NEW COLLEGE
UNIVERSITY OF OXFORD

Parking Policy

This policy outlines the parking rules across New College (Main Site), Gradel Quadrangles and the Weston Buildings car parks.

The Home Bursar is the owner of the Parking Policy and is responsible for its implementation, review and effectiveness.

Parking Permits

There are three kinds of centrally issued permits:

off-peak (i.e. no parking between 08:00 and 13:00 Monday to Friday)
peak-time (parking at all times)
school staff parking (School term time only at the Weston Buildings)

the following restrictions apply:

a. There is no parking of vehicles other than by a named permit holder between 08:00 and 14:00 Monday to Friday at the **Main Site**.

b. During the school term, New College School staff are permitted to park at the **Weston Buildings** a maximum of 25 spaces are to be made available. Out of term there in no parking available for New College School staff at any College site

c. During the school term, there is no parking for College staff and Fellows (except those in residence) at **Weston Buildings**

d. Honorary and Emeritus Fellows should be permitted to park only after 13:00 Monday to Friday at the **Main Site** with the exception of blue badge holders or unless they are on College Business – e.g. they have been invited to serve on a College committee;

e. Lay Clerks are permitted to park 5 minutes prior to rehearsal/service at the **Main Site** but at no other times;

f. NCS chorister parents are not permitted to park at the **Main Site**

g. JRFs and part-time (under 9 hours) Stipendiary Lecturers are not permitted to park at the **Main Site, Gradel Quadrangles** or **Weston Buildings**, except for those who live on site;

h. Unsolicited visitors are not allowed to park unless there is space and for no more than 30 minutes;

i. There is no parking for Junior Members with the exception of students with recognised disabilities

j. Non-resident Members may not leave cars parked in College for prolonged periods (i.e. for more than a day).

k. New Staff and Fellows will not be given permission to park until an existing member of staff relinquishes their parking permit

l. There should be no parking on the Causeway without the consent of the Porters on duty

m. All requests for parking permits must be made to the Home Bursar in writing

n. No offer of a parking permit should be made to potential new employees of the College (academic and non-academic) without the express consent of the Home Bursar

o. Permits are non-transferable

Eligibility for categories of permit:

Peak-time permit:
Currently employed Fellows and Staff;
JRFs and part-time lecturers who live in College.

Off-peak permit:
Emeritus and Honorary Fellows.

All permits must be clearly displayed with the registration of the vehicle and a permit code clearly legible

Visitor Parking

Members requesting parking for visitors should apply to the Lodge by email the day before the space is needed, specifying arrival and departure times.

The email address for the Lodge is lodge@new.ox.ac.uk – all staff and Fellows should check that they can send emails to this address.

Spaces for visitors cannot be guaranteed – permission to park does not guarantee a space.

Alternatives and other forms of transport

College members are actively encouraged not to use motor vehicles to commute in and out of the City Centre

College members may partake in the tax efficient Cycle to Work Scheme

College members may benefit from the College Bus Pass Scheme

Contractors' Vehicles

Contractors who need their vehicles in order to carry out work in the College will be permitted to park if there is space, but only one vehicle per contractor may be permitted at any time.

Deliveries – routine deliveries, e.g. of catering supplies, office supplies etc. must be made from Holywell Street, not from within the College.

Sanctions

The day-to-day operation of this policy will be managed by the Porters Lodge on the Main Site, Gradel Quadrangles and at the Weston Buildings. The Porters will notify the Home Bursar if there are breaches of this policy.

Anyone found to be actively and deliberately breaching this policy will have their permits withdrawn.

Disclaimer

Cars parked on College property are parked at the owners risk and the College accepts no responsibility for any damage caused to any vehicle whilst they are on College property.

Review

This policy will be reviewed annually and as and when changes are required.

Version Date: September 2025
Review Date: September 2026