CAR PARKING POLICY DOCUMENTATION

Car Parking Policy – Principal Document
2015/16
Effective 1ST October 2015
1. Permit Charges Summary

**Annual**

<table>
<thead>
<tr>
<th>Category</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAFF</td>
<td>£168*</td>
</tr>
</tbody>
</table>

*Discounts apply for LU part-time staff through flexible benefits and for LU staff ineligible for flexible benefits – see Car Parking Charges list on the Car Parking Policy webpage for full details.

<table>
<thead>
<tr>
<th>Category</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAFF CAR SHARE</td>
<td>£67</td>
</tr>
<tr>
<td>STUDENT (Alexandra Park Only)</td>
<td>£127</td>
</tr>
<tr>
<td>CHANCELLORS WHARF</td>
<td>£127</td>
</tr>
</tbody>
</table>

**Termly**

<table>
<thead>
<tr>
<th>Category</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff zone</td>
<td>£64</td>
</tr>
<tr>
<td>Student zone (Alexandra Park or Chancellors Wharf)</td>
<td>£48</td>
</tr>
</tbody>
</table>

Students must be eligible for a permit under the student policy (except in Summer Vacation).

**Contractors**

<table>
<thead>
<tr>
<th>Category</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Permit for Visitor Car Parks B, E and K only</td>
<td>£168</td>
</tr>
<tr>
<td>Termly Permit for Visitor Car Parks B, E and K only</td>
<td>£64</td>
</tr>
</tbody>
</table>

Please refer to the *Car Parking Charges* list on the Car Parking Policy webpage for full pricing details.

**Monthly**

<table>
<thead>
<tr>
<th>Category</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certain staff groups by exception (see section 23 of this policy)</td>
<td>£25</td>
</tr>
</tbody>
</table>

2. Permits and Eligibility

a) LU Staff – should apply online during the HR Flexible Benefits annual enrolment period in August / September: [http://www.lancs.ac.uk/hr/total-reward/benefits.html](http://www.lancs.ac.uk/hr/total-reward/benefits.html)

LU staff ineligible for flexible benefits should contact HR.

LU staff that are not applying for a car parking permit can apply for a subsidised ‘Staff UniRider’ bus pass during annual enrolment. This is free for staff on grades 1 and 2 or £75 per annum for all other LU staff.

Apply online at [http://www.lancs.ac.uk/hr/total-reward/benefits.html](http://www.lancs.ac.uk/hr/total-reward/benefits.html)

b) Non LU Staff (tenant staff) – should apply in person to the Car Parking Office, Security Lodge.

c) Students – see Student Car Parking Policy on the Car Parking Policy webpage.

Note: You are required to clearly display a valid permit (or scratchcard / pay & display sticker) in the front windscreen of the vehicle Monday to Friday 08:00 to 18:00.

3. Car Parking Zones: Staff, Student and Visitor

3.1 Staff Parking Zone

Parking areas in the Staff Parking Zone are marked in the colour violet on the Parking Zones Map. Staff may also park on Alexandra Park Student Zone if clearly displaying a staff car parking permit.

3.2 Student Parking Zone

The student parking zone is confined to Alexandra Park only. These areas are marked in yellow on the Parking Zones Map.

3.3 Visitor Parking Zone

Visitor parking is available in the designated lettered visitor car parks located throughout the campus. These car parks are marked in red on the Parking Zones Map. Each car park is identified with a letter A to L. Authorised users are:

- Visitors (with a valid pay & display ticket or Visitor Scratchcard)
- Holders of a Staff Car Share Permit (except in the Sports Centre Car Park)
- University fleet of vehicles
- University hired vehicles

Permits / Pay & Display Tickets / Scratchcards

All visitors’ vehicles (that is any vehicle not displaying an official University parking permit) will require either a pay and display ticket or a scratchcard when parked on campus. There are no other permits/passes or exemptions. Although it is possible for departments to pay for a visitors’ parking, compliment slips or bespoke permits for visitor parking are not valid.

Annual permits are not valid in visitor car parking spaces. Permit holders must purchase a pay and display ticket or a scratch card to park in these areas. The only exceptions to this are the Staff Car Share permit, electric vehicles and University fleet vehicles. All permits must be clearly displayed in the front windscreen in the vehicle parked in a Visitor parking zone.

**Visitors may only park in the designated visitor car parks A to L.** These car parks are identified on the Parking Zones Map available on the Car Parking Policy page of the Facilities Commuting website.

Staff scratchcards are only valid in the Staff and Student Parking Zones. Visitor scratchcards are only valid in the Visitor Parking Zone.

Charges
Pay and display tickets cost £2 for 2 hours or £5 for a full day. These are available from the machines located at each of the visitor car parks. Visitor Car Park J on Alexandra Park costs only £3 for a full day or £2 for 2 hours. The £3 tickets purchased from the machine at this car park are valid only on that car park and cannot be used in other visitor car parks. Tickets purchased from the machine at the Alexandra Park visitor car park can also be used in any space across the bottom of Alexandra Park and not just the designated visitor car park at that location. Different charges also apply to the Visitor Car Park K (Sports Field Car Park), (see section 19 of the this policy).

Scratch cards cost £5 each. They will normally be purchased by individual visitors from the Cashiers Desk, University House, during the hours of 09:00 to 16:30 Monday to Friday. Departments may also purchase scratch cards direct from the Car Parking Office and sell them on to visitors at cost, provided this does not introduce a new requirement to handle cash. Alternatively if a visitor is eligible to claim travel expenses departments may simply provide a scratch card to the visitor free of charge. Scratch cards should not be posted out to visitors unless they are known to be arriving by car, as visitors travelling by other means will not require them.

**Scratch cards are not available to students.**

**Reservations**

No reservations for parking are available. Visitors should simply be directed to the most convenient visitor car park (See Parking Zones Map).

Where an individual event is being organised that is expected to attract more than 80 car borne visitors the organiser should contact the Travel Co-ordinator at least 2 weeks in advance so that special parking arrangements can be considered. The impact of such events on parking may be publicised through LU Text so that those staff who are able can consider leaving their car at home that day.

When an individual visitor of exceptional importance to the University is expected, staff can contact the Vice Chancellor’s Office who will, if appropriate, arrange for a space to be reserved for the visitor’s use. Such instances are likely to be extremely rare. The visitor must be provided with a scratch card or use the pay & display facilities if they are not a permit holder.

**Further information:**

Scratch card sales: Cashiers Desk, University House 01524 593316
Parking policy: Facilities Helpdesk, University House 01524 593333

**4. Special Needs**

Dedicated spaces are provided at no charge. Staff and students should apply direct to the Car Parking Office with relevant medical evidence in accordance with the published guidelines. Blue badges will be honoured for a single use but a Special Needs (SN) parking permit should be obtained for continued use. University SN permits are valid in all car parking spaces on campus in any parking zone, including all marked disabled parking spaces.

**5. Application**
Permit and charging arrangements apply between 8.00 a.m. - 6.00 p.m. Monday to Friday (inclusive) for 52 weeks per year unless otherwise advised. Charging arrangements at the Sports Centre Car Park apply during all opening hours of the Sports Centre (see Section 19 of the policy).

6. Registration

All students who are permitted to bring a motor vehicle to the campus must register the vehicle through the appropriate system with the Car Parking Office, Security Lodge.

7. Use of Parking Areas

All parking areas are for use as such and it is not permitted, without authority from the Security Operations Manager, to bring any vehicle onto campus for storage, repairs or residential use. Any vehicle which is left on campus, apparently abandoned for more than 1 month without Security being informed is likely to be disposed of.

8. Camper Vans, Caravans etc.

It is not permissible to bring caravans onto campus except by specific authority of the Security Operations Manager. Camper vans may be brought onto campus but they may be used only as transport. It is not permitted for persons to register such vehicles and use them for living or sleeping. Care must be taken to park such vehicles away from junctions and that they do not obstruct the roadway.

9. Chancellors Wharf

Permits for this area are identified as such and authorise the holder to park only at Chancellors Wharf (CW). The permit allows for parking in any available space. Main campus parking permits are NOT valid at Chancellors’ Wharf, unless a University fleet vehicle. Please note that scratch cards are not valid at Chancellors Wharf.

Only two permits are valid here, a CW Permit available from the Car Parking Office on Main Campus or a CW Visitor Permit available from the CW Manager’s Office. A £10 returnable deposit must be paid for this permit with users being charged £3 per 24 hour period of use.

Chancellors Wharf Parking Permits are exclusively available to student residents at CW and University staff and contractors working at CW. From mid-October each year CW Permits are also available to student residents in nearby LU Homes accredited student accommodation.

Contractors working at CW can purchase a CW Permit or a CW Visitors Permit. Staff visiting Chancellors Wharf should be issued with a CW Visitor Permit upon arrival at CW car park.

Parking enforcement is in operation at Chancellors Wharf with regulations applying 24 hours a day, 7 days of the week.

10. Motorcycles

Motorcycles do not need permits, but they are not allowed to park in any of the car parking bays, in a doorway or causing any sort of obstruction. Motorcycles should not be parked in any of the bicycle parking areas as these are intended for pedal cycles only. Regular motorcycle commuters
are encouraged to register their details with Security for added safety and security.

11. Use and Display of Permits

You must display a valid permit (or pay & display ticket or scratchcard) on campus during the hours of 08:00 to 18:00 Monday to Friday. It is not permitted to display a photocopy or a computer generated copy of a permit. Anyone found to be displaying either will be regarded as parking illegitimately.

To enable accurate records to be maintained you must inform the Car Parking Office of the details of any change in vehicle (make, registration etc.). If it is necessary to contact the owner of the vehicle it will be the owner of the registered permit who will be contacted. If you use more than one car, the actual permit must be displayed in the vehicle on campus on the relevant day.

IT IS AN OFFENCE TO REGISTER A VEHICLE ON BEHALF OF SOMEONE ELSE.

12. PERMITS ARE NOT TRANSFERABLE AND MAY NOT BE SOLD ON OR DONATED TO OTHER PEOPLE

The Staff Car Share Permit is only transferable between the vehicles registered on the permit.

No refunds can be given on car parking permits.

13. Lost Parking Permits

Anyone who loses or misplaces their parking permit will be charged £30.00 for a duplicate.

14. Staff Car Share Permit

This permit caters for members of staff that can car share the vast majority of days that they travel to work at the University, i.e. 4 or 5 days per week.

Staff Car Share Permits are valid in all parking zones, including Visitor Zone with the exception of the Sports Centre Car Park.

At least two cars will need to be registered to obtain the permit. Holders of this permit will be entitled to up to 25 x free one-day Staff Scratch cards each to provide some flexibility due to sickness, emergencies and other reasons as well as staff that can only car share 4 days per week. The Staff Scratchcards are restricted for use only in the stated year. It is not permitted to roll over unused Staff Scratch cards to the following year. The entitlement to free Staff Scratchcards is based on each staff member’s FTE. The following policy will be applied to the free Staff Scratchcards:

- 1.0 FTE – 25 scratchcards
- 0.80 to 0.99 FTE – 20 scratchcards
- 0.60 to 0.79 FTE – 15 scratchcards
- 0.40 to 0.59 FTE – 10 scratchcards
- Less than 0.40 FTE – 5 scratchcards

The Car Share Permit is transferable only between the registered vehicles. The cost of the permit is £67, shared between each of its registered users, although only one permit is issued to
the entire registered group. All registered staff on this permit must have previously held a parking permit in the previous year to qualify. New members of staff will also be eligible and staff returning from maternity or sabbatical leave, provided the staff member held a University parking permit in the last year they worked.

15. University Fleet of Vehicles

University vehicles will be permitted to park in any area, including at Chancellors Wharf, provided they clearly display a valid annual permit with a ‘U’ marked over it by the Car Parking Office.

16. Vehicles Hired by the University for Business Purposes

Vehicles hired under contract to the University for business purposes will be permitted to park in the Visitor Parking zone only provided they clearly display a notice by the hire company stating that the vehicle is on hire to Lancaster University.

17. 15 x free parking Staff Scratchcards for staff cycle, motorcycle and walking commuters

15 x free Staff Scratchcards (pro-rata for part-time staff based on FTE) are only available to staff that choose not to purchase an annual or termly car parking permit or bus pass and whose usual mode of travel to work is not by car or bus. A member of staff cannot claim the 15 free scratchcards and purchase an annual or termly permit or a subsidised bus pass in the same permit year. These will therefore cater for regular cycling, motorcycle or walking commuters. The Staff Scratchcards are restricted for use only in the stated year. It is not permitted to roll over unused Staff Scratchcards to the following year.

The allocation of free Staff Scratchcards will be based on the following FTE structure:

1.0FTE – 15 scratchcards
0.80 to 0.99 FTE – 13 scratchcards
0.60 to 0.79 FTE – 10 scratchcards
0.40 to 0.59 FTE – 7 scratchcards
Less than 0.40 FTE – 4 scratchcards

For anyone claiming the free scratchcards after 30th November, the free allocation will only become available as follows (based on 1.0FTE):
1st December to 31st March – 10 scratch cards
1st April to 30th September – 5 scratch cards

Note: Scratchcards for part-time staff will be allocated proportionally.

If a member of staff is found to have registered the same vehicle twice for two lots of free scratchcards, all the scratchcards must be given up.

Important: LU Staff must apply for this benefit on the Flexible Benefit System.

The scratchcards are not transferable to any other person, any other vehicle or any other permit year.
18. Enforcement

Enforcement of the parking policy is from 08:00 hours to 18:00 hours Monday through Friday all year round. Some regulations apply 24 hours a day, seven days of the week (see Vehicle Regulations).

Anyone who parks in breach of the Car Parking Policy or Vehicle Regulations is liable to receive a Civil Parking Notice (CPN).

Enforcement of the Parking Policy for the Sports Centre Car Park applies across the Sports Centre opening hours (currently Monday to Friday 07:00 to 22:00, Saturday 08:30 to 18:00, Sunday 09:30 to 18:00).

19. Parking for the University Sports Centre

The following policy applies:

Sports Centre Car Park (Visitor Car Park L)

Two hours of free parking (maximum stay of 2 hours) is permitted with no returns within 1 hour. A ticket from one of the two machines must be displayed at all times during Sports Centre opening hours (currently Monday to Friday 07:00 to 22:00, Saturday 08:30 to 18:00, Sunday 09:30 to 18:00). The 2 hours free limit and no returns within an hour policy applies across all Sports Centre opening hours, including evenings and weekends. Spaces are available on a first come first served basis. Tickets from the Sport Centre Car Park ticket machines are only valid on those car parks for Sports Centre customers only.

Three disabled spaces and three parent and child spaces are provided. Any user of the disabled spaces must clearly display a valid blue badge or University special needs parking permit AND a valid ticket from the machine. Any user of the parent and child spaces must have one or more infants or children with them using the car for the visit AND display a valid ticket from the machine. The 2 hour maximum stay applies also to these spaces.

Overflow parking is permitted in the coach parking bay to the east of the building in accord with the policy for the Sports Centre Car Park and provided that the area is not closed off (e.g. with cones, barriers or measures to that effect) for coach parking.

University parking permits, scratchcards and pay & display tickets from other car parks are NOT valid on this car park. Car Share permits are valid in the Visitor Zone but the Sports Centre Car Park is an exception. Special arrangements are in place for Staff Permit parking for Sports Centre staff.

Parking for coaches in the dedicated coach parking bay is provided free of charge and will be reserved for coaches when expected, to prevent unauthorised overflow car parking.

Sports Field Car Park (Visitor Car Park K)

Parking charges on the Sports Field Car Park apply Monday to Friday 08:00 to 18:00 in line with the rest of campus. The following charging structure is in place:

Up to 2 hrs – FREE (with ticket from machine)
Up to 10 hrs - £1
Pay & display tickets issued from the Sports Field Car Park ticket machine are only valid on the Sports Field Car Park. Staff Car Share permits are valid and Visitor Scratch cards are valid on this car park in addition to Contractor Parking Permits and pay & display tickets issued from the ticket machine on the Sports Field Car Park only.

20. Unloading / loading of vehicles

Delivery vehicles should use the designated delivery / loading / drop-off bays provided around campus. Under no circumstances should vehicles stop on double yellow lines, park in an area with yellow hatching or misuse disabled parking bays. Where vehicles are being loaded or unloaded in other areas, including car parking areas, vehicles must not be left unattended for more than 10 minutes at a time. This includes moving students’ belonging in or out of campus accommodation.

21. Plug-in Electric Vehicles

The University seeks to encourage the use of plug-in electric vehicles (PEVs) as a sustainable form of car travel. Such vehicles include battery-only electric vehicles (BEVs) and plug-in hybrid electric vehicles (PHEVs).

Parking of PEVs is available free of charge on campus and at Chancellors Wharf to staff, students and visitors of the University. University staff and students using a PEV must apply for a free University parking permit direct from the Car Parking Office, Security. The vehicle registration will be verified on the DVLA website to ensure that it is a PEV. The permit will be marked with the letters ‘EV’ to denote the vehicle as an electric vehicle.

Student eligibility for an EV Permit is not restricted as it is usually, although the permit will be for Alexandra Park only and any designated bays for EV charging. Visitors to the University using a PEV should inform Security on arrival of their vehicle details to enable free parking in any Visitor Car Parks. Security will verify the vehicle as a PEV using the DVLA website and exempt the vehicle from enforcement for not paying and displaying.

Free electric vehicle charging facilities at the University will be available to drivers of such vehicles in the near future (subject to availability).

22. Parking of Long Wheelbase Vehicles

Long wheelbase (LWB) vans and minibuses should not be parked in standard length parking bays if the vehicle overhangs onto the road carriageway or footway. This causes a road safety or accessibility issue. Vehicles should also not be parked in any way that could cause damage to the landscape. Enforcement action will be taken against any vehicles parked in a manner that obstructs the footway or road carriageway or could potentially cause damage to the landscaping. Suitable areas for the parking of LWB vans and minibuses are:

- Visitor Car Park B (located off North-East Drive);
- Visitor Car Park D (end of George Fox Avenue);
- Raised Staff Zone car park behind the George Fox Building (staff parking only);
- Visitor Car Park K (Sports Field Car Park);
23. Monthly Parking Permit

From October 2015 a new monthly permit option is exclusively available for University staff on contracts of 52 weeks or less (ineligible for flexible benefits) and co-located business tenant staff in LEC and InfoLab21.

The price is £25 per month. Permits are valid in the Staff and Student Parking Zones. Eligible applicants for the Monthly Parking Permit should apply at the Car Parking Office, Security Lodge.