VENUE: **OXFORD**

Oxford Aviation Academy
Oxford Airport
Langford Lane
Kidlington
Oxford
OX5 1QX

ARRIVAL PROCEDURE:

Please allow adequate time on the first occasion to locate the venue and to complete the initial booking-in procedure. In order that examinations can start on time, please be ready at least twenty minutes before the first examination starting time on your schedule.

All visitors should report to the Airport Security post where they will be directed to the car park allocated for CAA examination candidates. Please do not park in any area other than that instructed by the Airport Security due to limited parking available at other locations on the airport.

MEAL ARRANGEMENTS:

A public restaurant is available for lunchtime meals and refreshments.

ACCOMMODATION:

Accommodation is available by prior arrangement only. Please contact Oxford Aviation Customer Services on Tel: +44 (0) 1865 840313. Alternatively, candidates should make their own accommodation arrangements.

The CAA is unable to provide a recommended list of accommodation.

TELEPHONE MESSAGES:

Oxford Aviation Academy will assist in taking URGENT messages for candidates. Candidates who are delayed or unable to attend on their examination day may also use this facility to inform the invigilator. For this service, please telephone the secretary to the Ground Training Department on +44 (0) 1865 844245.

DOCUMENTS:

Please bring your examination confirmation notification with you, together with your required acceptable photographic identification. In all correspondence with the CAA, please ensure you quote your CAA reference number and/or your Examination Booking number.

PARKING:

New car parking charges have been introduced at the Oxford examination venue. Candidates are advised that they are required to park in car parks J and Y.

You are able to pre-book or have the option to pay on arrival at the airport using the contact number, see details below.

A location map can be found at the following link: Oxford Map

Parking details from 'Starpark' are as follows:

Monday to Friday

Up to 2 hours - Free of Charge

Up to 3 hours - £3.00

Up to 24 hours - £5.00

Each 24 hours thereafter - £5.00

Saturday and Sunday parking is fee all day

Permit holders whose vehicle registration numbers have been logged with Oxford Aviation Services are exempt from these regulations.

How to pay:

- Call 0142 4504 0000
- Enter the site code 4380
- Provide your credit/debit card details
- State your vehicle registration number

PAYMENT MUST BE MADE BEFORE MIDNIGHT ON THE DAY OF PARKING

Terms and Conditions of Parking of Star Parking – www.starpark.co.uk

There is no need to display a ticket in your windscreen. A receipt for your payment can be obtained at www.starpark.co.uk Disabled badge holders are not exempt from these conditions. The two hour free offer applies to your first visit each day only. On Subsequent visits, you agree to pay from the time of entry to the site. These terms and condition apply all day every day.

To deter abuse of this site, enforcement is carried out by Civil Enforcement Ltd. If you remain at this site beyond your free allowance, you agree to pay £150 to Civil Enforcement Ltd. (Reduced to £75.00 if paid within 14 days). This is further reduced to the above tariff if paid before midnight on the day of parking. Additional costs will be incurred if payment is not received within 28 days.

Vehicles and contents are left at the driver's own risk and no liability is accepted for any loss or damage, however caused. Civil Enforcement Ltd monitors compliance of the terms and condition using ANPR cameras and will contact the DVLA for your details. Civil Enforcement Ltd Tel No. +44 (0) 115 822 5027.