

# County Hall Car Parking Policy

<b>Directorate and service area</b>	Property and Assets
<b>Policy owner</b>	Director of Property and Assets
<b>Approved by</b>	
<b>Date approved</b>	
<b>Date effective</b>	
<b>Review date</b>	
<b>Related documents</b>	Delegated Member Decision report dated 18 June 2026; Equality Impact Assessment dated 8 June 2026

## 1. Purpose and scope

This policy sets out how Oxfordshire County Council manages car parking at County Hall. It establishes a clear and consistent framework for the allocation and use of a limited resource and applies only to parking at County Hall.

The purpose of the policy is to ensure that parking capacity is managed fairly, consistently and transparently, while prioritising operational delivery and accessibility requirements and supporting sustainable travel objectives.

- supports the Council's strategic priorities, including climate action and reduced reliance on private vehicles
- ensures fair and equitable access based on need
- prioritises operational delivery and accessibility requirements

Parking will therefore be provided only where there is a clear and evidenced basis for doing so under this policy.

## 2. Policy principles

All decisions made under this policy will be guided by the following principles:

### **a. Supporting sustainable travel**

Car parking will be actively managed to reduce unnecessary car journeys and support a shift towards public transport, cycling, walking and other sustainable travel options.

### **b. Ensuring fair and inclusive access**

Access to parking will be based on demonstrable need, ensuring that disabled officers

and elected members, those with health needs and those with essential operational requirements are prioritised.

**c. Promoting health and wellbeing**

The policy supports health and wellbeing by encouraging active travel where appropriate while ensuring provision for those with evidenced need.

**d. Prioritising operational delivery**

Spaces will be reserved for roles where car use is essential to deliver services effectively.

**e. Managing parking capacity responsibly**

Parking capacity will be actively managed, time-limited where appropriate and regularly reviewed to ensure efficient and appropriate use of council assets.

**f. Ensuring transparent and consistent decision-making**

Decisions will be made consistently, transparently and in line with defined criteria.

## 3. Eligibility and priority categories

Parking access will only be issued under the following categories:

### 3.1 Operational Need

Spaces will be allocated where a role requires regular and essential use of a vehicle during the working day, for example:

- Site visits or inspections
- Emergency response duties
- Transporting equipment or materials

Access may be subject to review.

### 3.2 Blue Badge Holders

- Dedicated accessible parking will be provided for officers and elected members who hold a valid Blue Badge.
- Dedicated accessible spaces will be prioritised at all times.

### 3.3 Short-Term Health or Temporary Need

Temporary access may be agreed where there is a short-term health, mobility or accessibility need.

- A short-term medical condition or recovery period
- Pregnancy-related need

- Other temporary circumstances affecting mobility or accessibility

Requirements:

- Supporting evidence where appropriate
- A clear end date, with review if extension is required

### **3.4 Visitors**

Visitors who meet the eligibility criteria will be permitted access in accordance with the terms of this policy.

## **4. Exclusions**

Parking will not be provided for general commuting convenience, lack of public transport alone, personal preference or status.

## **5. Application, assessment and allocation**

Applications for parking access will be considered through a structured application, assessment and review process. Requests must demonstrate the relevant category of need and may require supporting information where appropriate.

### **5.1 Application requirements**

- All requests must be submitted through the Council's designated application process
- Applications must state the relevant category of need and the basis on which parking is required
- Supporting evidence must be provided where appropriate

### **5.2 Assessment criteria**

Applications will be assessed against the criteria in this policy, including the nature of the need, the availability of alternative travel options and the need to prioritise limited capacity where demand exceeds supply.

- the relevant category of need
- the availability of alternative travel options
- the need to prioritise limited capacity where demand exceeds supply

### **5.3 Decision-making**

- Decisions will be made through the arrangements designated by the Council to administer County Hall parking
- Decisions will be recorded to support transparency and consistency

#### **5.4 Time-limited allocation**

- Access may be time-limited where appropriate, particularly for short-term health or temporary need
- Continued allocation may require reconfirmation of need at review

#### **5.5 Review**

- Allocations may be reviewed where circumstances change or further information is provided
- The policy will be kept under review to ensure it remains fair, proportionate and aligned to operational and accessibility needs

## **6. Conditions of use, compliance and monitoring**

Parking spaces must only be used for their approved purpose. Usage will be monitored to support fair allocation, effective use of space and compliance with this policy.

#### **6.1 Conditions of use**

- Parking spaces must only be used for the approved purpose and category of need
- Users must notify the Council if their circumstances change and eligibility no longer applies

#### **6.2 Misuse and non-compliance** Misuse includes (but is not limited to):

- Use by unauthorised individuals
- Use outside the approved category or purpose
- Continued use where the original need no longer applies

Where misuse is identified, the Council may issue warnings, require revalidation of eligibility or withdraw access.

#### **6.3 Monitoring**

- Parking usage will be monitored to support fair allocation and effective use of space
- Monitoring information may be used to inform future review of allocations and policy operation

## **7. Review**

- Allocations will be reviewed periodically and may be time-limited where appropriate

- Monitoring information and feedback will be used to assess fairness, operational impact and any unintended equality impacts

## 8. Equality and accessibility

This policy supports the Council's commitment to equality by prioritising access for disabled officers and disabled elected members and those with health or mobility-related needs. In line with the Equality Impact Assessment, the policy will also be kept under review to monitor any adverse impact on officers and elected members with limited travel alternatives, including some carers, pregnant people, rural staff and lower-income staff, and to ensure that mitigations remain proportionate and effective.

- prioritising access for Blue Badge holders and short-term health or accessibility need
- ensuring decisions are based on need rather than status or preference
- supporting regular review of impacts and mitigations following implementation

## 9. Governance and responsibilities

Implementation and ongoing management of this policy, including allocation and review of parking spaces in line with the policy principles, is delegated to the Director of Property and Assets.

Day-to-day administration, record keeping, monitoring and policy review will be carried out through the arrangements designated by the Director of Property and Assets. Minor administrative updates may be made without changing the substance of the policy.