CAR PARKING POLICY DOCUMENTATION

Student Car Parking Policy
2018/19
Effective 1ST October 2018
**Student Car Parking Policy for 2018/19**

Lancaster University has excellent bus services to the city centre (15 per hour during term time weekdays) and very good cycle routes. Most students find they do not need a car. For transport information see the Facilities website: [http://www.lancs.ac.uk/facilities/travel](http://www.lancs.ac.uk/facilities/travel).

Access to parking is regulated to limited student categories to ensure that those students who really do need a car are eligible for a car parking permit.

Students without a permit should not park on any public roads surrounding the University campus in the interests of road safety and local residents.

Please also note that overseas students who arrive on campus with a car registered in their home country will need to take note of the advice on the Lancaster University website - [http://www.lancaster.ac.uk/media/lancaster-university/content-assets/documents/facilities/car-parking-policy/ForeignLicences.pdf](http://www.lancaster.ac.uk/media/lancaster-university/content-assets/documents/facilities/car-parking-policy/ForeignLicences.pdf)

Please also refer to the Car Parking Policy (Principal Document) for additional policy information including policy on parking at Chancellors Wharf. This document is available on the Car Parking Policy webpage on the website.

**IMPORTANT:**

Parking enforcement in the South West Campus Parking Zone on Alexandra Park for 2018/19 for the failure to clearly display a valid permit or pay and display ticket will commence on Monday 15th October 2018 (Week 2).

**Important - please note:**

- Permits are for the South West Campus Parking Zone on Alexandra Park only and cost £137 for the full year.
- The South West Campus Parking Zone does NOT include the car parks of the Lancaster House Hotel which are privately managed and enforced.
- Any supporting letters will need to provide proof that the stated criteria are satisfied.
- The copying of permits is strictly prohibited and will result in the person being banned from parking on campus.
- Only eligible students will be able to obtain car parking permits.
- Each applicant is responsible for ensuring that their evidence arrives at the Parking Office.
- Places of employment within the urban core area can normally ‘reasonably be reached by public transport’, unless work starts before 08:30 (09:45 on Sundays) or finishes after 23:30.

**Cost:**

- **Annual Student Permit (South West Campus Parking Zone on Alexandra Park): £137**
- **Annual Chancellors Wharf Permit (not valid on campus): £137**
- **Termly Student Permits (South West Campus Parking Zone on Alexandra Park or Chancellors Wharf): £52 per term**

**Student Staff:**

Students not resident on campus who are employees of the University or a tenant based on campus working for more than 8 hours per week every week during term-time (between 08:00 -18:00 Monday – Friday) may apply for parking permit. This will be an Alexandra Park Permit valid only in the South West Campus Parking Zone on Alexandra Park for the duration of the employment.
Evidence will be required. The employment must be likely to continue for at least two terms. Parking must be in connection with the employment.

**Students that live on main campus with children aged 5 years or under:**

Such students are eligible to upgrade their Staff Parking Permit to be able to park in the Visitor Parking Zone as well. Please visit the Parking Office in Security to arrange.

**Summer Vacation:**

Restrictions on permit eligibility for students do not apply in Summer Vacation periods. In these instances students can purchase a Summer Vacation Permit for the SW Campus Parking Zone on Alexandra Park, priced at £52. Note that parking enforcement continues through all vacation periods, including summer.

**Scratchcards:**

Students are not permitted to buy or use one-day parking scratchcards.

**Complaints Procedure:**

Any student wishing to make a complaint regarding the Student Car Parking Policy and/or make suggestions for further improvement can email the Facilities Division at facilities.helpdesk@lancaster.ac.uk. All complaints / suggestions will be logged for the annual policy review process.

**Categories of students eligible for parking permits:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Apply to</th>
<th>Permit Location and Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Blue Badge Holders and students with temporary reduced mobility or medical conditions that impact on their mobility.*</td>
<td>Car Parking Office, Security Lodge, 01524 592179 <a href="mailto:carparking@lancaster.ac.uk">carparking@lancaster.ac.uk</a> Click here for Eligibility Application Form with evidence checklist.</td>
<td>Dependent on disability/condition There is no charge for this permit.</td>
</tr>
<tr>
<td>2a. Students where the illness or disability of an immediate family member (parent/legal guardian, spouse, brother or sister) necessitates frequent visits home. (Note: This is offered on compassionate grounds)</td>
<td>Car Parking Office, Security Lodge, 01524 592179 <a href="mailto:carparking@lancaster.ac.uk">carparking@lancaster.ac.uk</a> Click here for Eligibility Application Form with evidence checklist.</td>
<td>South West Campus Parking Zone (Alexandra Park) only. £137 p.a.</td>
</tr>
<tr>
<td>2b. Students where the illness or a disability of a dependent family member necessitates frequent visits home. The family member must be dependent on the student for support and</td>
<td>Car Parking Office, Security Lodge, 01524 592179 <a href="mailto:carparking@lancaster.ac.uk">carparking@lancaster.ac.uk</a></td>
<td>South West Campus Parking Zone (Alexandra Park) only.</td>
</tr>
<tr>
<td>the medical evidence will need to confirm this. (Note: This is offered on grounds on dependency)</td>
<td>Click here for Eligibility Application Form with evidence checklist.</td>
<td>£137 p.a.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>2c. Campus residents that have lost an immediate family member (parent/legal guardian, spouse, brother or sister) in death within the last 6 months.</td>
<td>Car Parking Office, Security Lodge, 01524 592179 <a href="mailto:carparking@lancaster.ac.uk">carparking@lancaster.ac.uk</a> Click here for Eligibility Application Form with evidence checklist.</td>
<td>South West Campus Parking Zone (Alexandra Park) only. £137 p.a.</td>
</tr>
<tr>
<td>3. Any student with children aged 16 or under.</td>
<td>Car Parking Office, Security Lodge, 01524 592179 <a href="mailto:carparking@lancaster.ac.uk">carparking@lancaster.ac.uk</a> Click here for Eligibility Application Form with evidence checklist.</td>
<td>South West Campus Parking Zone (Alexandra Park) - £137 p.a. (If resident on main campus - Staff Zone at £174 p.a.), plus Visitor Zones if child is aged under 5 years).</td>
</tr>
<tr>
<td>4. Campus residents which are required to attend frequent (at least every 3 weeks) medical appointments or medical treatment in an area which cannot reasonably be reached by public transport</td>
<td>Car Parking Office, Security Lodge, 01524 592179 <a href="mailto:carparking@lancaster.ac.uk">carparking@lancaster.ac.uk</a> Click here for Eligibility Application Form with evidence checklist.</td>
<td>South West Campus Parking Zone (Alexandra Park) only. £137 p.a.</td>
</tr>
<tr>
<td>5a. Campus residents with regular term-time employment in excess of 10 hours per week who cannot reasonably reach their employment by public transport. Students working on Campus will not be eligible for a parking permit. Employment by an immediate family member (parent/legal guardian, grandparent, spouse, brother or sister) cannot be</td>
<td>Car Parking Office, Security Lodge, 01524 592179 <a href="mailto:carparking@lancaster.ac.uk">carparking@lancaster.ac.uk</a> with evidence - letter on headed paper from employer confirming hours of work and that work is during term-time and 1 x monthly or 2 x weekly current payslips (with times of work if night work) Note: 1. Random sampling of employment applications with employers will be</td>
<td>South West Campus Parking Zone (Alex Park) £137 p.a. Staff Zone (£174 p.a.) if required to be at work between 11pm and 6.30am.</td>
</tr>
</tbody>
</table>
| 5b. Campus residents with regular (most weeks throughout the year) course related activity which cannot reasonably be reached by public transport. This does not apply to off campus students. | **Car Parking Office**, Security Lodge, 01524 592179  
carparking@lancaster.ac.uk  
Letter signed by Head of department, including required frequency of activity. | South West Campus Parking Zone (Alexandra Park) only.  
£137 p.a. |
|---|---|---|
| 5c. Campus residents with regular, volunteer work in excess of 5 hours a week which cannot reasonably be reached by public transport. This does not apply to students that live off-campus. | **Car Parking Office**, Security Lodge, 01524 592179  
carparking@lancaster.ac.uk  
Letter signed by provider of volunteer work confirming the individual’s good or long standing assistance and work over at least 5 hours per week most weeks during term-time. | South West Campus Parking Zone (Alexandra Park) only.  
£137 p.a. |
| 6. Campus residents who have brought their car with them by ferry from their home overseas. | **Car Parking Office**, Security Lodge, 01524 592179  
carparking@lancaster.ac.uk | South West Campus Parking Zone (Alexandra Park) only.  
£137 p.a. |
| 7. Any student whose term-time address is off-campus and outside the defined urban core area.  
See [Postcode list](here) | **Car Parking Office**, Security Lodge, 01524 592179  
carparking@lancaster.ac.uk  
Proof of term-time address. | South West Campus Parking Zone (Alexandra Park) only.  
£137 p.a. |
| 8a. Campus residents who are pursuing training or development as an excellent athlete representing their country or Great Britain and whose need extends beyond what is provided at the University. It requires the student to attend training/competition and other associated meetings on a regular basis and cannot be reasonably | **Car Parking Office**, Security Lodge, 01524 592179  
carparking@lancaster.ac.uk  
Letter written and signed by the National Governing Body / Head Coach. | South West Campus Parking Zone (Alexandra Park) only.  
£137 p.a. |
be reached by public transport.

| 8b. Campus residents who would regularly, with the use of a vehicle, transport other members of their University club or society to enable them to participate in the group’s key activity where that activity by its very nature cannot be performed on campus, e.g. canoeing, mountaineering, sailing, kiting, etc. | Please complete the form using the link below:

http://www.lancaster.ac.uk/media/lancaster-university/content-assets/documents/facilities/car-parking/LancasterUniversityVehicleRegistrationForm.pdf

Completed forms should be taken to the Students’ Union Activities Office in Bowland Main for approval. | South West Campus Parking Zone (Alexandra Park) only. £137 p.a. |

* Category 1: Varying permit lengths for this type of permit will apply to reflect the sometimes temporary nature of the mobility impediment or sick dependent relative. This temporary approach to permit eligibility provides a fairer and more appropriate way to manage the need, based on temporary mobility or sickness issues. This is to be addressed through the issuing of termly permits.