

## UNIVERSITY CAR PARKING: GUIDE FOR ADMINISTRATORS

These notes are intended to serve as a guide for administrators and other staff involved in handling departmental applications for car parking permits and other related issues.

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## *Terminology*

Throughout this document Peak-Time Permit is abbreviated to PTP, and Car Parking Working Group to CPWG. BESC is the Buildings and Estates Sub-Committee

Spaces allocated directly to departments for operational use are referred to as ‘operational spaces’, while non-departmental spaces are referred to as ‘hunting spaces’.

## **Background**

The current system was devised by a Car Parking Working Party established by the old Council and General Board in Michaelmas term 1998 with a remit to review the University’s approach to car parking and associated issues. At that time, although Science Area parking was by permit only, permits were easily acquired, and were unlimited in number, and permits were not required for other sites. Further information on the background to the scheme, including the various factors indicating the need for change, may be found in the Working Party’s report which was published as Supplement (2) to No. 4512 of the *University Gazette*, Wednesday 26 May 1999, which is accessible from the *University Gazette* website.

Two of the **factors for change** are worth reiterating here:

- a reduction in the number of university car parking spaces, arising primarily as a result of building on existing car parks, and an increase in the number of university staff. This trend is expected to continue for the foreseeable future.
- a perceived unfairness in the operation of the previous car parking arrangements, under which certain departments benefited from historically large allocations of spaces for use by their members alone.

It was these two factors (plus the knowledge that in 1999 there were three times as many permits in circulation as there were spaces to park in) which largely determined the **main principles of the scheme**:

- a small number of spaces should be allocated to individual departments, where appropriate, to facilitate operational requirements, all other spaces should be available for use by any member of staff holding a valid permit;
- the number of permits issued should be capped, the upper limit being based upon the number of spaces available, these permits should be divided between departments, allocations being proportional to a snapshot of payroll headcount;
- permits should be issued solely on the basis of need as assessed against the criteria outlined in the Standing Orders (and set out below) as opposed to status, length of service or any other factor.

## **Car Parking Year**

The University’s car parking year for permits that are capped runs from 1 October to 30 September.

## **Standing Orders**

The University’s Car Parking Policy is set out in Section 6 of the Standing Orders of BESC: The relevant parts of the Standing Orders for functional sites and buildings (Section 6, Car Parking and Appendix A, Disabled Parking Guidelines) may be found at <http://www.admin.ox.ac.uk/estates/ourservices/travel/car/>

## Calculation of Allocations

All allocations are subject to annual review by the CPWG, established in Trinity term 2002. The review exercise is conducted before Trinity term, with final allocations for the year ahead being set by the start of Trinity term.

For each department a total allocation is calculated: this is directly proportional to a snapshot of the payroll headcount of the department. The total is then divided **by the CPWG** into two parts: (1) departmental operational spaces and (2) peak-time permits (PTPs), the division being based in part on the snapshot of payroll headcount, and in part on recent historical information about the level of need for operational spaces in any given department. Departments receive notice of an allocation of operational spaces and an allocation of PTPs. Adjustments to the allocations may still be made (see section on 'Trading PTPs for Additional Spaces' below), but these must now be requested through the CPWG. For this reason a consultation period follows initial notification of allocations.

This change to the practice adopted originally whereby departments were notified of a single allocation which they then divided as they wished is intended to ensure that sufficient operational spaces will be in place to avoid undue disruption to departments, while providing staff with the best possible chance of (a) getting a permit if they need one and (b) finding a space to park when they have a permit. Whenever a hunting space is converted to an operational space the total number of PTPs is therefore reduced according to the ratio of hunting spaces to PTPs.<sup>1</sup> This system also ensures that Security Services and the CPWG are aware of how allocations are distributed.

### *Departmental Operational Spaces*

Most departments receive an allocation of operational spaces. The exceptions are those departments in locations where no spaces are in close enough proximity to be of practical use for operational purposes. As a rule, the initial ratio of operational spaces to PTPs allocated to departments will be 1:5.

Operational spaces are intended for use by:

- contractors and service staff, including University staff of Estates Services where necessary (Estates Services staff generally use non-car modes of transport wherever possible);
- delivery vehicles;
- visiting staff and other visitors;
- vehicles owned or operated by departments.

Departments may also wish to allow members of staff who do not hold PTPs to use these spaces by prior arrangement on an **occasional and temporary basis**. For example, in order to ease attendance at a hospital appointment during the day, to collect the children from school when their partner is away or ill. Before granting such requests, it is recommended that departments consider whether the need could adequately be met by use of the Park & Ride, as well as the other demands expected on operational spaces that day.

<sup>1</sup> The ratio for 2019 allocations is 1 space to 1.1 permits. Therefore for each additional space granted the panel would require 1.1 permits.

Departments might consider extending a similar service to holders of PTPs using their vehicles for operational purposes (e.g. collecting/delivering heavy loads). In these cases, it is expected that the time spent in the operational space would be kept to a minimum (e.g. time to load/unload) and that the PTP holder would be required to return to a hunting space as soon as possible.

Operational spaces **must not** be used to provide a regular guaranteed parking space for staff. The University Security Services have been asked to report to the CPWG incidences where it is suspected that this is the case. Where necessary the CPWG may review allocations of operational spaces.

Departments are charged £20 per space.

Vehicles using departmental spaces must display a visitor's permit with an appropriate Security Centre Stamp. One permit is provided per space by Security Services and each permit is serial numbered and recorded against the department's allocation. Arrangements need to be in place to ensure that visitors return the permit to the department at the end of each stay. Lost permits must be reported immediately to the Security Services who will have it removed from the database. Replacement permits are available on request from Security Services and are charged at £5 each. (Email: [ouss.carparkingpermits@admin.ox.ac.uk](mailto:ouss.carparkingpermits@admin.ox.ac.uk))

#### *Additional parking facilities for special events*

There may be occasions when departments require additional parking provision for special events (e.g. conferences, guest lectures). In these circumstances departments may make an application to Security Services for the provision of additional spaces at the rate of £7.50 per day or part thereof and £12.50 for a whole weekend.

Should the application be determined not to compromise the requirements of existing permit holders, a restricted visitor permit will be issued to the host department in respect of each space utilised. These will need to be displayed in the vehicle(s) concerned

Unfortunately it is not possible to make additional spaces available during peak term-time working hours.

#### *Departmental Car Parks*

In order to maintain equity of treatment for all staff, BESC has agreed that where departments retain sole access to the spaces in a particular car park for security reasons, these spaces are considered to be part of that department's overall allocation and, for the most part, an extension of their **PTP** allocation. After the reservation of a small number of spaces for operational use, the remaining space should be available to the PTP holders of that department. Where it is desirable to restrict the amount of 'hunting' in a confined car park, departments may identify a smaller group of PTP holders entitled to do so, provided that the selection is made in accordance with the general principles of the scheme – i.e. to respond only to assessed need as defined in the Car Parking Standing Orders.

No operational spaces will be marked up outside of the car park unless there are clear reasons for the department to require it.

#### *Peak-Time Permits*

A key point to note is that PTPs only give staff the **right to hunt** for an available space, they do not constitute a guarantee that a space will be available. Nevertheless, the total number of

PTPs allowed in circulation is proportionate to the number of hunting spaces (i.e. the number of spaces remaining after allocation of marked operational spaces). The aim is to set a ratio which allows full use to be made of parking spaces while minimising the number of occasions on which any PTP holder would be unable to find a space no matter what time of the day they arrive. Over-allocation has in the past led to a situation whereby any driver arriving later than 9.00 a.m. would find all spaces taken. It is hoped that this has now been remedied.

Currently, a ratio of 1.1 PTPs for every space is used. This assumes that one in every eleven PTP holders will not need to park on any given day, whether this is through annual leave, sick leave, part-time working, or simply because on some days they use alternative transport.

Charges for PTPs are salary related. There is no charge to Blue Badge Holders. PTPs are not valid in departmental operational spaces.

#### *Trading PTPs for additional spaces*

The number of spaces allocated is based on both a snapshot of payroll headcount and an indication of actual use. As stated above, although originally departments were given a single allocation which they then divided into spaces and PTPs, two allocations are now given and exchanges of PTPs for operational spaces must be requested through the CPWG. As a general rule, departments will be required to relinquish PTPs on the basis of the ratio used to set total numbers of PTPs (The current ratio is 1 space to 1.1 PTPs).

Departments may also request exchanges of operational spaces for additional PTPs – such requests are rarely refused.

#### *Off-peak permits*

Off-peak permits are valid on weekdays before 7.00 a.m. and after 4 p.m. and at any time during the weekend. There is provision for other times to be declared ‘off-peak’ on an *ad hoc* basis e.g. during bank and public holidays.

As the number of off-peak permits is **unlimited**, there are **no needs-based qualifying criteria**. (See section on Eligibility below).

Charges for off-peak permits are £20 a year. Off-peak permits are not valid in departmental operational spaces.

#### *Site-specific permit schemes*

Some sites are excluded from the central permit scheme. These include Ewert House, Said Business School, Old Road Campus, Osney Mead and Begbroke Science Park. The reason for exclusion is usually because the sites are too remote to be of practical use to staff based in central Oxford. Staff based at these sites are not entitled to apply for central area peak-time permits, but may apply for central off-peak permits.

Site-specific permit schemes are in operation at Ewert House, Old Road Campus, Begbroke Science Park and Osney Mead.

### **Application Procedure and Timetable**

Applicants and administrators of car parking permits require a Planon account. Existing users of FM Online, FacilityNet or any other Planon related sites can use their existing login. If you don't have an account please apply at

<http://www.admin.ox.ac.uk/estates/ourservices/travel/car/permitlogin/>. Please email [planon@admin.ox.ac.uk](mailto:planon@admin.ox.ac.uk) if you have any questions.

Application forms can be accessed at <http://www.admin.ox.ac.uk/estates/ourservices/travel/car/parking-forms/>

It is considered that the best assessment of need is made within departments. Applications are therefore approved or rejected online at departmental level.

In Trinity term, Security Services sets a deadline for submitting peak and site-specific permit applications. That is, departments must have received, assessed and approved or rejected all peak and site-specific permit applications by this deadline.

It is advisable for all departments to establish clear systems for the assessment of applications and to keep records of the decisions made, especially where exceptions to the standard departmental rule are made, in case of an appeal by a member of staff.

A copy of the letters automatically sent to applicants when the department either approves or rejects an application can be seen in Annex A.

#### *Departmental Car Parking Committees*

It is preferable for applications to be considered by a small panel which draws representatives from all staff groups (consideration should be given to inviting staff union or directly-elected representatives) and, where applicable, each sub-department. By preference, all members of the panel should travel to work by non-car means.

Some departments may be in the fortunate position where the number of applications for peak-time permits more or less matches their allocation. These departments may find it is sufficient for the applications to be assessed by the administrator in consultation with the Head of Department (or by other similarly placed individuals). However, it is envisaged that most departments will find that demand greatly exceeds supply, and the use of a small panel will be beneficial.

Ultimate responsibility for car parking, including responding to appeals, lies with the Head of Department. The Head of Department may wish to delegate this responsibility to another senior member of the departments. In particular, the Head of Department may wish to follow this course of action where they themselves have need of a PTP.

#### *Delays*

Security Services processes all authorised applications before issuing permits. Where this is found to be impossible before 1 October, the validity of all existing permits will be extended to a date by which all permits will be issued.

#### *Reporting Requirements*

Departments are required to publish within the department any variation they make to the criteria for assessment and, in an anonymous form, the outcome of the application round. As a similar report is required when applying for reserve pool permits, the table from the application form (duplicated in Annex B) might provide a useful template.

## **Eligibility: Staff and Students**

PTPs and off-peak permits are primarily available to University Staff, i.e. anyone paid via the University Payroll including those who are on 'Paid as Claimed' contracts.

Other staff based in units embedded in University Departments are also eligible.

Students are not eligible. However, students are entitled to apply to the CPWG for exemption to this rule if they are (a) mobility-impaired or (b) residing further than six miles from Carfax (as the crow flies) and encountering significant difficulties travelling into Oxford. Where exemption is granted, the student's application should be considered in the usual way, weighing the strengths of the application against those submitted by staff.

## **Assessment of Need**

There are six main criteria by which the need for a permit may be assessed, as identified in the report of the Car Parking Working Party in May 1999, approved by Council, the application of these criteria does not afford any particular priority on the basis of seniority, rank or length of service.

**1. Blue Badge holder:** Staff who hold a Blue Badge are automatically entitled to a disabled PTP and a designated space. These needs are met from outside the departmental allocations. Further details are provided in the Disabled Parking Guidelines (<http://www.admin.ox.ac.uk/estates/ourservices/travel/car/disabled-parking/>). **Blue Badge permits are met from a central resource and do not count against departmental allocations.**

### *Important Notes:*

1. These arrangements are available **only** to Blue Badge holders. Where a member of staff claims to have an equivalent need, but does not hold a Blue Badge, they must be asked to apply for one: given the existence of an internationally recognised method which assesses the severity of mobility impairments, the University and its departments must not make their own assessment. Departments may wish to allow use of a space and/or permit on a temporary basis while the Blue Badge application is being considered. (For details of how to apply for a Blue Badge, staff should ring the Access Team at the County Council on 0845 050 7666).
2. While carers are entitled to display a Blue Badge in their vehicle when transporting or collecting a Blue Badge holder, a carer cannot be a Blue Badge holder themselves. The carer does not have any entitlement to the provisions outlined above, but might correctly apply on grounds of family/caring commitments.

Departments are required to assess applications from staff on the basis of criteria 2-6 as detailed below. It is for departments to decide the relative priorities of these criteria, except that the CPWG expects that, given the existence of comprehensive Park & Ride, applications based on the inadequacy of public transport alone will be given low priority.

## **2. Other mental or physical conditions:**

*Other mental or physical conditions:* Applies to staff members not holding Blue Badges, but applying on grounds of a mental or physical disability. Staff with a mental or physical condition that make it difficult for them to use public transport or a bicycle should continue to be accorded a high priority for a permit. It should be borne in mind that the need to travel by car may result from a number of mental health conditions and neurodivergences and that we

are required to consider these with equal weighting in comparison to physical conditions. For further details see the Disabled Parking Guidelines (<http://www.admin.ox.ac.uk/estates/ourservices/travel/car/disabled-parking/>).

The Legal Services Office has advised that evidence of a disability cannot be requested while applications on other grounds (e.g. need to collect two children from school) are taken on trust. It is also worth noting that, in any case, evidence in the form of a GPs' letter is of limited value in this circumstance, as GPs are obliged to act in the interests of their patients and are therefore unlikely to refuse the request to provide a letter of support. Where a dispute arises, the advice of the Occupational Health Service may be sought by the department or by the CPWG.

**3. Operational requirements:** Applies to staff required to use **their own car on a regular and frequent basis during the working day** as an essential part of their duties (i.e. not simply as a method of getting to and from work). The application should set out the reasons why the duties cannot be carried out by bicycle, by bus or on foot.

Where an **occasional** or **temporary** operational requirement is cited as any part of an application, departments should give careful consideration to whether it could accommodate that member of staff in its operational spaces on days when the operational requirement applies. If so, the application should be considered as if there was no operational requirement.

**4. Family commitments:** Applies to staff needing to attend on dependent family members on a regular and frequent basis. The application should set out the nature of the duty of care (e.g. school runs, hospital/home visits), the ages of any children involved, the locations of schools, hospitals, etc, and why the duty cannot be fulfilled by bicycle, by bus or on foot.

**5. Unsocial hours of work:** Applies to staff who are **required** to work unsocial hours and for whom the availability of public transport is therefore diminished. The application should state the hours worked and the reasons why a bicycle or the Park & Ride cannot be used.

**6. Inadequate public transport:** Applies to staff living too far away to be expected to walk or cycle to work, and in areas which are poorly served by public transport. A claim of inadequate public transport is implicit in any applications on grounds of family commitments or unsocial hours or work. Staff may also need to cite this criterion in support of an application on operational grounds.

The policy still permits applications on the basis of inadequate public transport alone, although given the limited number of permits available, it is thought unlikely that any PTPs could be granted solely on this basis.

Where a department is in the fortunate position to be able to consider such an application, it is recommended that the application should **not** be granted if:

- the applicant lives within the Oxford ring road, on in one of those outlying areas which are well served by public transport (Barton, Blackbird Leys, Botley, Cumnor, Kennington, Kidlington, Littlemore, Risinghurst, Sandhills, Wolvercote);<sup>2</sup>
- the applicant's journey by public transport would take less than one hour each way door to door (excluding time spent waiting for the bus) on a bus service which runs more than three times each hour;<sup>3</sup>

<sup>2</sup> This is not to say that staff living in these areas are ineligible for PTPs – other factors such as family commitments may make their cases stronger than staff living much further afield – only that these staff do not qualify for a permit on the basis of inadequate public transport.



- the application does not include a substantive reason why the Park and Ride service does not provide a viable alternative means of getting to work.

### **Car and Permit Sharing**

Sharing arrangements are to be encouraged wherever possible, in order to maximise the use of the University's car parking facilities. Car sharing will assist those who have similar travel to work patterns, while permit sharing will assist those who have opposite patterns. Both systems should assist departments to accommodate part time staff and those who only need to drive to work occasionally, without feeling that any element of their PTP allocation is being 'wasted'.

#### *Car Sharing*

The University of Oxford has teamed up with the largest car-share network in the UK to provide staff with its very own Journeyshare scheme which enables staff to match car, walking and cycling in and around Oxfordshire. This Journeyshare scheme is free to use and is currently available to staff with a University of Oxford or affiliated email address. For further information and to register staff should be referred to <http://www.admin.ox.ac.uk/estates/ourservices/travel/car/carsharing/>

Currently, up to fifty PTPs are available each year, issued on a first-come-first-served basis to formal car share teams (i.e. those which intend to operate on at least three days per week throughout the year) and in which at least two members of the team live three miles or more from their place of work. The application round for these permits will be conducted in advance of the main application round.

#### *Insurance Implications of Car Sharing*

Entering into a car-sharing arrangement should not have any adverse effect on an individual's car insurance policy as long as the following conditions are met:

- 1) The vehicle is not constructed or adapted to carry more than eight passengers (excluding the driver);
- 2) The passengers are not being carried in the course of a business carrying passengers;
- 3) The total contributions received for the journey concerned do not involve an element of profit.

Where any of these conditions is broken, insurance may be invalidated. In any case, it is advisable for drivers to inform their insurers of the arrangement, including the contributions they expect to receive from the passengers. A suggested letter text is included in Annex A.

#### *Shared PTPs*

Two possibilities for PTP sharing are identified:

- Multiple permits – where a number of staff require a PTP on specific different days or at specific different times, e.g. part-time staff or those with operational requirements or family commitments on only certain days each week. One PTP is issued to each sharer,

<sup>3</sup> This is the current definition of a member of staff who lives **within** reasonable reach of public transport, and who should not, therefore qualify for a permit on the basis of inadequate public transport

marked with the times it is valid (e.g. Mon & Wed; a.m. only). For this situation the application form at <https://universityofoxford-prod.planoncloud.com/case/CP/CP10> should be used.

- Single permit – where a number of staff require a PTP on different days or at different times but the days and times are irregular. Unfortunately, only one PTP can be issued in these circumstances. The department may need to act as co-ordinator to ensure that the right member of staff has the PTP on the right day. For this situation the usual peak application form should be used.

It is expected that each sharer would qualify for a PTP under one or more of the stated criteria, and recommended that, all other factors being equal, departments give priority to applications from staff who are participating in sharing arrangements.

### **Requirement to relinquish PTPs**

When applying for a PTP, staff acknowledge that they may be required by the department to relinquish their PTP in favour of a member of staff exhibiting greater need.

The requirement to surrender a PTP could arise either from the recruitment of a new staff member, or from change in circumstances of an existing staff member which increases their need relative to that of their colleagues.

When the current scheme commenced, departments were advised to retain a small number of their PTPs at the start of the year to deal with such cases and avoid the situation where a member of staff is asked to relinquish their PTP. However, as demand for PTPs far exceeds supply, it is expected that this approach will be impossible in practice.

In the expectation that all PTPs will be issued at the start of the year, and that some level of in-year redistribution may be required, departments are advised to agree a notice-period to be applied in such cases – a two-month/eight-week period is suggested – to give the member of staff being asked to give up a PTP time to find their best alternative. One department is known to operate a system whereby the PTP holders at the bottom of the priority list are informed from the outset that they would be the first (second, third) person to be required to relinquish their PTP. Other departments might wish to follow this example.

Discussions should be held to check individuals are aware of the other options available to them, including the schemes run by the University to make these options more affordable, and that they will be able to find an alternative way to travel to work.

Given the recommended notice period for relinquishing PTPs, if a successful applicant is likely to have a strong need for a PTP, it is advisable to ask that staff member to apply *in advance* of taking up post, and/or to advise that a PTP would not be available immediately as the department sees fit. Where an in-year application for a PTP is deemed to warrant the redistribution of PTPs within the department, it might be necessary to consider allowing use of one of their operational spaces to mitigate any difficulties in the period between appointment/change of circumstances and the issue of a PTP.

### **Recruitment and Car Parking**

When recruiting, departments should ensure that all short-listed applicants are aware of the severe restrictions on car parking in Oxford and of the various travel schemes which are in place to make alternative non-car modes of travel more viable for University staff. It is advisable to either inform them of this at interview when giving background information about working at the University or in the further particulars for the job. It is also advisable to

make successful candidates aware of the various travel schemes available prior to them commencing their employment with the University.

### **Reserve Pool**

The reserve pool is a small number of PTPs (over and above the cap set according to the number of spaces) the purpose of which is to alleviate the difficulties faced by departments where large numbers of staff members have **strong** cases for PTPs under the normal criteria, and/or where the availability of parking is a significant factor in the retention of staff, particularly lower-paid staff and those in posts which the department would find it difficult to re-fill. At present the reserve pool applies only to central Oxford sites and the Old Road Campus.

This system allows higher than average allocations to be made to departments with higher than average numbers of strong applications for PTPs, or recruitment and retention difficulties which may be exacerbated by the need to refuse an application for a PTP. It is to ensure the maximum flexibility to respond to this that the decision was taken to create the reserve pool, rather than simply increase the total number of PTPs in issue.

Up to 50 reserve pool permits are available each year.

Detailed notes on applying to the reserve pool, and a copy of the application form, may be found in Annex C.

### **Enforcement**

The policy is enforced, and the parking spaces policed, by the staff of Security Services. All staff applying for PTPs should be made aware of the Car Parking Conditions which they agree to abide by if their application is successful. These may be found at <http://www.admin.ox.ac.uk/estates/ourservices/travel/car/>

Security Services are entitled to issue with a Civil Parking Notice vehicles parked in the following locations:

- in University Parking Areas without a valid permit displayed in the windscreen;
- on double yellow lines, in a fire lane or an emergency exit\*;
- on pavements or grassed areas without the express permission of Security Services.

\* Fire lanes are designated by broad yellow lines, emergency exits either by yellow cross hatching on the road, or a sign next to the exit.

The fee for the settlement of the Civil Parking Notice is a charge of £80 which must be paid within 28 days to the University's enforcement partner, reduced to £40 if paid within 14 days.

Fee can be settled:

**Online** – [www.carparkingpartnership.co.uk](http://www.carparkingpartnership.co.uk)

**By phone** - credit/debit card payments can be made by calling 01604 625613

**By post** - cheques and postal orders should be made payable to CARPARKING PARTNERSHIP and sent to the following address: Car Parking Partnership, PO BOX 597 Northampton NN4 7XN. If a receipt is required a stamped addressed envelope should be enclosed. Cash should not be sent through the post.

If the discounted payment is not received within 14 days from the date of the notice, then the full amount as specified on the front of the notice will apply. If the civil parking notice is not

paid on or before the end of the 28 day period as specified on the front of this notice, The Car Parking Partnership may contact the DVLA to obtain the keepers details in order for an official notice to be sent to the registered keeper of the vehicle. The Car Parking Partnership reserves the right to sue for a greater sum where the company deems it appropriate to recover costs.

The Head of Security may revoke a person's entitlement to park for persistent breaches of the car parking standing orders, the alteration or misuse of permits, or other essential security or disciplinary reasons.

### **Permit Charges**

Charges were introduced in January 2002 and are reviewed triennially by the CPWG.

Currently, an annual charge equivalent to 1.5% (increasing to 1.75% for 2018/19; 0.2% for Osney Mead) of gross contractual salary (subject to a minimum charge of £20) for staff holding a peak permit valid at any one of the Central Area, Old Road Campus and Osney Mead applies, except permits issued to Blue Badge Holders where no charge applies, and permits issued to students where a charge equivalent to the lowest staff rate applies.

The annual charges for off-peak, Begbroke Science Park and Ewert House permits are £20 irrespective of salary (refunds or part year rates are not available).

Any changes will be publicised in the *University Gazette*.

### **Appeals procedures**

#### *For departments*

Departmental appeals for changes to allocations, including requests for exchanges of PTPs and spaces should be directed to the University Travel Officer at Estates Services who will then bring them to the attention of the CPWG. Subsequent appeals against the decisions of that body should be directed to the Chairman of BESC and copied to the Director of Estates.

#### *For staff members*

Staff wishing to appeal for their application to be reconsidered should contact their departmental administrator in the first instance. Rulings are to be made by the Head of Department, or their nominated deputy. For this reason it is important that the applications are kept, along with a record of the allocations made, and the reasons for them, to ensure that the procedures are available for scrutiny should the need arise.

If not satisfied, the staff member may appeal to the CPWG. After this the staff member has a final recourse to the Chairman of BESC.

#### *Regarding enforcement*

Details of how to make an appeal are included on the Civil Parking Notice. Appeals can be submitted by post to Car Parking Partnership, PO Box 597, Northampton, NN4 7XN or online at [www.carparkingpartnership.co.uk](http://www.carparkingpartnership.co.uk). Appellants will need to reference both the Vehicle Registration Mark and Civil Parking Notice number. Appellants do not need to pay the parking charge whilst appealing. Once an appeal is received by Car Parking Partnership, the enforcement process is stopped until a decision on the appeal is made. Car Parking Partnership will accept or reject appeals within 35 days from the date they received it.

Departments are asked to ensure that these arrangements are publicised to staff.

## **Future Plans**

Where future plans affect levels of car parking or the systems applied to car parking, either on a permanent or a temporary basis, the relevant department(s) will be informed.

## **University Travel Plans: ‘Promoting alternatives to the car’**

The funds generated by car parking charges are used first to cover a portion of the costs incurred by Security Services in administering and policing the scheme and then to fund the University’s Travel Plans.

The aim of the travel plan is to broaden the spectrum of feasible travel options available to staff by making non-car modes of transport more affordable, more attractive and, wherever possible, more practical. Some of the initiatives already implemented are:

### *Season Tickets for:*

#### *a) Buses*

Staff may purchase annual or quarterly bus passes (Stagecoach or Oxford Bus Company) via the University. The University receives discounts from the bus operators and passes this on to the individual staff. Payments for the passes are deducted from salary over the period for which the pass is valid. See <http://www.admin.ox.ac.uk/estates/ourservices/travel/bus/>

#### *b) Trains*

Staff requiring season tickets for trains can apply for interest free loans, which are repaid in instalments, via salary deduction, over the period for which the pass is valid. Great Western Railway, our local rail operator has agreed to give a discount on tickets purchased through this University scheme. For details of which routes qualify for a discount and how to apply see <http://www.admin.ox.ac.uk/estates/ourservices/travel/train/>

Staff should be aware that cycles may not be permitted on certain peak time services.

### *Easing the burden of the cost of change*

Staff who are unsuccessful in applying for a PTP may be concerned about the level of cost incurred if their chosen alternative is to use the buses, Park & Ride or the train.

The above schemes are intended to ensure that staff have access to the cheapest possible method of paying their fares. The annual cost of a £25 per month bus pass (i.e. the type that the majority of staff currently using the scheme require) is roughly equivalent to the petrol costs<sup>4</sup> incurred by a full time member of staff who lives 7 miles away and drives to and from work every day. (There are of course more subtle long terms savings such as decreased frequency of services as the annual mileage is reduced, in this example, by 3,000 miles.)

### *Facilities for cyclists and pedestrians*

The University operates a bicycle loan scheme to assist with the purchase of a bicycle and associated safety equipment for personal use. It has also teamed up with a local mobile bike repair service to offer minor repairs at the workplace.

<sup>4</sup> Based on an estimated cost of 10 pence per mile

A portion of the income from parking permits has been earmarked to provide grants to department on a fund-matching basis to assist with projects to encourage cycling and walking both to and from work, and during the working day.

The most common request was for funds to install cycle parking. Grants have also assisted with the installation of showers and lockers for the benefit of those cycling or walking to work, and the purchase of pool bikes and panniers, to increase the ability to carry out operational duties by bicycle.

## **Contacts**

### *General enquiries, appeals and Reserve Pool applications*

Mr Edward Wigzell  
Travel Officer  
Estates Services  
The Malthouse  
Tidmarsh Lane

Tel. (2) 88782  
E-mail: [edward.wigzell@admin.ox.ac.uk](mailto:edward.wigzell@admin.ox.ac.uk)

### *Permit enquiries (e.g. permit issue and payments; replacement departmental operational permits)*

Mr Rob Harvey  
Security Services  
The Old Observatory  
South Parks Road

Tel. (2) 72946  
E-mail: [ouss.carparkingpermits@admin.ox.ac.uk](mailto:ouss.carparkingpermits@admin.ox.ac.uk)

### *Planon enquiries (e.g. Change of Planon account applicant details, change of Planon departmental contact)*

Planon Team

E-mail: [planon@admin.ox.ac.uk](mailto:planon@admin.ox.ac.uk)

### *Civil Parking Notices (e.g. payment and appeals)*

Car Parking Partnership  
PO BOX 597  
Northampton  
NN4 7XN

Tel. 01604 625613  
E-mail: [www.carparkingpartnership.co.uk](http://www.carparkingpartnership.co.uk)

### *Requests for enforcement (e.g. to report suspected parking infringements)*

Security Services  
The Old Observatory  
South Parks Road

Tel. (2) 72944  
E-mail: [security.control@admin.ox.ac.uk](mailto:security.control@admin.ox.ac.uk)

Ed Wigzell  
08/05/18

The following letters are automatically emailed to car parking permit applicants as applicable:

**SUCCESSFUL: Email to staff members granted a peak-time permit.**

Dear <RequesterFirstName>

The departmental parking committee has now met to consider your application for a peak-time permit in the context of both the policy and guidelines laid down by the University and the other applications received within the department. I am pleased to inform you that you have been allocated a peak-time permit. Your application will be forwarded to Security Services who will arrange for a permit to be sent to you and for the agreed deduction to be made to your salary.

As you are aware, we have only a limited number of peak-time permits available and, as we are obliged to ensure that these are issued to the staff exhibiting the greatest need within the department, should circumstances change we may have to review and re-allocate permits. Occasionally someone may apply for a permit during the year and their need is such that an existing permit may need to be recalled in order to accommodate them.

If such a case arises you would be given due notice which I would expect to be not less than eight weeks.

The level of University car parking places available in the central Oxford area has reduced significantly in recent years and allocations of peak-time permits have been reduced accordingly. Unfortunately, this means that several applicants this year will be disappointed. I should point out that further reductions are inevitable and you should not expect necessarily to be allocated a permit in future years.

The peak-time permit entitles you to park at any time **in unmarked spaces** but does not guarantee the availability of places. You should **not** park in any of the marked spaces (e.g. those bearing a two letter departmental code) as these are reserved for use by contractors, visitors, and those without permits on an occasional basis by prior booking only.

In applying and receiving a peak-time permit you agree to abide by the Car Parking Conditions which are to be found on the website at <http://www.admin.ox.ac.uk/estates/ourservices/travel/car/>.

I shall contact you again when your permit is ready to collect, but if you have any queries in the meantime, please contact me.

Yours sincerely,

<Responsible person/manager>



**UNSUCCESSFUL: Email to staff members refused a peak-time permit.**

Dear <RequesterFirstName>

The departmental parking committee has now met to consider applications for peak-time permits in the context of the policy and guidelines laid down by the University. I am sorry to have to let you know that your application has not been successful.

As you may be aware, the number of parking spaces in the central University areas has reduced dramatically since the implementation of this permit scheme in 2000, and the total number of permits in issue has been cut proportionately to ensure that permit holders have a good chance of finding a parking space. Approximately speaking, the number of staff employed by departments based in the central Oxford area outweighs the total number of permits by twenty six to one.

You may find it useful to know that season tickets may be purchased via the University (see either Bus Pass Scheme: <http://www.admin.ox.ac.uk/estates/ourservices/travel/bus/> or Train pass scheme <http://www.admin.ox.ac.uk/estates/ourservices/travel/train/>). These schemes enable you to split the cost of a season ticket into monthly instalments.

Of course, if there is a change in the circumstances of other peak-time permit holders, or your own circumstances, it may be that we will review and perhaps re-allocate permits in accordance with the criteria. If such a case arises your application would again be considered, although I have to say that the likelihood of this happening is small.

You may wish to apply for an [off-peak permit](#) (valid between 4 pm and 7 am and at any time during the weekend), or if you have any further queries, please let me know.

Yours sincerely,

<Responsible person/manager>

**RESERVE POOL: Email to staff members whose applications have been referred to the reserve pool.**

Dear <RequesterFirstName>

The departmental parking committee has now met to consider applications for peak-time permits in the context of the policy and guidelines laid down by the University. I am sorry to have to let you know that your application has not been successful.

As you may be aware, the number of parking spaces in the central University areas has reduced dramatically since the implementation of this permit scheme in 2000, and the total number of permits in issue has been cut proportionately to ensure that permit holders have a good chance of finding a parking space. Approximately speaking, the number of staff employed by departments based in the central Oxford area outweighs the total number of permits by twenty six to one.

Nevertheless, the committee considers your case to be a strong one and has therefore applied for a reserve pool permit for you. You will be informed of the outcome of this application as soon as possible. I should point out that, as demand on the reserve pool is known to be similarly high, we are not able to do this for all staff, and I ask you to be discreet about this.

In the meantime, if you feel it would be helpful to make any adjustments to your daily working practices, to make the use of the park-and-ride facility, or other public transport services easier for example, then please do not hesitate to contact me to discuss the feasibility of this.

You may find it useful to know that season tickets may be purchased via the University (see either Bus Pass Scheme: <http://www.admin.ox.ac.uk/estates/ourservices/travel/bus/> or Train pass scheme <http://www.admin.ox.ac.uk/estates/ourservices/travel/train/>). These schemes enable you to split the cost of a season ticket into monthly instalments.

Of course, even if the reserve pool application is unsuccessful, if there is a change in the circumstances of other peak-time permit holders, or your own circumstances, it may be that we will review and perhaps re-allocate permits in accordance with the criteria. If such a case arises your application would again be considered, although I have to say that the likelihood of this happening is small.

Yours sincerely,

<Responsible person/manager>

**RESERVE POOL: Email to staff members whose application for a reserve pool permit has been granted.**

Dear <RequesterFirstName>

As you know, the department was unable to accommodate your application for a peak-time permit but, considering it to be a relatively strong case, submitted an application for a reserve pool permit.

I am pleased to let you know that this reserve pool permit was granted. Your application will therefore be forwarded to Security Services who will arrange for a permit to be issued and the agreed deduction to be made from your salary.

I should point out that others have not been so fortunate and we would therefore ask that you are discreet about this. In addition, further reductions are inevitable and you should not necessarily expect to be allocated a permit in future years.

As you are aware, we have only a limited number of permits available and, as we are obliged to ensure that these are issued to the staff exhibiting the greatest need within the department, should circumstances change we may have to review and re-allocate permits. If such a case arises you would be given due notice which I would expect to be not less than eight weeks.

The peak time permit entitles you to park at any time **in unmarked spaces** but does not guarantee the availability of places. You should **not** park in any of the marked spaces, including those bearing a two letter departmental code; these are reserved for use by contractors, visitors, and those without permits on an occasional basis by prior booking only.

In applying and receiving a peak-time permit you agree to abide by the Car Parking Conditions which are to be found on the website at <http://www.admin.ox.ac.uk/estates/ourservices/travel/car/>.

Your departmental car parking permit administrator will contact you when your permit is ready to collect, but if you have any queries in the meantime, please contact me.

Yours sincerely,

Ed Wigzell  
Travel Officer

**RESERVE POOL: Email to staff members whose application for a reserve pool permit has been declined.**

Dear <RequesterFirstName>

As you know, the department was unable to accommodate your application for a peak-time permit but, considering it to be a relatively strong case, submitted an application for a reserve pool permit.

I am sorry to have to let you know that a reserve pool permit was not forthcoming. I do hope that you will be able to extend the alternative travel arrangements you have made while waiting for the outcome of the reserve pool applications on a more permanent basis.

If you wish to discuss any arrangements that would make your travel to work easier please do not hesitate to contact me to discuss these or any other queries you may have.

Yours sincerely,

Ed Wigzell  
Travel Officer

## **CAR SHARERS to Insurance Providers**

Dear Sirs

### **Re: Petrol Contributions**

I have recently joined a car share scheme operated by the University of Oxford. When I give other people a lift the University recommends that I ask for a contribution towards petrol and general wear & tear.

Statements on this matter by the Association of British Insurers are attached.

If this arrangement contravenes any clause in my insurance policy please would you advise me as soon as possible.

Yours faithfully

### *Motor Conference Undertaking*

The receipt of contributions as part of a car sharing arrangement for social or other similar purposes in respect of the carriage of passengers on a journey in a vehicle insured under a private car policy will not be regarded as constituting the carriage of passengers for hire or reward (or the use of the vehicle for hiring) provided that:

- 1) The vehicle is not constructed or adapted to carry more than eight passengers (excluding the driver);
- 2) The passengers are not being carried in the course of a business carrying passengers;
- 3) The total contributions received for the journey concerned do not involve an element of profit.

Note. If in any doubt whether a car sharing scheme arrangement is covered by the terms of a private car policy the policyholders concerned should make an inquiry to their motor insurers. Motor Conference is the Standing Joint Committee of the Association of British Insurers and Lloyds Motor Underwriters' Association

(Supplied by the Association of British Insurers. June 1998)

Giving Lifts - All ABI motor insurers have agreed that if your passengers contribute towards your running costs your insurance cover will not be affected, as long as lifts are given in a vehicle seating eight passengers or less. This agreement does not apply if you make a profit from payments received or if carrying passengers is your business.

(Source: ABI website, 2008)

**ANNEX B**

**Suggested format for reporting on distribution of PEAK-TIME parking permits**

Department: ..... Year:.....

	Criteria	Number of applications	
		Granted	Refused
1a	Disability – Blue badge holder		
1b	Disability – Other plus <b>one or more</b> other criteria		
1c	Disability – Other <b>only</b>		
2a	Operational requirements plus <b>one or more</b> other criteria		
2b	Operational Requirements <b>only</b>		
3a	All <b>three</b> of the following: Unsocial hours, family commitments, inadequate public transport		
3b	Any <b>two</b> of the following: Unsocial hours, family commitments, inadequate public transport		
3c	Any <b>one</b> of the following: Unsocial hours, family commitments, inadequate public transport		
<b>TOTALS</b>			

**Total PTP Allocation:**

**Number of PTPs held in reserve:**

**Signed:**

**Date:**

Small departments may find it necessary to adapt the above form for reporting purposes within the department so that individuals cannot be identified.

**Reserve Pool: Notes on applications and completion of the application form.**

The purpose of the pool is to alleviate the difficulties faced by departments where large numbers of staff members have strong cases for permits under the normal criteria, and/or where the availability of parking is a significant factor in the retention of staff, particularly lower-paid staff and those in posts which the department would find it difficult to re-fill.

The cap on reserve pool permits is currently 50 – this equates to one per cent of the payroll eligible for central Oxford permits. As numbers are so limited, the CPWG, which is charged with administering the reserve pool, is clear that the pool must not become an ‘overflow’ to extend departmental ability to respond to applications on demand, but must be limited to those cases where real difficulty arises as a result of demand exceeding supply.

*Criteria*

The CPWG would not normally expect to receive reserve pool applications for applications on grounds of disability or of operational need, except where operational need is given lower priority than family commitments, unsocial hours or work and/or inadequate public transport.

The CPWG therefore expects most applications to the reserve pool to be on grounds of one or more of the following:

- Unsocial hours of work;
- Family commitments;
- Inadequate public transport;
- Staff Retention.\*

\* Staff retention may only be cited as an **additional** reason why a permit should be granted. No permits will be granted for this purpose alone.

*Procedure for determining which applications to submit to the reserve pool*

**The applications submitted to the reserve pool must be demonstrably weaker than those already met by the department. Applications which the Secretary of the CPWG considers to be stronger than those reported on the application form will be returned to departments.** This is to ensure that the CPWG is provided with all of the information necessary to enable them to make a fair and equitable decision, as illustrated at the end of these notes.

Where a department needs to apply mid-year, in response to an application by a new member of staff or existing member of staff whose circumstances have changed the following procedure should apply:

1. The department should assess where this application lies in relation to applications already granted, and those already rejected.
2. If the new application is higher priority than one or more successful applications, the application should be granted and the member of staff at the bottom of the priority ladder notified that they may be required to relinquish their permit. The department may then wish to apply to the reserve pool on behalf of this latter member of staff.

3. If the new application is lower priority than those already met, higher priority than those already rejected **and** considered to be of sufficient strength by the department, a reserve pool application should be made on behalf of the new member of staff.
4. If the new application is lower priority than those already met but not higher priority than all of the rejected applications, the department will need to decide whether it is strong enough for the reserve pool. If it is considered to be so, it should be submitted along with the higher priority rejected applications.

### *Reserve pool and appeals*

#### **The reserve pool should not be used as an alternative to appeals procedures.**

Where a member of staff has appealed against their application being turned down by the department, the department must first reassess its decisions, and then proceed according to the steps outlined above. That is, a department should only apply for a reserve pool permit on behalf of the appellant where it is satisfied that the case is weaker than all successful applicants, but stronger than those other applications which were rejected. Where the original assessment is found to be erroneous, any application for a reserve pool permit must be on behalf of the permit holder who would be displaced by the appellant.

#### **Completing the Application Form**

*Page 1* sets the departmental context.

Please note, the first question on the form asks for the number of applications **received**, not the number **granted**.

*Page 2* sets out the individual cases. The name of the member of staff should be provided for reference. The application will be anonymised before it is presented to the CPWG. The information required is the same as that provided in the main application, plus any additional notes the department would wish to add. Specifically:

- **Operational requirements:** a brief description and reasons why these cannot be carried out by foot, cycle, public transport or departmental vehicle
- **Unsocial hours of work:** times of arrival/departure, frequency of bus services at relevant times, home address\*\*, reasons why bicycle or Park and Ride are not viable alternatives.
- **Family Commitments: for children:** number and ages of children; **for other relatives:** nature/requirement of caring duty; **in all cases:** home address, distances to relevant locations (e.g. school, nursery, hospital), reasons why a bicycle or public transport (including the Park and Ride) are not a viable option.
- **Inadequate public transport:** home address, Reason why the Park and Ride is not a viable option. *Given the limited number of reserve pool permits, it is highly unlikely that the working group will be able to grant any permits solely on these grounds.*
- **Staff retention:** departments should provide whatever information they feel is necessary, e.g. length of service, reasons why recruitment would be difficult.

\*\* i.e. an indication of the area in Oxford, or town or village outside Oxford in which the member of staff resides.



### *Timetable*

During Trinity term applications for the year ahead are solicited to a deadline. These are considered as a batch and will form a benchmark against which subsequent applications are assessed. After 1 October each year, applications may be submitted as and when the need arises.

**Applications which have already been turned down by the CPWG cannot be reconsidered in a later round.**

### *Illustration*

Consider applications from two departments with the following common features: (a) a PTP allocation of 10, fully issued in October; (b) a new member of staff with a medical condition making walking distances difficult.

The application form provides the following information:

<b>Department</b>	<b>A</b>	<b>B</b>
<b>Grounds for application</b>	Family commitments (Home address Witney, takes young child to and from school each day.)	Disability Medical condition makes walking distances difficult
<b>No. peak-time permits</b>	10	10
<b>Applications for peak-time permits</b>	10	15

At this stage department B has the stronger case not only because of the criterion applied, but also because the demand for peak-time permits within the department outweighed demand.

**However**, what the application does not show definitively is that Department A has reviewed its applications, noted that the new member of staff has a stronger case than others, and has applied on behalf of the member of staff who would otherwise be required to give up their permit. Department B has not.

<b>Actual weakest case</b>	Family commitments (Home address Witney, takes young child to and from school each day.)	Inadequate Public Transport (Home address East Hanney. Journey by Park and Ride takes 50-70 minutes, compared with 40 minutes door to door by car)
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It is now clear that Department A actually has the strongest case.

Although it is hoped that both applications could be met, had the group been forced to choose, the unwitting effect of its decision based on the application would have removed a permit from a member of staff with family commitments to allow another member of staff to continue to use the car rather than the Park & Ride to save time.

**UNIVERSITY OF OXFORD**

**DEPARTMENTAL APPLICATION FOR ADDITIONAL PERMITS (RESERVE POOL)**

Please complete clearly in **BLACK** ink and return to *Ed Wigzell, Estates Services, Tidmarsh Lane.*

<b>Department:</b>	
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**PART A: Results of Departmental application assessment**

*Shaded boxes are for use by the Car Parking Working Group only.*

How many <b>applications</b> for peak-time permits did the department <b>receive</b> ?		<b>Allocation</b>
Has the department exhausted its permit allocation?	<b>Yes/No</b>	
If no, please state reason and number of permits retained:		

Please indicate the relative priorities (where 1 is the highest priority) of the remaining five criteria set out on the application form (**It is assumed that all departments give top priority to disabled staff who hold Blue badges**)

Criteria	Priority
Disability (other)	
Operational requirements	
Unsocial hours of work	
Family commitments	
Inadequate public transport	

*If any additional criteria were used by the department, please provide details below:*

--

*Please complete the table below to indicate the grounds on which permits have been issued*

	Criteria	Number of applications	
		Granted	Refused
1a	Disability – Blue badge holder		
1b	Disability – Other plus <b>one or more</b> other criteria		
1c	Disability – Other <b>only</b>		
2a	Operational requirements plus <b>one or more</b> other criteria		
2b	Operational Requirements <b>only</b>		
3a	All <b>three</b> of the following: Unsocial hours, family commitments, inadequate public transport		
3b	Any <b>two</b> of the following: Unsocial hours, family commitments, inadequate public transport		
3c	Any <b>one</b> of the following: Unsocial hours, family commitments, inadequate public transport		

**DEPARTMENTAL APPLICATION FOR ADDITIONAL PERMITS (RESERVE POOL)**

<b>Department:</b>	
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**Part B: DEMONSTRATION OF NEED FOR reserve pool permits**

*The Car Parking Working Group is authorised to allocated up to a total of 50 permits from the reserve pool*

How many reserve pool permits are requested?	
--	--

*Please provide details below of the criteria on which **each** permit is requested. The requests should be placed in priority order*

<b>Permit 1.</b>
<b>Permit 2.</b>
<b>Permit 3.</b>
<b>Permit 4.</b>
<b>Permit 5.</b>

*Departments may photocopy this page if they wish to request more than five permits, although it is unlikely that more than five permits could be allocated to any one department*

**Part C: record of Working group decision**

Date of meeting	
Number of reserve pool permits allocated	
Notes	