CAR PARKING POLICY DOCUMENTATION

Car Parking Policy – Principal Document
2018/19
Effective 1ST October 2018
1. Permit Charges Summary

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

**Annual**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Charge (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAFF</td>
<td></td>
<td>£174*</td>
</tr>
<tr>
<td></td>
<td>STAFF CAR SHARE (2 to 5 registered users can share this cost)</td>
<td>£70</td>
</tr>
<tr>
<td>STUDENT</td>
<td>(South West Campus Parking Zone on Alexandra Park Only)</td>
<td>£137**</td>
</tr>
<tr>
<td>CHANCELLORS WHARF</td>
<td></td>
<td>£137</td>
</tr>
<tr>
<td>PLUG-IN ELECTRIC VEHICLE</td>
<td></td>
<td>£70</td>
</tr>
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</table>

**Termly**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Charge (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAFF</td>
<td></td>
<td>£67</td>
</tr>
<tr>
<td>STUDENT</td>
<td>(SW Campus (Alex. Park) or Chancellors Wharf)</td>
<td>£52**</td>
</tr>
</tbody>
</table>

**Contractors**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Charge (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual Permit for SW Campus Parking Zone on Alex. Park ONLY</td>
<td>£174</td>
</tr>
<tr>
<td></td>
<td>Termly Permit for SW Campus Parking Zone on Alex. Park ONLY</td>
<td>£67</td>
</tr>
</tbody>
</table>

**Monthly Permit**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Charge (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Certain staff groups by exception (see section 24 of this policy)</td>
<td>£27</td>
</tr>
</tbody>
</table>

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

**Students must be eligible for a permit under the Student Parking Policy (except in Summer Vacation).**

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.

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.


e) LUSU Full-Time Elected Officers – such officers are eligible to apply for a Staff Parking Permit. Applicants should apply in person at the Car Parking Office, Security Lodge.

**Note:** You are required to clearly display a valid permit (or scratch card / pay & display sticker) in the front windscreen of your vehicle Monday to Friday 08:00 to 18:00.
3. Car Parking Zones: Staff, Visitor and South West Campus Parking Zones

3.1 Staff Parking Zone

Parking areas in the Staff Parking Zone are marked in the colour violet on the Parking Zones Map.

Staff Parking Permits are valid in the Staff Parking Zone, in the South West Campus Parking Zone on Alexandra Park, on the Sports Centre rear car park by the bowling green (see section 20 of this policy) and on the mixed staff/visitor car park situated behind Bigforth Barn on Bigforth Drive.

With the exception of the Car Share Permit, all other Staff Parking Permits (including yellow Staff Scratchcards) are NOT valid in the Visitor zones.

If the Staff Parking Zone is full, Staff Permit Holders should park on the South West Campus Parking Zone located on Alexandra Park. Overflow parking on the main campus is not permitted. Please note that the Lancaster House Hotel car parks are NOT part of the South West Campus Parking Zone.

3.2 South West Campus Parking Zone

This new parking zone created in October 2017 replaces the former Student Parking Zone on Alexandra Park. This zone is marked in yellow on the Parking Zones Map.

The SW Campus Parking Zone includes all parking on South West Campus (Alexandra Park) with the exception of the 48-space Visitor Car Park J located in the south west corner of Alexandra Park.

Please note that the Lancaster House Hotel car parks are NOT part of the South West Campus Parking Zone.

All valid University parking permits, scratchcards and pay & display tickets are valid in the South West Campus Parking Zone. South West Campus Parking Permits for eligible students are restricted entirely to the South West Campus Parking Zone.

Visitor Car Park J on South West Campus is separate to the South West Campus Parking Zone and forms part of the Visitor Parking Zone.

Pay and display tickets obtained from the parking meter in Visitor Car Park J on SW Campus are valid in Car Park J and in any space in the SW Campus Parking Zone on Alexandra Park. In addition, a valid pay and display ticket obtained from a parking meter at Car Parks A to I are also valid in the SW Campus Parking Zone on Alexandra Park.

3.3 Electric Vehicle Parking Zone

All parking spaces provided for plug-in electric vehicles with associated electric vehicle charging points form part of the Electric Vehicle Parking Zone. Spaces for EV charging are located in staff and visitor parking areas and continue to grow in number. Any EV charging spaces located in staff or visitor parking zones are not exclusively for use by either staff or visitors but form part of the separate Electric Vehicle Parking Zone.

To park in the EV Parking Zone / EV charging spaces, users must satisfy the following criteria:

- Vehicles must be plug-in electric.
- Vehicles must be plugged in to the charging point actively charging the vehicle.
Staff users must display a valid EV Parking Permit (a standard Staff Permit would also be accepted provided the vehicle is a plug-in EV and the vehicle has been registered to that permit).

Visitor users must pay and display during the applicable hours.

See also section 22 of this policy on Plug-in Electric Vehicles.

3.4 Visitor Parking Zone

Pay and display visitor parking is available in the designated lettered visitor car parks located throughout the campus. Collectively, these car parks form the Visitor Parking Zone. 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 \ Conference Scratchcard)
- Holders of a Staff Car Share Permit (except in the Sports Centre front Car Park)
- Fleet vehicles owned or leased by Lancaster University or its tenants
- Vehicles hired in by the University for business purposes

In addition to these visitor parking zones, there are some limited waiting time drop off points around the campus (part of Bowland Avenue, outside the pre-school). Parking is restricted to 30 minutes short term parking with no return within 2 hours.

3.5 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 and would leave the motorist liable to receive a Parking Charge Notice (PCN).

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 and University fleet vehicles. All permits must be clearly displayed in the front windscreen in the vehicle parked in a visitor parking space.

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 Parking Zone and in the SW Campus Parking Zone on Alexandra Park (not the Lancaster House Hotel car parks). Visitor scratchcards and Conference scratchcards are only valid in the Visitor Parking Zone and on SW Campus Parking Zone on Alexandra Park.

3.6 Charges

Pay and display tickets cost £2 for 2 hours or £5 for a full day. These are available from the parking meters located at each of the visitor car parks.
Visitor Car Park J on Alexandra Park costs £3 for a full day or £2 for 2 hours. The tickets purchased from the meter at Visitor Car Park J are valid only on Visitor Car Park J or in the SW Campus Parking Zone on Alexandra Park. Tickets from the meter at Car Park J cannot be used in other visitor car parks.

Different charges also apply to the Visitor Car Park K (Sports Field Car Park), (see section 20 of 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. 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.**

### 3.7 Reservations / Reserved Parking

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 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.

### 3.8 Further information:

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

### 4. Accessible Parking Provision

Dedicated spaces are provided at no charge. Students should apply direct to the Car Parking Office with relevant medical evidence in accordance with the published guidelines. Staff should apply through flexible benefits and provide the necessary medical evidence to the Car Parking Office. Blue badges will be honoured for a single use but an Accessible Parking Permit (AP) should be obtained for continued use. University AP permits are valid in all car parking spaces on campus in any parking zone, including all marked disabled parking spaces. Please refer to APP Eligibility Guidelines for further details.
5. Application of Parking Charges

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 Parks (Visitor Car Park L) apply during all opening hours of the Sports Centre (see Section 20 of this policy).

6. Registration of Student Vehicles

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. Further information on the Student Parking Policy can be found within the ‘Student Car Parking Policy’ document.

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, may be disposed of after sufficient notice has been provided.

8. Camper Vans, Motorhomes, Caravans etc.

It is not permissible to bring caravans onto campus except by specific authority of the Security Operations Manager. Camper vans and motorhomes 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, footway or cause damage to any soft verges.

9. Chancellors Wharf

Permits for Chancellors Wharf are identified as such and authorise the holder to park only at Chancellors Wharf (CW). The permit allows for parking in any available space at CW. 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 at CW, 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 a 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. Coach Parking

Please note that there are no coach drops-off, pick-ups or coach parking in the Underpass at any time during university term times. Use of George Fox area recommended. Refer to Coach Drop-off, Pick-up and Coach Parking Policy 2018/19 for further details.

12. Use and Display of Permits and Changes in Vehicles

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.**

**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.

13. Refunds

**No refunds can be given on car parking permits.** The only exception to this is for University staff departing their employment at the University and not eligible for flexible benefits. In such cases, a refund will be permitted for full remaining months on the permit only.

14. Lost Parking Permits

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

15. 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.
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Staff Car Share Permits are valid in all parking zones, including Visitor Zones with the exception of the Sports Centre Front 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 £70, 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. To be eligible for a Car Share Permit as a new staff starter, the employee must be registered onto a Car Share Permit within 28 days of commencement of their employment contract at the University.

16. University Fleet of Vehicles

University fleet vehicles are vehicles either owned or leased by the University or certain tenant organisations. 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.

17. 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 provided they clearly display a notice by the hire company stating that the vehicle is on hire to Lancaster University.

18. Free Parking (staff) scratchcards for those who commute by cycle, motorcycle or walk

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. This benefit does not apply to short-term temporary staff but to staff that travel to campus regularly throughout the academic year.
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Principal Document

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 and will become invalidated.

**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.

LUSU Full-Time Elected Officers can qualify for this staff benefit provided the stated conditions above are satisfied.

**19. 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 Parking Charge Notice (PCN).

Enforcement of the Parking Policy for the Sports Centre Car Parks 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).

**20. Parking for the University Sports Centre**

The following policy applies:

**Sports Centre Car Park (Visitor Car Park L) – front and rear car parks**

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.

Staff Parking Permits are valid on the rear car parking (next to the bowling green) until 18:00 Monday to Friday with no 2 hour stay limit applicable in such cases.

Three disabled spaces and three parent and child spaces are provided on the front car park. Any user of the disabled spaces must clearly display a valid blue badge or University Accessible 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.

Visitor and Conference Scratchcards and pay & display tickets from other car parks are NOT valid on this car park. Car Share permits are valid in the rear car park but not on the front car park. Staff Parking Permits and Staff Scratchcards are only valid on the rear car park until 18:00 Monday to Friday.

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 10 hrs - £3

Pay & display tickets issued from the Sports Field Car Park ticket machine are only valid on the Sports Field Car Park.

**21. Unloading / loading of vehicles**

Delivery vehicles should use the designated delivery / loading / drop-off bays, where provided on campus. Any time restrictions for using these facilities, as indicated on any adjacent signage, must be observed.

In all areas and at all times care must be taken to avoid parking or loading / unloading a vehicle that causes any form of obstruction. This could include the following obstructions:

- Impeding access for emergency vehicles;
- Impeding access for wheelchairs users and others with impeded mobility;
- Impeding access for other vehicles, including buses;
- Compromising the safety of any other road user.
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If unable to use one of the designated delivery / loading / drop-off bays, all vehicles that are delivering, loading or unloading must not cause any form of obstruction and must not be left unattended for more than 10 minutes at a time. This includes moving students’ belongings in or out of campus accommodation.

A Parking Charge Notice may be issued for failing to comply with any of the above restrictions.

Additional guidance is available for supermarket grocery deliveries to campus. Please see the relevant map on the Car Parking Policy webpage.

22. 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).

Staff PEV Permits –

Parking of PEVs is available at a reduced price on campus to staff. An annual Plug-In Electric Vehicle Permit is available for £70. The permit fee includes unlimited access to electric vehicle charging points on campus, drawing sufficient electric to support only commuting and business purposes for staff.

Student PEV Permits –

From 2018/19 student eligibility for an EV Permit is consistent with the normal eligibility criteria, although the permit will be for the Electric Vehicle Parking Zone (for charging) and the South West Campus Parking Zone on Alexandra Park (for parking) only. As with staff the cost of a permit is £70.

Visitors with EV Vehicles –

Visitors to the University using a PEV must use the pay and display facilities. A valid pay and display ticket or Visitor Scratch Card then entitles the user to free electric vehicle charging at one of the charging points for the period that the pay and display ticket or scratch card is valid for.

Misc Details –

A vehicle must not be parked in an electric vehicle charging bay unless clearly displaying a valid University parking permit, pay & display ticket or scratch card.

Charging points are being added across the campus. Current charging points are located at the LICA Building, Furness Avenue, Visitor Car Park E opposite the ISS Building, Visitor Car Park F outside InfoLab21 and Visitor Car Park I in Farrer Avenue.

In the event that an EV Permit Holder brings onto campus a vehicle that is not electric, then pay and display visitor facilities must be used. EV Permits are only valid in electric vehicles registered onto that permit. If both vehicles are to be brought onto campus frequently then a full Staff Parking Permit should be purchased. In such cases, an EV Permit can be issued for the electric vehicle free of charge.
In situations where initially an EV Permit has been purchased and then a non-EV needs to be added, the Parking Office will work out the most cost effective way for an additional Non-EV permit to be purchased.

EV permits are not valid in visitor spaces but can be used in staff parking areas (for staff EV permit holders), or SW Campus (for student EV permit holders).

23. 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 often causes a road safety or accessibility issue. Vehicles should also not be parked in any way that could cause damage to soft verges. Enforcement action may 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 Drive);
- Raised Staff Zone car park behind the George Fox Building (staff 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).

24. Monthly Parking Permit

A 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 £27 per month. Permits are valid in the Staff Parking Zone and the SW Campus Parking Zone. Eligible applicants for the Monthly Parking Permit should apply at the Car Parking Office, Security Lodge.