

## **Process for Obtaining Parking Permits at St Hugh's College**

In the recent past, Oxford was rated one of the worst UK cities for air pollution. Measures introduced by Oxford City Council, and supported by College, have led to a significant reduction in harmful gas emissions.

Part of the measures introduced included restrictions on vehicle numbers within the city. This limits the number of parking spaces on the college site available to staff and students. This deliberately leaves space around college properties that cannot be used for parking.

The City Council is introducing new restrictions in the coming year. These will limit the use of certain roads within the city, and people using such roads without a permit will be fined. Please note that the council does not award parking permits to those living in student accommodation and this is likely to be the same for road use permits.

Students should assume that it is not possible to park in college. (This is normal practice across the collegiate university.) On-road parking is available on the streets surrounding St Hugh's for limited periods of time, which should be adequate for most needs (e.g. on Canterbury and St Margaret's Road, between 8am and 6pm, for up to 2 hours, and unlimited between 6pm and 8am).

### **Availability of Parking Permits**

Depending on other demands on parking, St Hugh's has between five and seven places per year that may be used by students. Permits are allocated for up to one full academic year from the start of Michaelmas Term. Shorter allocations can be made to facilitate course requirements.

### **Information Used to Assess Suitability**

Parking permits are allocated according to need, and College will aim to help those who fulfil one of the following criteria, in descending order of priority:

1. Disability or Caring Responsibilities: The nature of the disability or caring responsibility should be outlined in the application and evidence should be offered, e.g. the Student Support Plan should stipulate the need to access a vehicle.
2. Travel Required for Studies: We will seek to help those who have a requirement to travel daily to locations outside of Oxford, when the location is not accessible by public transport. Permits may be allocated for a limited time to coincide with the course commitment, with the expectation that the vehicle will be removed from Oxford thereafter.
3. College and/or University Club Activities: Greater weight will be given to applications where more than one person will benefit from access to the vehicle (e.g. providing regular transportation to a sports facility for team members). Unfortunately, there is

increasing demand for such parking, which decreases the likelihood of a permit being awarded.

Permits are normally restricted to students who are resident in college.

### **Allocation of Permits**

1. Applications should be made by emailing the Dean ([dean@st-hughs.ox.ac.uk](mailto:dean@st-hughs.ox.ac.uk)).
2. Applications must include the reason for which parking is needed, and the duration for which it is required (up to a maximum of one academic year).
3. For Academic Year 2024-2025, applications must be made before 5pm on Wednesday 9 October 2024 (Wednesday, 0 Week). Applications will be collated and assessed before Friday 11 October 2024. All applicants will be informed via e-mail if they were successful by 5pm on Friday 11 October 2024.
4. Successful applicants will be asked to contact the Head Porter, Mr. Robert Lewis ([robert.lewis@st-hughs.ox.ac.uk](mailto:robert.lewis@st-hughs.ox.ac.uk)), with information about their vehicle. Mr Lewis will allocate a designated parking place and permit thereafter.
5. Students seeking a parking permit for brief period (e.g. a few hours, or overnight) should direct their enquiry to the Dean who will then check with the Head Porter if availability exists. This should be done well in advance of the date(s) for which parking is required. It is unlikely that applications made on the same day or out of hours/at weekends will receive assistance.
6. Applications that arise from an urgent change in circumstances can be made to the Dean at any time, accepting that permits may already have been allocated and parking may not be possible.
7. Previous parking violations will count against future applications for a permit.
8. Successful applications must only use the space allocated to them.

### **Unauthorised Parking**

Students found to be parking in college without a permit will face disciplinary action. This may result in a ban from the use of college facilities including the use of college accommodation.

The Dean