



## BURGMANN COLLEGE PARKING POLICY

---

Burgmann College holds a limited number of available parking for both students and staff. These include one open carpark on the north side of the College (B Block car park), as well as two boom-gate controlled car parks on the south side of the College.

### 1. Purpose

- 1.1. Ensure the equitable and efficient allocation of parking spaces on the Burgmann College campus.
- 1.2. Provide clear expectations for the management, use, and enforcement of parking spaces.
- 1.3. Promote safety, accountability, and fairness in the use of parking facilities.
- 1.4. Minimize disruptions caused by unauthorized parking.

### 2. Scope

The parking policy applies to all residents, staff and friends of the College, regardless of whether they hold a parking permit. This policy and any corresponding procedures shall be in place for the duration of 2025 as a trial, and shall be reviewed in September of 2025.

### 3. Staff Parking

Staff are bound by the same parking conditions and responsibilities as residents, unless otherwise stipulated. Staff must coordinate with the **Manager of Business and Finance** to apply for and confirm their allocation of parking spaces. In situations where parking spaces are limited, priority allocation may be determined by college needs and operational requirements.

### 4. Responsibility of all residents and staff

All residents and staff, whether they hold a Burgmann College parking permit or not, are expected to adhere to the following parking responsibilities. Failure to comply with these responsibilities may result in disciplinary action as outlined in *Section 9: Breaches of Parking Policy*.



# Burgmann College

Affiliated with The Australian National University

- 4.1. **The Village:** Parking in The Village precinct is strictly prohibited unless explicitly authorized by the Dean, Deputy Principal or Principal.
- 4.2. **Emergency areas:** Parking in spaces marked as emergency vehicle zones or fire access routes is strictly forbidden. These areas must remain clear at all times.
- 4.3. **Loading Zones:** Loading bays and delivery zones are to be used for active loading/unloading only.
- 4.4. **Accessible (Disabled) Parking Spaces:** These spaces are reserved exclusively for residents or visitors with valid ANU Disability Permits, or Australian Disability Parking Permits.
- 4.5. Residents must not park in spaces that have been allocated to others.
- 4.6. Residents will be held responsible to any damage done to parking spaces and college property, including the automatic bollards.
- 4.7. Residents must avoid creating excessive noise or disturbance while parking or accessing their vehicles, particularly during quiet hours as outlined in the **Burgmann Residents Handbook**.

## 5. Applications

- 5.1. Parking spaces at Burgmann College are based on an application to either the Equity Parking Permits (EPP), or through the Burgmann Parking Lottery.
- 5.2. All Lottery permits will be allocated randomly through applications each year.
- 5.3. All EPP's will be assessed on a case-by-case basis.
- 5.4. Applications for returning residents and early offer new residents are to be sent out before the end of the year.
- 5.5. An additional application round for other new residents will occur before the commencement of residential contracts.

## 6. Eligibility

- 6.1. Only residents of Burgmann College are eligible to apply for a Burgmann College Permit.
- 6.2. Burgmann College offer EPPs on the basis of four equity categories: Regional or remote residents, employment-dependent residents, residents with significant safety concerns and/or medical condition not covered by ANU disability parking permits.
- 6.3. No resident is ever guaranteed a parking permit at Burgmann College.



# Burgmann College

Affiliated with The Australian National University

- 6.4. Residents who receive an EPP in one year are not entitled to a permit the following year, and must reapply
- 6.5. Applications are considered on a yearly basis.

## 7. Conditions and Fees

All holders of Burgman College Parking Permits are bound by these conditions. If these conditions are not met, permit holders may be subject to the terms laid out *in section 9* of this policy.

- 7.1. Parking spots are allocated to an individual and their nominated car registration and cannot be used by others unless approved in writing by the Dean, Deputy Principal or Principal.
- 7.2. Permits are strictly non-transferable or tradeable. You may not attempt to sublet or sell your parking permit.
- 7.3. Permit holders are required to pay a full permit fee in advance, in accordance with the parking fee schedule.
- 7.4. Permit holders must comply with all posted signage
- 7.5. Parking spaces must be kept clean and free of debris. Vehicle maintenance or repairs are not permitted in parking areas (aside from tyre replacements)
- 7.6. The College is not liable for theft, damage, or accidents occurring in parking spaces. Permit holders park at their own risk.
- 7.7. Each permit holder is responsible for their own automatic bollard remote. If lost or damaged, permit holders are liable to pay for remote replacement costs.
- 7.8. If permit holders leave college, go on exchange, or sell their car at any point, the permit will be reallocated through the lottery or EPP, and holders will be refunded a portion of their fee.

## 8. Allocated spaces

There are two primary carparks that resident permit holders may be allocated to park in. This includes the boom-gate protected south parking lot, and the open access north parking lot.

- 8.1. Due to proximity, any permits allocated to Village residents will primarily be allocated to the south parking lot (where possible).
- 8.2. All other permits will be randomly allocated between the two parking lots.



# Burgmann College

Affiliated with The Australian National University

- 8.3. Each Burgmann Permit will outline a specific individual parking space.
- 8.4. There shall be no differentiation in fees or conditions between the two car parks.
- 8.5. Permitted residents allocated to the South Parking lot shall be given the boom-gate code at the commencement of their contracts. They must not provide this code to any other resident.

## 9. Breaches of Permit Conditions

If any of the above conditions and responsibilities are not met, residents may be found to be in breach of their contracted obligations as a Burgmann College residents.

- 9.1. Any breaches of the parking policy by Burgmann Residents may result in a formal grievance process initiated by the College. Please ensure you review the Burgmann College Grievance and Appeals (available on the website). This could result in a variety of outcomes including a formal warning or suspension.
- 9.2. Any permit holder found to be in breach of the conditions of this policy may have their permit and access withdrawn, without refund.
- 9.3. If residents believe they have been incorrectly penalised for a parking issue, they will follow the procedure outlined in the Burgmann College Appeals process.
- 9.4. Vehicles parked incorrectly, either in another resident's space, or any other prohibited location around college is subject to being towed in accordance with ACT abandoned vehicle laws.

## Appendix – Overall Site Map

### Related forms and policies

- Burgmann College Grievance Policy
- Burgmann College Parking Procedure
- Burgmann Residents Handbook

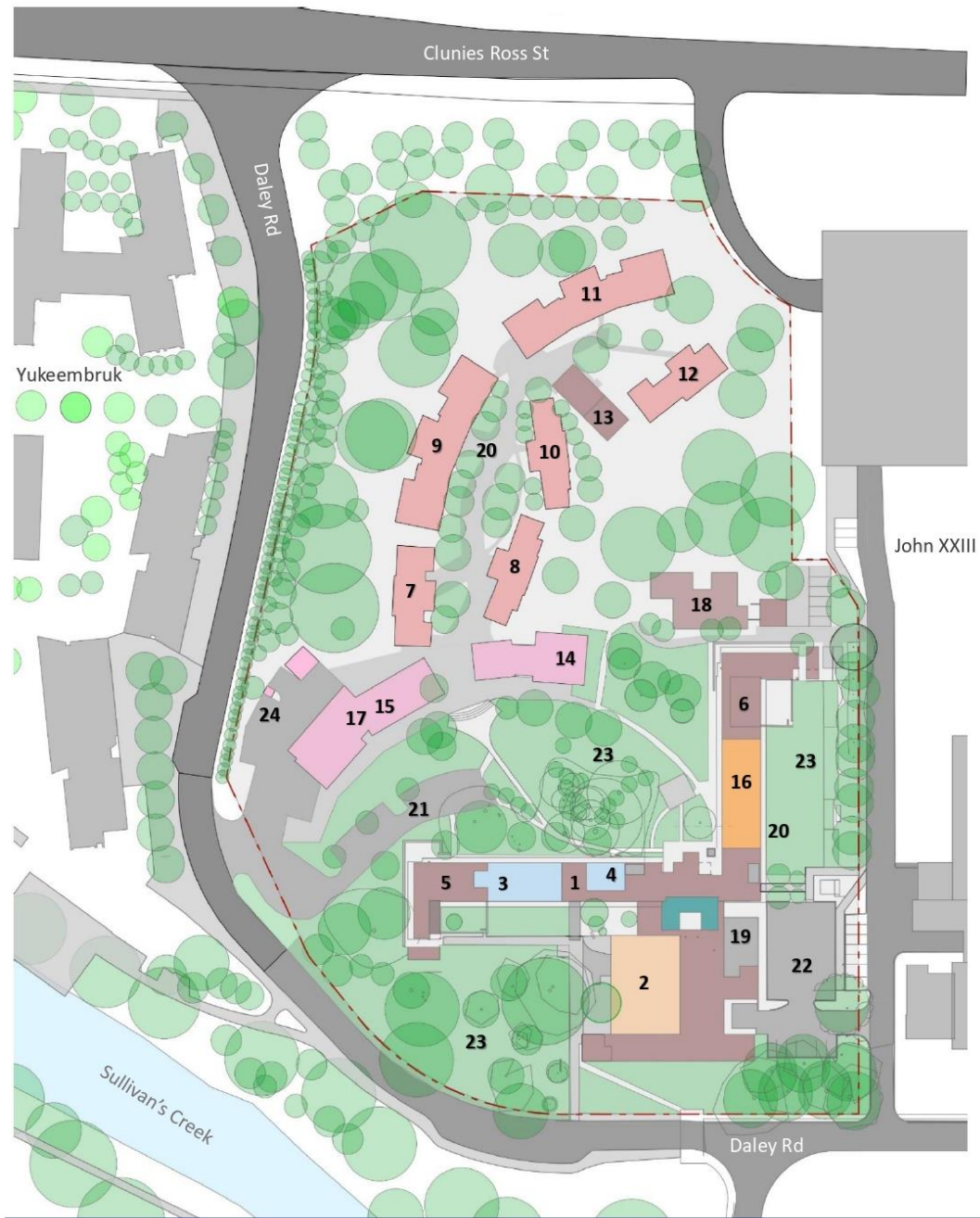


# Burgmann College

Affiliated with The Australian National University

## Appendix – Overall Site Map

National Botanic Gardens



- |                               |                           |  |
|-------------------------------|---------------------------|--|
| 1. Reception                  | 9. The Village – C Block  | 17. Music Room                             |
| 2. Dining Hall                | 10. The Village – D Block | 18. The Lodge (Principal's Residence)      |
| 3. Principal's Office         | 11. The Village – F Block | 19. Bike Storage - locked                  |
| 4. Deputy & Dean's Office     | 12. The Village – G Block | 20. Bike Storage - outside                 |
| 5. Undergraduate Homer Wing   | 13. Village Laundry       | 21. <b>South Parking Lot (Residents)</b>   |
| 6. Undergraduate Barassi Wing | 14. Chapel                | 22. <b>North Parking Lot (Residents)</b>   |
| 7. The Village – A Block      | 15. Computer Room         | 23. Emergency Assembly Areas               |
| 8. The Village – B Block      | 16. Common Room           | 24. DOSA (Designated Outside Smoking Area) |