Why has the price of my car park permit increased?

Car park charges are reviewed on an annual basis and the cost is increased in line with inflation (CPI Inflation Rate). This year the increase is 2.3% and has been applied to all permit types so the normal cost of a full year permit is increasing from £170 to £174.

Finding a parking space in the Staff Parking Zone on main campus can be difficult even though I’m a Staff Permit Holder. Where do you suggest I park?

There is a lot of pressure on staff parking spaces on the main campus (North Campus and South Campus). As the University grows and staff numbers increase demand for parking on the main campus area also increases and often exceeds the supply of spaces available in the Staff Parking Zone. There is a finite amount of parking that the University can provide on North Campus and South Campus. On term-time weekdays, the Staff Parking Zone will usually be full by around 09:00. Parking spaces are always available on the South West Campus Parking Zone located on Alexandra Park where Staff Parking Permits are valid.

Can I have a car park permit and apply for the discounted bus pass?

No. The discounted staff UniRider option is intended to encourage sustainable travel and reduce the number of people travelling by car. For more information on sustainable travel options and the support the University provides to staff who choose to car share, travel by public transport, walk or cycle visit www.lancs.ac.uk/facilities/travel.

I’ve selected my parking option on Flexible Benefits. When will I receive my permit?

a. Annual Staff Permit at £174 (or discounted for part-time University staff) and Electric Vehicle Permit - your application will be processed once annual enrolment closes. Your new parking permit will be sent to your registered home address in time for October 1st.

Please ensure that the University has up-to-date home address details for you by checking your details on the Core HR system: https://www.lancaster.ac.uk/hr/core.html

b. Staff Car Share Permit – The Staff Car Share Permit will be sent to the home address of the primary car share partner applying for the permit through Flexible Benefits in time for October 1st 2018. Any secondary car share partners will also need to register their details under the car sharing option on Flexible Benefits. This year the free one-day Staff Scratchcards entitled to each
registered person on a Car Share Permit will need collecting in person from the Car Parking Office in Security.

c. **15 free Staff Scratchcards for walking, cycling or motorcycling commuters** – the Staff Scratchcards will need collecting in person from the Car Parking Office in Security. Please note that 15 scratch cards is for full time members of staff; part time staff will get a pro-rata number.

d. **Special Needs Permit** – you will need to present satisfactory medical evidence at the Car Parking Office, Security after September 18th 2018.

Note that one of the above options must first be submitted on Flexible Benefits on the Core HR system to proceed.

**When do I need to apply by?**

You must apply for your parking permit through Flexible Benefits by the close of annual enrolment on Friday 14th September 2018. You won’t be able to obtain a permit through flexible benefits if you don’t apply by the deadline date. Arrangements are in place for new staff starters and staff experiencing a defined ‘life event’.

**I wish to make a complaint about car parking or make suggestions on how to improve the policy. How should I do this?**

Please send an email to the Facilities Helpdesk: facilities.helpdesk@lancaster.ac.uk. All emails will receive a response and will be logged for future policy reviews.

**To view the parking policies for 2018/19 please see the Car Parking Policy webpage on the Facilities Travel website:** www.lancs.ac.uk/facilities/travel