CAR PARKING POLICY DOCUMENTATION

Contractor Parking Policy 2015/16
Effective 1ST October 2015
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This policy supplements the existing Lancaster University car parking policies 2015/16 which should be read in conjunction with this policy. The wider parking policies of the University are available on the Car Parking Policy page on the website - http://www.lancs.ac.uk/facilities/travel.

Contractors are not generally permitted to purchase Staff Parking Permits outside of the Summer Vacation period. All contractors must therefore use one of the Visitor Car Parks at all other times.

There are 3 parking options available to contractors:

1. Pay and Display Visitor Parking on the Sports Field Car Park (Visitor Car Park K) for just £1 per day; OR

2. Pay and Display Visitor Parking on main campus - £2 for 2 hours or £5 for a full day at the payment machines. You may ONLY park in any of the Visitor Car Parks using a pay and display ticket. These are shown on the Parking Zones Map in red; OR

3. Annual or Termly Contractor Parking Permits valid ONLY on Visitor Car Parks B, E, and K. These permits are available from the Car Parking Office, Security. This would be the cheapest option if the contractor will be visiting for at least 13 days.
   • Annual Contractor Parking Permit (valid until 30/9/16): £168
   • Autumn Term Contractor Parking Permit (valid 1/10/15 – 10/1/16): £64
   • Spring Term Contractor Parking Permit (valid 11/1/16 – 17/4/16): £64
   • Summer Term Contractor Parking Permit (valid 18/4/16 – 24/6/16): £64
   • Summer Vacation Contractor Parking Permit (valid 25/6/16 – 30/9/16): £64.

The 3 options above apply both to contractor company vehicles and to vehicles owned privately by employees of a contractor. These arrangements should also be clearly communicated to all sub-contractors by the main contractor.

Summer Vacation Periods:

Contractors are eligible to purchase a Summer Vacation Staff Permit. This allows contractor parking in the Staff and Student parking zones for the summer vacation.

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 permit parking only);
- Visitor Car Park K (Sports Field Car Park);
- Visitor Car Park L (Sports Centre rear car park by the bowling green);
- Car Park behind Bigforth Barn (Staff and Visitor car park).
Exceptions to the policy:
The following are entitled to purchase a Staff Car Parking Permit. These must be applied for in person at the Car Parking Office, Security. Permits cost £168 and are valid until 30 September 2016. Staff permits are valid in the Staff and Student Parking areas on campus:

1. **Employees of tenants occupying leased premises on campus**, e.g. UPP, CEH, businesses in the KBC, shops, banks, etc.
2. **Regular operational / maintenance contractors** that do not occupy leased premises on campus. An approved list of such contractors meeting this criterion exists and will be referenced for these permit applications. Each contractor will be limited to two Staff Permits and these will only be issued for company vehicles. The requirements for contractor access to Staff Parking Permits (approved contractor list for Staff Permits) are as follows:
   - Operational / maintenance / service contractors who are required on campus several times in most weeks throughout the year.
   - There is a contract with the University.
   - Require parking across several locations on campus.
   - Contractors involved in construction or refurbishment projects are not included.
   - Sub-contractors are not included.
   - The requirement has been verified by the Environment and Sustainable Travel Co-ordinator in conjunction with the Contract Manager who is managing the contract with that particular contractor.

**Staff Scratchcards (One-Day Permits)**
These can be used by selected contractors for short-term essential parking in Staff and Student parking areas on campus subject to meeting the stated requirement below. Staff Scratchcards are available from Cashiers priced at £5 each for a full day’s parking in Staff or Student parking areas. The essential need to park in Staff or Student areas will be verified by the appropriate member of staff employing the contractor (Requesting Officer) in accord with the stated requirement.

*Requirement:* A particular vehicle(s) is required to park in Staff or Student parking areas in order to carry out the assigned task that would otherwise not be reasonably possible to complete if the vehicle(s) was parked in a Visitor parking area. This excludes any requirement for the loading and unloading of any goods. Examples include contractors who require use of equipment fixed within or to their vehicle during the assigned task itself, such as some window cleaners, carpet cleaners and contractors operating cherry-pickers. Each case will need considering separately on its own merits in conjunction with the Facilities Requesting Officer and the Security Operations Manager.