

Car Parking Policy

Contents

1	Introduction	2
2	Environmental Statement	2
3	Parking Policy	3
4	Applying for a Staff Parking Permit	5
5	Criteria for Issue of Student Parking Permits	5
6	Student temporary car park access requests	5
7	Visitors/Contractors Car Park Access	6
8	Parking Permit Renewals	6
9	Lost or Stolen Parking Permits	7
10	Appeals Procedure	7
11	Data Protection Statements	7

Ownership	Associate Director of Estates Business Operations
Policy contact	Head of Security
Approval	Council
Protective Marking	Public
Last review date	September 2025
Next review date	September 2028

1 Introduction

- 1.1 This document sets out the Goldsmiths Parking Policy and is relevant to staff, students and visitors.
- 1.2 All of the Goldsmiths car parks are reserved for staff with the exception of students registered with Student Support Services and visitors on official business.
- 1.3 Goldsmiths currently operates four staff car parks, in the following locations (Barriedale, Laurie Grove, Dixon Road and Loring Hall).
- 1.4 Space for the parking of motor vehicles within the Goldsmiths and its car parks is limited and unfortunately it is not possible for the us to meet all the parking needs of staff, students and visitors. Access to Goldsmiths car parks is restricted to motor vehicles carrying an official car parking permit.

2 Environmental Statement

- 2.1 Goldsmiths is committed to managing and reducing the environmental impacts associated with our estate and we recognise that emissions from vehicles pose a significant health risk and contribute to poor air quality in southeast London.
- 2.2 Goldsmiths is actively promoting the use of low impact travel solutions for staff, students and visitors and encourage all stakeholders to use public transport where possible when they visit the campus.
- 2.3 Goldsmiths is committed to reducing the number of petrol and diesel vehicles visiting the site and to increasing the number of electric vehicles.
- 2.4 Goldsmiths will be investing in electric vehicle charge points to promote electric vehicle use and will be actively discouraging the use of petrol and diesel vehicles by introducing tiered charges for parking permits.
- 2.5 Goldsmiths has a target of making the car parks Electric Vehicle only by 2035.

3 Parking Policy

- 3.1 Please note that car parking capacity is limited within Goldsmiths as such the car parks operate on a first come first served basis.
- 3.2 On street parking spaces can be found in Barriedale, Laurie Grove and Dixon Road, those spaces are subjected to Lewisham's council parking regulations.
- 3.3 Successful applicants will be issued with a parking permit. The permit does not guarantee a parking space will be available and only entitles the holder to search for a parking space in accordance with any particular restrictions on their permit.
- 3.4 The permit remains the property of Goldsmiths and can be revoked at any time. Any ongoing disregard of the Parking Policy may result in the temporary or permanent revocation of the parking permit.
- 3.5 A current Goldsmiths parking permit must be clearly displayed on the front windscreen of any vehicle other than motorcycles (see [point 3.13](#) below) at all times whilst the vehicle is on Goldsmiths property.
- 3.6 Any vehicle on Goldsmiths property not displaying a valid permit, in the wrong parking bays or in breach of any parking terms and conditions, may be subject to a temporary or permanent parking suspension.
- 3.7 The permit allows for the vehicle to be parked only within designated area(s) and during Goldsmiths operational times.
- 3.8 Overnight parking isn't permitted unless under exceptional circumstances and duly authorised by the Estates & Facilities Security Manager or the Associate Director of Estates Business Operations.
- 3.9 Any vehicles found to be parked overnight on Goldsmiths grounds will be subject to parking suspensions or/and removed from the Goldsmiths premises at their own cost and risk. Goldsmiths does not take any responsibility or liability for any third-party company involved in the removal of the illegal parked vehicle from campus grounds.
- 3.10 Only one permit will be issued, irrespective of the number of vehicles registered on the application form (a maximum of two vehicles only can be accommodated on a permit) and only one registered vehicle can be parked on the grounds at a time.

- 3.11 Vehicles brought onto Goldsmiths grounds must be parked responsibly and within marked designated areas or marked bays. Vehicles must not be left in a position where they are reasonably likely to create a hazard, obstruct other vehicles, pedestrians, access to buildings, rights of way and gated entrances. This also applies to parking any vehicles on other unmarked designated parking areas. Any vehicle parked inappropriately may be subject to temporary or permanent parking suspension.
- 3.12 Any vehicle parked in, or obstructing access to a disabled parking space, not displaying a valid Goldsmiths disabled parking permit and/or blue badge, may be subject to a temporary or permanent parking suspension.
- 3.13 When a motorcycle is parked on Goldsmiths property, the permit will not have to be displayed on the motorcycle but the owner must have the permit in their possession at all times (to be produced on request by Goldsmiths Security).
- 3.14 Motorcycles should be parked in designated parking areas for motorcycles and should not be parked in marked parking bays intended for motor cars. Any motorcycle found parked in anything other than a designated motorcycle parking area or other unsuitable location, may be subject to a temporary or permanent parking suspension.
- 3.15 The parking of private caravans and trailers occupied or not, on Goldsmiths property is strictly prohibited at any time of the day or night. Sleeping in vehicles parked overnight is also prohibited and any contravention of this rule may attract a parking suspension or/and removal from campus grounds.
- 3.16 Inappropriate or unauthorised use of a parking bay e.g. for storage or equipment, may attract a temporary or permanent parking suspension and subject to other internal proceedings.
- 3.17 Goldsmiths will not tolerate abusive or threatening behaviour towards staff charged with the administration or application of the parking system, including enforcement. Any such behaviour may lead to the revocation of Goldsmiths Parking Permits and/or disciplinary action.
- 3.18 Goldsmiths takes no responsibility for any loss or damage to vehicles or any contents therein. All vehicles are brought onto and/or left on Goldsmiths property at the owner's risk.
- 3.19 All parking permits must be surrendered on termination of employment/need.
- 3.20 In the interests of pedestrian safety and to allow free movement of vehicles within the car parks and access to buildings in emergencies, it is important that car owners park only in authorised areas. Maintenance of safe access routes for the visually impaired is a priority and parking on pavements is, therefore, strictly prohibited.

4 Applying for a Staff Parking Permit

- 4.1 Staff requiring a Goldsmiths parking permit must do so via the [Goldsmiths Parking Permit Request Form](#).

By applying for a parking permit, the applicant(s) are consenting to their data being collected and processed solely for car park management and enforcement purposes and in accordance with the provisions of the data protection act.

5 Criteria for Issue of Student Parking Permits

- 5.1 Goldsmith's car parks are strictly for staff. Students will not be entitled to apply for a permit to park on Goldsmiths premises unless they:
- 5.1.1 Have an exceptional medical need and are in possession of a blue badge.
 - 5.1.2 Have other exceptional circumstances.
- 5.2 Applications for a parking permit must be made via the Student Support Services.
- 5.3 If the application is successful, a student will be allocated a Goldsmiths parking permit for any of the car parks.
- 5.4 Students who park vehicles anywhere on the campus without permission or without a valid parking permit, will be found to be in breach of Goldsmiths Parking Policy and may be subject to a Parking temporary or permanent suspension and/or removal from site. Breach of this Policy may also result in other disciplinary proceedings particularly where there are repeated offences.
- 5.5 By applying for a parking permit, the applicant(s) are consenting to their data being collected for car park management purposes and in accordance to the provisions of the data protection act.
-

6 Student temporary car park access requests

- 6.1 In some circumstances, Students may request temporary access to any of the Goldsmiths car parks if:

- 6.1.1 They have academic commitments requiring temporary car park entry to load or offload course work materials heavy enough that cannot be transported via public transport.
 - 6.1.2 They live in Goldsmiths premises and need to move in/out during the agreed tenancy agreement periods.
 - 6.1.3 The individual(s) will need to request for temporary parking access via the accommodation services under [point 5.1.2](#).
-

7 Visitors/Contractors Car Park Access

- 7.1 Goldsmith's car parks are strictly for staff. Visitors and contractors will not be entitled to apply for parking on Goldsmiths premises unless they:
 - 7.1.1 Are attending official college business on the invitation of a Goldsmiths Department.
 - 7.2 All visitor/contractor parking access requests must be submitted to security with a minimum of 48 hours' notice and via the "Contractor's access form"
 - 7.3 Visitors/contractors on official college business are allowed to park a maximum of two vehicles within any of the car parks.
 - 7.4 Applying for car park access does not guarantee an available parking space and the visitor/contractor should be prepared to find on street parking if required.
 - 7.5 Visitors/contractors who park vehicles anywhere on the campus without permission or without a valid parking permit, will be found to be in breach of the Goldsmiths Parking Policy and may be subject to a parking temporary/permanent suspension and/or removal.
-

8 Parking Permit Renewals

- 8.1 All Goldsmiths parking permits are valid for a period of 12 months and in line with the academic year.
- 8.2 All parking permit users will be prompted to renew their parking permits every June.
- 8.3 Failure to renew your yearly parking permit will result on a permanent parking suspension from all the Goldsmiths car parks until such time a successful parking application is completed.

9 Lost or Stolen Parking Permits

- 9.1 All lost or stolen parking permits must be reported to the security team via [Car Park Security](#) at the nearest opportunity.
- 9.2 All lost or stolen parking permits will be cancelled with immediate effect and Applicants must re-apply for a new parking permit via the [Parking Permit Request Form](#).
-

10 Appeals Procedure

- 10.1 An appeals procedure is in place for those who wish to appeal against the decision of their parking suspension. Appeals will be dealt with by the Associate Director of Estates Business Operations and should be sent via [email](#).
- 10.2 Once an appeal is received, this will be looked at by the Associate Director of Business Operations and the permit holder will be advised accordingly.
-

11 Data Protection Statements

All Parking permit data will be processed by Goldsmiths Security in accordance with the provisions of the data protection act and in accordance with college GDPR guidelines.

Document history

Version	Date	Details	Author	Approved
1.0	01/07/2022	Original	Bruno Simoes	Approved
2.0	01/09/2025		Bruno Simoes	Approved