double yellow lines, or unjustly parking in an accessible parking bay. Vehicles are left at their own risk and Oxford Brookes University take no responsibility for any damage or theft to vehicle whilst it is parked on Oxford Brookes premises.)

### **13. Temporary Permits**

- 13.1. If an Event Parking Exemptions Request Form has been approved, it may not always be possible to allocate and cordon off specific parking spaces and/or areas to offer delegated spaces. In these cases, temporary parking permits will offered as an alternative.
- 13.2. Temporary parking permits will only be offered as an alternative to allocated parking through the event parking exemption request form and cannot be applied for on their own merit.
- 13.3. Temporary permits do not guarantee a parking space will be available.
- 13.4. Temporary permits will have specific start and end dates as agreed by the requirement and will be supplied by the transport team via email for faculty/ directorate to administer.
- 13.5. Temporary permits are charged at £2 a day in line with the agreed visitor parking rates. These costs are charged to the department.
- 13.6. Most temporary permits will be issued for one day. If an extension to this duration is required, then discussions will need to take place between Transport Services and the Faculty/Directorate requesting the exemption.
- 13.7. Temporary permits must be clearly displayed in the windscreen of the vehicle and abide by the parking policy.
- 13.8. If a temp permit is being misused, then Transport Services reserve the right to cancel the permit.
- 13.9. Please note: If an temp permit has been agreed, vehicles must still be parked correctly for example, within a marked bay, not on double yellow lines, or unjustly parking in an accessible parking bay. Vehicles are left at their own risk and Oxford Brookes University take no responsibility for any damage or theft to vehicle whilst it is parked on Oxford Brookes premises.
- 13.10. Temporary permits should be used for External Examiners.

### **14. Sport and Leisure**

- 14.1. Oxford Brookes University Sports parking permit holders are eligible to park during the following times:

- 14.1.1. Peak hours (Mon-Fri 07:00-16:30 excluding Bank Holidays) - Harcourt Sports centre car park ONLY
- 14.1.2. Non peak hours (Mon-Fri 16:31-06:59, all day weekends and Bank Holidays) - all Oxford Brookes car park
- 14.1.3. Parking is only valid at the times stated above and is free of charge.
- 14.2. Non-permit holders can only park at Oxford Brookes University car parks - including the Harcourt sports centre, outside of peak hours (Mon-Fri 16:31-06:59 all day weekends and Bank Holidays).
  - 14.2.1. During these times, non-permit holders should use the parking machines located within the car park to register for 2 hours free parking or pay the applicable rate.

## **15. Sport Events & Swimming**

- 15.1. Parking exemptions for sports based activities requiring parking at Oxford Brookes University car parks, will need to complete the Event Parking Exemption Request Form (see section 6.2).
- 15.2. Swim schools - Sports and Leisure permit holders will be able to park free of charge and escort their child to the swimming class. Non-permit holders can also do this outside of peak times as long as long they are not parked for more than 2 hours (details need to be entered into machine); otherwise they can do so but will need to pay the applicable charge at the parking machines beforehand.
- 15.3. Non-permit holders are not able to park during peak hours; however an individual could enter the car park, stop with the engine running and allow for a child and any passengers to vacate the vehicle and make their way to the sports centre.
- 15.4. For people using the Sport Centre and especially the Swimming pool but are not members of Brookes Sport parking will not be enforced from 3.30pm until 4.30pm to accommodate people for swimming classes. This will only be for the permit and daily charge; it will still be enforced if vehicles are parking in unauthorised areas. The out-of-hours charges will resume at 4.30pm (although there is then 2 hours free).
- 15.5. Affiliates - Organisations or individuals that use our facilities regularly (Fitness Instructors, Sports Officials, City of Oxford College Staff) will be eligible for affiliate status via HR setup. Once they have obtained a P-number they can register for a parking permit.

## Appendix 1 - Example Event Parking Exemption Request Form

### Requester Contact Details:

Date of Request:

Name:

Contact Email:

Contact Phone Number:

Faculty/ Directorate:

Faculty/ Directorate recharge cost code:

### Event Details:

Name of event:

Reason for event?

Date and time of exemption request:

Campus of exemption (if multiple explain why?):

Confirmed/expected number of attendees:

Confirmed/expected number of parking spaces

Why is the event business critical to the University?

Vehicle registrations of the attendees (if known):

### Office use

Approved: Yes / No

Reason:

Allocated spaces/ area:

Cost (if applicable): £

Additional information to specific approved exemption:

## Appendix 2 - Loan Permits Currently Issued

Issued loan permits by Faculty/ Department: (for academic year 2016/17)	
Faculty/ Department Name	Count of Faculty/ Department
Academic & Student Affairs	1
Accommodation	1
Brookes restaurant	3
Brookes sport	6
Brookes Union	4
Careers	2
CBSV - Nursery & Childcare	5
Clive Booth Student Village	5
Conferences	2
Corporate affairs - Comms	2
Corporate affairs - Dir Office & Admin	2
Corporate affairs - External Relations	2
Corporate affairs - OBI	2
Corporate affairs - SBPO	2
Corporate affairs - UKR&P	3
Crescent Hall	1
Directorate of Estates and Facilities Management	1
EFM - Space Planning	5
Eurodrive	13
Exams	3
Facilities	7
Facilities - Swindon	4
Faculty of Humanities & Social Sciences	10
Faculty of Technology, Design and Environment	3
Harcourt Halls	3
Harcourt Library	1
Health and Life Science	4
IT Services Admin	1
Marston - Faculty Administrator	2
Medical Centre	5
Mitie Security	2
OBIS Service desk	2
Occupational Health	4
Occupational Therapy - Adult Assessment Clinics	1
OSHM - oxford school hospitality management	1
Paul Kent Halls	1
Procurement	1
Senior management Team	6

Student Disability Services	4
Studental	1
Transport Services	2
Unison	2
Warneford halls	1
Well Being	2
Wheatley Halls	1
<b>Grand Total</b>	<b>136</b>