CAR PARKING POLICY DOCUMENTATION

Contractor Parking Policy 2017/18
Effective 1ST October 2017
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This policy supplements the Lancaster University Car Parking Policy (Principal Document) 2017/18, 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.

The two options below apply both to contractor company vehicles and to vehicles owned privately by employees of a contractor. These arrangements must be clearly communicated to all sub-contractors.

1. **Pay and Display Visitor Parking in Visitor Car Parks A to K.**
   - Locations of Visitor Car Parks A to K are shown on the Parking Zones Map in red.
   - £2 for 2 hours or £5 for a full day at Car Parks A to I.
   - £2 for 2 hours or £3 for a full day at Car Park J and on the South West Campus Parking Zone on Alexandra Park. Tickets available from the parking meter at Car Park J on SW Campus.
   - £3 for a full day at Car Park K (Sports Field Car Park), accessed from Green Lane.
   - Pay and display tickets are NOT valid in Staff Parking Zones.
   - Pay and display tickets are valid across the South West Campus Parking Zone on Alex. Park. Note that this does NOT include the car parks of the Lancaster House Hotel.

OR

2. **Contractor Parking Permit valid ONLY on the South West Campus Parking Zone located on Alexandra Park.** These permits are NOT valid in the car parks of the Lancaster House Hotel or in any other parking area other than the South West Campus Parking Zone on Alexandra Park.
   - Annual Contractor Parking Permit (valid until 30/9/18): £170
   - Autumn Term Contractor Parking Permit (valid 1/10/17 – 14/1/18): £65
   - Spring Term Contractor Parking Permit (valid 15/1/18 – 22/4/18): £65
   - Summer Term Contractor Parking Permit (valid 23/4/18 – 1/7/18): £65
   - Summer Vacation Contractor Parking Permit (valid 2/7/18 – 30/9/18): £65

Contractor Parking Permits are available from the Car Parking Office in the Security Lodge.

Map of Parking Zones:

The map can be accessed on the University’s Car Parking Policy webpage in the grey box of documents on the right hand side of the page: http://www.lancaster.ac.uk/sustainability/sustainability-practice/environmental-management/commuting-to-campus/car-parking/

Parking of Long Wheelbase Vehicles:

Long wheelbase (LWB) vans and minibuses MUST NOT be parked in standard length parking bays if the vehicle overhangs onto the road carriageway or footway. This often causes a road safety and/or accessibility issue. Vehicles MUST NOT be parked in any way that could cause damage to the soft verge or landscape. Enforcement action will be taken against any vehicles parked in such a manner.

Suitable areas for the parking of LWB vans and minibuses are:
   - Visitor Car Park B (located off North Drive on the north eastern edge of campus);
- Visitor Car Park K (Sports Field Car Park);
- Car Park behind Bigforth Barn off Bigforth Drive (Staff and Visitor car park).

**Exceptions to the policy:**
The following are entitled to purchase a Staff Parking Permit. These must be applied for in person at the Car Parking Office, Security. Permits cost £170 and are valid until 30 September 2018. Staff permits are valid in the Staff Parking Zone and in the South West Campus Parking Zone on Alexandra Park.

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 Travel Co-ordinator in conjunction with the Contract Manager who is managing the contract with that particular contractor.

**Staff Scratchcards (One-Day Parking Permits)**
These can be used by selected contractors for short-term essential parking in Staff and SW Campus parking zone areas on Alexandra Park 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 SW Campus parking zones. The essential need to park in Staff or SW Campus parking zones on Alexandra Park 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 SW Campus parking zones 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.