



## St Luke's Housing Society Limited – Information Sheet

# Car Parking and Cycle Storage

### Can I have a car or cycle at McMaster House?

We have limited parking in our car park. However, there is resident and visitor parking on the road, for permit holders. We also have 4 spaces at St Luke's Hospital, which are currently allocated.

Cycles can be stored in the scooter room.

### How is parking allocated in the car park?

Any tenant who has a car may have a pass to the car park. Staff and some Board members also have passes. Three spaces at the end of the car-park are set aside for staff/carers/contractors during normal working hours. (Staff are not entitled to resident or visitor permits). Otherwise all parking is on a first-come, first-served basis. This includes all *bona fide* visitors.

### How is parking controlled?

- There is an automatic barrier to enter the car park, and a bollard at the other end, which is normally locked in the 'up' position.
- To leave the car park either a pass or a token is needed.
- Passes are issued to tenants, staff and certain Board members.
- Tokens are available from the office. Tenants are welcome to keep a small stock so that they can give these to their visitors as needed.

We ask tenants and visitors to reverse park, to reduce the effect of fumes which can affect occupiers of nearby flats. And of course, we ask everybody to use the car park in a safe and considerate manner, and to park within the marked bays.

### What about on street resident's parking?

We recommend that anybody who has a car obtains a resident's parking permit, as we cannot guarantee that parking will always be available. These are available on-line at <https://www.oxfordshire.gov.uk/cms/public-site/resident-parking-permits>. The cost is £60 a year at the issue date of this note.

You will need proof of residence – for instance:

- Utility bill or financial statement dated within the last three month, or
- Council tax document for the current tax year, or

- Fully signed, termed Tenancy Agreement (the pages showing the tenant names, or property address, tenancy term dates and the signatures) , or
- Official letter from organisations such as HMRC, NHS, benefits agency, local council etc. dated within the last three months.

You will also need proof of vehicle ownership usually:

- Vehicle registration certificate (V5C) in your name (front and second page only).

## **What about on street visitor's parking?**

Visitor's permits are also available from <https://www.oxfordshire.gov.uk/cms/public-site/resident-parking-permits>, and are free of charge (though not unlimited). Proof of residency is required (see previous section).

At the time of writing residents are entitled to 25 days' worth of visitors' parking permits free of charge in the first six month period. A second set of 25 may be applied for after this time but these are charged at a rate of £20. Residents aged 70 or over will not be charged for the second allocation providing proof of age is produced.

## **What if I change my car?**

You will need to surrender your old permit and apply for a new one at <https://www.oxfordshire.gov.uk/cms/public-site/resident-parking-permits>.

## **What about disabled parking?**

Blue badge holders are entitled to park in the residents' parking zone. You can apply for a blue disabled person's parking badge at <https://www.oxfordshire.gov.uk/bluebadge> or call 0345 050 7666. The cost is £10.

The eligibility criteria for blue badges include:

- Being registered blind or severely sight impaired.
- Receiving the war pensioner's mobility supplement.
- Receiving the higher rate of the mobility component of DLA.
- Having 8 points or more of the mobility component of PIP.
- Being unable to walk or finding walking very difficult.
- Driving a vehicle and having severe upper limb disabilities.

## **Can staff help me to apply for permits?**

We know that not everybody has access to a computer, or may not be fully confident in doing things on-line. The House Manager is happy to help tenants to make on-line applications for resident's and visitor's permits, and for blue badges. She can also help with renewals and updating details. Just ask at the office.