



Car Parking Policy

Policy Statement

St Edmund's is committed to providing a safe and secure site to all persons who enter, regardless of their role or reason for visit. This policy ensures that authorised individuals clearly understand the restrictions relating to parking any vehicle within the College grounds, to ensure that they do not negatively impact on the College's ability to ensure the site is safe and secure.

Application & Scope

This policy applies to all persons wishing to park their vehicle at any parking facility located on a site that is owned by St Edmunds College. This policy sets out the roles and responsibilities of individuals applying for a parking permit.

General Principles

The below principles form the basis of this policy:

- St Edmund's College will treat all persons under this policy fairly and inclusively.
- Individuals will be protected in accordance with the Equality Act 2010 to any detrimental or unfair treatment.
- Any reasonable adjustments will be managed through the sickness absence policy and are outside the scope of this policy.
- The College has a maximum of 47 parking spaces.
- The College reserves the right to remove parking privileges at any time for any persons.
- The College is committed to providing accessible parking provisions for all who require them.

Eligibility

Staff and Fellows applying for a car park permit will automatically be approved on receipt of their application.

Students are subject to the University policy requirements and will only be granted a permit having met criteria detailed in the student parking form (Annex I).

Permit entitlement

A parking permit gives individuals the permission to park but does not guarantee a car parking space will be available. Where no space is available the individual will be responsible for seeking other arrangements.

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All vehicles parked on College grounds must be road legal at all times and have a current MOT certificate and insurance.

Residents who are required to live on site due to their role in the College, and have been granted a parking permit already, will have 24 hours access to the parking facilities.

Non-residential members may only park their vehicle while conducting business for the College. If non-resident members not conducting business, wish to park, they should provide 24 hours' notice to the Porters Lodge before they intend to park.

Automatic eligibility will be provided to the four College Officers below, this is because they must be able to respond to emergencies which requires their immediate attendance and where public transport would not be quick enough. These individuals will also have a reserved car parking space:

- Master
- Vice-Master
- Bursar
- Senior Tutor

These car parking spaces are to remain clear and must only be used by the named College Officers, unless authorisation has been provided by the space holder.

Application Process

All individuals applying for car parking must complete the [online form](#). This application can be completed at any time throughout the individuals College tenure and will automatically be terminated upon completion of assignment.

Parking your vehicle

If a parking permit application has been approved, the individual will be able to collect their parking permit from the Porters' Lodge. All parking permits must be displayed correctly in the front windscreen on the passenger side, where it should be fixed securely to the glass. It must not be placed on the dashboard or any other window on the vehicle.

Permits are per vehicle; permits should not be transferred from one vehicle to another. Where a member uses a second vehicle or a courtesy car during repairs, they should inform the Porters' Lodge on arrival and a record will be kept of the registration of the 'replacement car' and the expected duration of its use. Individuals will only be able to park one vehicle at a time on site.

All vehicles must be parked within an authorised area of the car park and in a designated and authorised parking space delineated by white lines or other appropriate markings unless otherwise directed.



For the avoidance of doubt, parking is strictly prohibited as follows:

- In any location where a notice prohibiting parking is clearly displayed, including for example outside emergency exits, plant rooms or delivery areas, or on emergency access routes.
- On yellow lines, areas hatched with yellow lines, or areas denoted with signage, bollards or barriers.
- In any area marked as being temporarily or permanently allocated for any other purpose.
- On landscaped or lawned areas, pedestrian and/or cycle pathways, turning circles, and/or any other area which would cause an obstruction to other users unless otherwise directed.
- Motorcycles should not park in bays reserved for cars.

Individuals must drive slowly (10mph maximum) and safely around the College site at all times.

No vehicle parked in the College car park can be used for living or sleeping.

Designated disabled parking bays will only be available for those who hold a Blue badge or have been designated a space due to a reasonable adjustment.

Vehicles are parked at the owner's risk and the St Edmunds College cannot accept liability for loss or damage.

Any member of staff from the Porters' Lodge have the authority to direct traffic, regulate entry to the car parks, exercise control over parking and generally ensure compliance with the University's parking regulations.

Visitor Parking

Visitors must only park at St Edmunds College on College business and must be pre-booked via the Porters Lodge at least 24 hours in advance. Visitor parking is subject to authorisation by the Porters Lodge. There are up to 3 visitor spaces available daily.

Spaces not claimed within two hours of the expected arrival time may be re-utilised / forfeited.

Motorcycle or Moped parking

Motorcyclists are permitted to use the car park. Whilst motorcycles require a parking permit, they are not, however, required to display the permit.

Motorcycles must not park in designated car parking spaces. Motorcyclists are expected to park safely, on hard standing, within College grounds ensuring that they do not obstruct thoroughfares or access routes or breach any other applicable restrictions or regulations.



Contractor vehicle parking

Contractors appointed by the Facilities department will need to be booked in at the Porter's Lodge on their arrival. They must advise that they will be parked on site and provide vehicle details.

Breaches of the Parking Policy

The College reserves the right to revoke parking privileges and take appropriate disciplinary action at any time due to inappropriate use of the car parking spaces or failure to adhere to the Parking Policy.

Anyone seen not driving with due care and attention whilst on site, may have their parking permit revoked.

Car share scheme

Car sharing is when two or more people travel together by car for all or part of a trip. The passengers usually make a contribution towards the driver's fuel costs. Car sharing may be formal, using an organised car share scheme, or informal – for example, friends or colleagues travelling to work together.

Please speak with the HR Manager or Head Porter regarding the College's car sharing scheme.

Roles and responsibilities

Drivers: Drivers are responsible for ensuring their car has a valid MOT certificate and is insured. Eligible drivers are responsible for the safe keeping of their permit. Drivers are responsible for checking that their cars are parked safely and responsibly within a parking bay and that they adhere to this policy

Porters: The Porters under the supervision of the Head Porter are responsible for implementing this policy. Application for permission to park, notification of breaches of this policy and disputes resolution are the responsibility of the Head Porter. Escalation to the Bursar for appeals and to the Tutorial Team for potential sanctions and disciplinary action is the decision of the Head Porter.

Estates Committee: The Estates Committee are the responsible body who will review and approve the policy from time to time.



Annex I:

Student Parking

In line with the University policy, as per information given by the Motor Proctor and referenced in Notes for Members (4.9), parking permits will only be issued to those who have a legitimate reason for having a vehicle in Cambridge. This means you must meet at least one of the following criteria:

1. An attested medical condition which means you have difficulty cycling or walking (medical evidence may be required)
2. Working in one of the more distant parts of the University, e.g. West Suffolk Hospital, Babraham Institute
3. A clinical veterinary or medical student who has to work shifts at the veterinary school or Addenbrookes Hospital
4. Other compassionate grounds

These criteria will be strictly adhered to. If you do not meet at least one of them, you will not be granted a permit.

How to apply

1. Complete the form.
2. The Porter Lodge will be in contact with you.
3. (if you are an undergraduate) Apply online for a Motor Licence from the Proctors' Office here: <https://www.proctors.cam.ac.uk/documents/motorlicenceapplication>. You will need to upload the completed College form as part of your application.
4. Once you receive your Motor Licence, take your signed form and your Motor Licence to the Porters lodge. They will issue you with a parking permit for the grounds of St Edmund's.

Please note that a parking permit will not guarantee a parking space at the College on any given occasion.