



## **Parking Policy**

March 2025



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## Introduction

This policy outlines the parking arrangements for College staff, members, guests, and visitors wishing to use the College car park. It defines the criteria for allocating parking spaces and establishes the rules for parking in our facility. The College operates a small car park with six spaces at the main site on St Cross Road. As a private facility, the car park is managed entirely at the discretion of the College and overseen by the Director of Estates. There is no general parking available, and spaces will either be assigned or requested in advance through the Parking Request Form, which can be obtained from the Lodge and is used alongside the Lodge's sign-in procedure.

## Policy Statement

Parking at Linacre College is not guaranteed. Requests may be declined for various reasons, including limited space. Priority will be given to individuals with Assigned Parking Permission (APP)<sup>1</sup>, typically staff who rely on personal vehicles for operational duties, extended hours, or overnight work.

Users of the car park do so at their own risk. Linacre College is not liable for any accidents, loss, or damage to vehicles or their contents. Permission to park does not imply any admission of liability. All vehicles must display a valid Linacre College parking permit while parked in the car park.

## Parking Request

**General parking is not available.** To park, individuals must provide a valid reason for visiting the College. The car park includes one space reserved for visitors to the College, including on or off-site students or members with accessibility requirements. This space is available for specific visits, such as attending events, meetings, or seminars, and may be booked through the Parking Request Form. Due to limited space, we cannot guarantee availability, so planning ahead and early booking is recommended.

### Parking Within Spaces

To maximise space and ensure safe usage, all vehicles must be parked within the designated lines of the parking spaces.

- **Proper Parking:** Vehicles must be fully contained within the boundaries of the marked space. Double parking or parking outside the lines is prohibited and may obstruct other vehicles.
- **Oversized Vehicles:** Parking may be refused if a vehicle is too large for a standard space, regardless of eligibility.
- **No Overhanging:** Vehicles must not extend into adjacent spaces or pathways. Please ensure that your vehicle is fully within the designated space and does not block access routes or overhang into other areas.

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<sup>1</sup> Assigned Parking Permission Rules – refer to Staff Parking



### Short Stay Parking (Pick-Up and Drop-Off)

Short-term parking may be available, subject to space, for specific purposes like moving personal belongings in or out of on-site accommodation, taxi pickups, or paid transport services. A Parking Permit from the Lodge is required for all short-stay parking. This does not include deliveries such as fast food or grocery orders.

## Guest Room Reservation Parking

Parking availability and charges for guest room reservations are to be confirmed and will be communicated directly to guests at the time of booking.

## Electric Vehicle (EV) Charging

In support of sustainability and the increasing use of electric vehicles, the College provides one EV charging station in the car park for authorised users.

- **Availability:** The EV charging space is available on a first-come, first-served basis, unless College has given permission for this to be reserved for a specific user.
- **Charging Fees:** To be confirmed on request.
- **Responsibility:** Users are responsible for ensuring that their vehicles are compatible with the EV charging station.

## Parking Facilities

This parking policy applies solely to the College-owned car park located at the main College site on St Cross Road. Please be advised that the College owns other properties, but parking is not available at those locations. Parking spaces are only provided at the St Cross Road car park.

## Parking Disputes

If you encounter an issue that cannot be resolved through the usual parking management process, you may escalate the matter to the Director of Estates for further review.

## Staff Parking

Assigned Parking Permission is given entirely at the discretion of the College. This permission must not be considered a benefit or permanent, and regular use of College parking should not be considered custom and practice. College reserves the right to revoke permission to park at any time and without reason, following a 2 week notice period.