Car Parking Policy Documentation

# Car Parking Policy – Principal Document 2026-27

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# 1. Digital Parking Permit Prices Summary

**Please refer to the *Parking and Staff Bus Travel Price List 2026-27* at the link below for all prices:**

**Policy and Enforcement webpage.**

# 2. Permits and Eligibility

- LU Staff should apply online during the Flexible Benefits enrolment periods. From September 2026 all applications received via Flexible Benefits for parking will be automatically rolled over on an annual basis unless staff opt out of the permit by contacting the car parking office.
    - LU staff ineligible for flexible benefits should contact POE.
    - LU staff that are not applying for a car parking permit can apply for a subsidised Staff Unirider bus pass during enrolment periods.
- Non-LU Staff (e.g. tenant staff) – should contact the Parking Office at car-parking@lancaster.ac.uk.
- Students – see Student Car Parking Policy on the Policy and Enforcement webpage.
- Contractors - see Contractor Parking Policy on the Policy and Enforcement webpage.
- LUSU Full-Time Elected Officers – such officers are eligible to apply for a Staff Parking Permit. Applicants should contact the Parking Office at car-parking@lancaster.ac.uk.

**Note: You are required to purchase a digital permit or pay for your parking via RingGo or via a cashless parking payment machine to authorise your vehicle parking. Parking charges will apply 24 hours a day, seven days a week although tariffs will vary. Please check local tariffs and signage before parking.**

**ANPR is active across all areas of campus.**

# 3. Parking Zones

## 3.1 Visitor Parking Zone

A dedicated visitor parking zone will be available on Bowland Avenue on a first come first served basis. Payment in this zone will be by RingGo or a cashless parking payment machine.

In addition to these visitor parking zones, there are some limited waiting time drop-off points around the campus (e.g. part of Bowland Avenue, outside the Pre-School). Parking is restricted to specified time limits with no return within 2 hours – see local signage for details.

### 3.2 Alexandra Park Parking Zone

Staff university digital parking permits are also valid in the Alexandra Park, Parking Zone

Parking Permits for eligible students are restricted entirely to, Alexandra Park parking zone and not valid on main campus, unless you are eligible for an accessible permit.

Payment made via the payment machines or RingGo for Alexandra Park are only valid for Alexandra Park parking zone.

The Lancaster House Hotel car parks and Medical Practice car park are **not** part of the university parking arrangements and are private.

### 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.

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;
- Users must either have purchased a valid permit or have made a payment for their parking session through RingGo or a cashless parking payment machine.

See Section 20 of this policy document - Plug-in Electric Vehicles.
See Lancaster University campus - MazeMap for EV charging areas.

### 3.4 Visitor Payments

All visitors' vehicles (that is any vehicle without an official University digital parking permit) will require payment via the cashless payment machine or RingGo when parked on campus.

It is possible for departments to pay for a visitors parking. Requests should be made via Parking Request - Lancaster University,. A valid budget code is required. 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 the dedicated visitor car parking spaces at Bowland Avenue.

Parking session prices are available on the Travel website Parking - Lancaster University

### 3.6 Event Parking

Where an individual event is being organised that is expected to attract more than 80 car borne visitors the organiser should contact the Travel & Parking 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.

### 3.7 Reserved Parking

When an individual visitor of exceptional importance to the University is expected, staff can contact the Car Parking Office Car-Parking@lancaster.ac.uk who will, if appropriate, arrange for a space to be reserved for the visitor's use. Such instances are likely to be rare. The department must be provided a code for payment or ensure the visitor uses the relevant pay by phone / machine facilities if they are not a permit holder.

## 4. Accessible Parking Provision

Dedicated accessible/disabled parking spaces are provided across the campus. Students should apply via Disability Student Services (disabilities@lancaster.ac.uk) with the relevant medical evidence in accordance with the published guidelines. Staff should apply through flexible benefits and provide the necessary medical evidence electronically to the Car Parking Office for an Accessible Parking Permit (APP). Visitors with a Blue badge should clearly display their badge if parking in an accessible bay. Payment is required for any parking session for visitors with a blue badge.

Accessible Permits are valid in all car parking spaces on campus, including all marked accessible parking spaces.

Please refer to APP Eligibility Guidelines for further details of Accessible Parking Permits. This is available on the Policy and Enforcement page of the website.

## 5. Application of Parking Charges

Charging arrangements apply 24 hours per day 7 days per week. All staff permits purchased are valid for these times. Other areas include:

- Sports Centre Car Parks - Users of the sports centre can access 2 hours free parking or register their vehicles in the sports centre for up to 4 hours if using the sports centre facilities
- Charging arrangements at Chancellor's Wharf apply 24 hours a day / 365 days of the year (see Section 9 of this policy).
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## 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 (car-parking@lancaster.ac.uk). Please refer to the Student Parking Policy available on the Policy and Enforcement webpage.

## 7. Use of Parking Areas

All parking areas are for use for vehicle parking only. It is not permitted to bring any vehicle onto campus for storage, repairs or residential use. Any vehicle which is left on campus or apparently abandoned for more than 1 month, without Security being informed, may be disposed of after sufficient notice has been provided. All vehicles must have appropriate Road Tax, MOT and Insurance to be able to park on Campus.

## 8. Camper Vans, Motorhomes and Caravans

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, sleeping, storage or other uses.

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 verges. A Parking Charge Notice may be issued if a vehicle is not parked wholly within a designated parking bay or is causing another obstruction.

## 9. Chancellor's Wharf

### 9.1 Enforcement:

A system of fixed Automatic Number Plate Recognition (ANPR) camera parking enforcement is in operation at Chancellor's Wharf. **All vehicles** parked at Chancellor's Wharf at any time **must** be registered in advance with Lancaster University as permitted to park at Chancellor's Wharf for the relevant period of time. This will avoid a Parking Charge Notice (PCN) being issued for a non-registered vehicle. Payment for parking must also have been made directly with the University. Parking enforcement is in operation 24 hours a day, 7 days a week.

### 9.2 Permits:

Permits for Chancellor's Wharf are digital only and authorise the registered vehicle to park only at Chancellor's Wharf (CW). This authorisation allows for parking in any available space at CW once payment has been made. Main campus parking permits are NOT valid, unless a university fleet vehicle. Chancellor's Wharf digital parking permits are exclusively available to student residents at CW and University staff and contractors working at CW. They are available either on an annual or termly basis.

### 9.3 Visitors:

Visitors of on-site student residents must ensure that their vehicle is registered with the University as permitted to park at Chancellor's Wharf for the period of the visit. Visitors must also ensure that payment for parking, where relevant, has been made. Visitors must pay online through the e-Store.

### 9.4 Staff:

University staff that do not have a virtual permit for CW parking must contact Security in advance of their visit to Chancellor's Wharf with details of their business visit. This will enable eligible staff to be authorised for parking at Chancellor's Wharf on that particular day.

### 9.5 Contractors:

Contractors working at CW can purchase a CW digital permit or use the arrangement for visitors to on-site student residents.

### 9.6 Accessible Parking:

Vehicles parked in the accessible / disabled parking spaces at Chancellor's Wharf must clearly display a valid Blue Badge or University Accessible Parking Permit AND be registered with the University as permitted to park at Chancellor's Wharf for the relevant period of time. Students with a valid Blue Badge must register for an Accessible Permit via car-parking@lancaster.ac.uk.

## 10. Motorcycles

Motorcycles can park for free on campus provided they are not parked in car parking spaces. A parking permit is not required for motorcycles.

Dedicated, secure and sheltered motorcycle parking is available in the Underpass. Dedicated motorcycle parking is also available on Bowland Avenue, on North Drive, South Drive, at the Health Innovation Campus and at Forrest Hills. Locations of all motorcycle parking can be viewed on the Lancaster University campus - MazeMap.

## 11. Coach Parking

Please note that there is no coach drops-off, pick-ups or coach parking permitted in the Underpass at any time during university term times. Use of the designated coach stop on South Drive near George Fox Avenue is recommended. A coach drop-off point is also provided on North Drive by John Creed Residences. Please refer to Coach Drop-off, Pick-up and Coach Parking Policy 2026-27 for further details. This is available on the Policy and Enforcement page of the website.

## 12. Changes in Vehicle

To enable accurate records to be maintained you must inform the Car Parking Office of the details of any change in vehicle (make, model registration mark, etc.). This is especially important due to the use of ANPR enforcement methods. The Car Parking Office can be contacted by email on car-parking@lancaster.ac.uk.

- If it is necessary to contact the owner of the vehicle it will be the owner of the registered permit who will be contacted.
- LU staff can register up to three vehicles but only one vehicle can be used on campus at any one time. Other vehicles that have been registered by the same person must pay the relevant daily parking charge.
- Student, Tenants and Contractors may only register one vehicle per permit

- **IT IS AN OFFENCE TO REGISTER A VEHICLE ON BEHALF OF SOMEONE ELSE.**

## 13. Refunds

**No refunds can be given on car parking permits**. This includes no cancellation of any monthly payments still pending through salary deduction (flexible benefits). The only exception to this is for university staff not eligible for flexible benefits who terminate their employment at the University. In such cases, a refund will be permitted for the full remaining months on the permit only. See also Section 14.

## 14. 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.

## 15. Vehicles Hired by the University for Business Purposes

Vehicles hired under contract to the University for business purposes will be permitted to park in any bay (excluding Accessible Bays unless authorised) These vehicles will need to register, contacting the car-parking office, car-parking@lancaster.ac.uk

## 16. Enforcement

The University operates a dual system of ANPR (automatic number plate recognition). This comprises of fixed camera ANPR and mobile ANPR through mobile attendant patrols. In either case, any vehicle parked in breach of the Car Parking Policy or Vehicle Regulations is liable to receive a Parking Charge Notice (PCN). See local signage for details regarding PCN's and how to appeal.

A PCN generated by a fixed ANPR camera is issued by post to the registered keeper's address for any vehicle stay that has not authorised and paid for their car parking. A PCN generated by mobile ANPR will result in the PCN being displayed on the vehicle.

Enforcement of the parking policy is 24 hours a day, seven days a week.

Enforcement of the Parking Policy for the Sports Centre Car Parks applies across the Sports Centre opening hours. Enforcement of the Parking Policy at Chancellor's Wharf applies 24 hours a day across 365 days of the year.

# 17. Parking for the University Sports Centre

The following policy applies:

## 17.1 Sports Centre Car Parks

Two hours of free parking (maximum stay of 2 hours) is permitted with no returns within 1 hour. 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 and are for Sports Centre users only.

Three accessible spaces and three parent and child spaces are provided on the front car park. Any user of the accessible spaces must clearly display a valid Blue Badge or be registered with a digital University Accessible Parking Permit. Any user of the parent and child spaces must have one or more infants or children with them. 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.

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.

## 17.2 Sports Field Car Park

Two hours of free parking (maximum stay of 2 hours) is permitted with no returns within 1 hour for sports centre users. Parking charges on the Sports Field Car Park apply 24 hours a day, seven days a week (see local signage for tariffs)

Tariff payment is by RingGo only and authorises the vehicle for parking at that location or Alexandra Park only as the same tariff charges apply in these two areas. All payments are cashless.

## 18. 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. This includes any restriction on 'no returns' within a stated time period.

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:

- 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.

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. Vehicles 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.

## 19. Plug-in Electric Vehicles

The University encourages and incentivises the use of plug-in electric vehicles (PEVs) as more sustainable form of car travel. Such vehicles include battery-only electric vehicles (BEVs) and plug-in hybrid electric vehicles (PHEVs).

### 19.1 Staff Plug-in Electric Vehicle Permits:

Parking of PEVs is available at a reduced price on campus to staff. An annual Plug-In Electric Vehicle Permit is available. This a parking-only fee with electricity use charged separately.

### 19.2 Student EV Permits:

Student eligibility for an EV Permit is consistent with the normal eligibility criteria for student parking permits, although the permit will be for the Electric Vehicle Parking Zone (for charging) and the Alexandra Park Parking Zone (for parking) only. The cost is the same as for staff.

### 19.3 Visitors with EV Vehicles:

Visitors to the University using a EV must pay via a payment machine or RingGo service.

### 19.4 Miscellaneous details:

- **A vehicle must not be parked in any electric vehicle charging bay unless a) it is a plug-in electric vehicle, b) it is plugged in actively charging from the charging point and c) an appropriate digital permit has been purchased, d) has paid for the parking session via a payment machine or the RingGo service.**
- Charging points can be seen on - Lancaster University campus - MazeMap
- EV Permits are only valid in plug-in electric vehicles registered onto that permit. If a second vehicle is to be registered for a permit but that vehicle is not a plug-in electric vehicle then a full Staff Parking Permit must be purchased.
- 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.
- Electricity is charged for separately at the charging points via the AmpEV App. Charges for charging an electric vehicle applies 24/7/365.

## 20. 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 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 vehicle 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:

- Raised area off North Drive;
- Raised Zone car park behind the George Fox Building;
- Sports Field Car Park;
- Car Park behind Bigforth Barn.

## 21. Monthly Parking Permit

A monthly permit option is available for certain groups. Those eligible are University staff on contracts of 52 weeks or less (ineligible for flexible benefits), co-located business tenant staff in LEC, and HIC, students and contractors.

Student Monthly Permits are restricted to the Alexandra Park Parking Zone only. Eligible applicants for the Monthly Parking Permit should apply to the Car Parking Office by email – car-parking@lancaster.ac.uk

## 22. Health Innovation Campus (HIC) Parking

Parking policies at HIC are consistent with the rest of the main University campus. Fixed camera ANPR enforcement is in place for the HIC car park. This applies 24 hours a day seven days a week in line with main campus. PCNs are issued through the post from infringements identified by the fixed ANPR camera in place at the entrance to the HIC car park.

- Separate spaces are provided for accessible parking and for EV charging.
- Visitors must authorise and pay for their parking session through the RingGo service or by using the cashless parking payment machine. Get the RingGo app.

Height restrictions and entrance barriers are in place for the HIC car park. These height restriction barriers are generally set at 2.3m in height. University Security can be contacted if the height barrier requires opening. Please note that the drop-off area outside the HiOne Building is not part of the height restricted access area but does have barrier access control to help ensure authorised use of the drop-off area.

## 23. Forrest Hills Parking

Visitors to Forrest Hills are required to authorise their parking with event organisers to ensure vehicles are recorded on the authorised list.

- Vehicles must only be parked in the designated parking area.

- Parking must be in connection with Forrest Hills business.
- No overnight parking is permitted unless arranged in advance with Conferencing.
- The site entrance may be locked off by Security during times that Forrest Hills is not in use and outside the operation hours of 08.00 to 18.00 Monday to Friday unless otherwise agreed with the Conference team.
- Users of the accessible parking spaces must clearly display a valid Blue Badge OR a University Accessible Parking Permit. In addition, a ticket from the parking meter must also be clearly displayed during the applicable hours.
- Parking enforcement is in operation at Forrest Hills. Please see the signs in the car park for further details.
- Collection of vehicle registrations will be managed by the Conference team.

## 24. Pre School-Permits

There are dedicated drop off bays located outside the pre-school. These are 20-minute drop-off only bays. Options are available to support users for settling in sessions. Please speak to pre-school staff in advance.

## 25. LU Staff Permit Sharing

Lancaster University staff can share a single annual Staff Parking Permit provided the sharing staff members are eligible for a parking permit. The permit will only be valid for use in the specific vehicles registered to that specific parking permit. Up to 3 vehicles per permit can be registered. This will be monitored as part of the parking enforcement process. The responsibility for the use and payment of the permit lies with the staff member applying for it. Verification checks will be undertaken once the application has been submitted.

Staff parking permit rates are based on price bands linked to pay grade and FTE level. The person applying for the parking permit must be at the higher, or equal to, the grade band / FTE level of the colleagues that will be sharing the permit. The person applying for the permit will be fully responsible for its use and payment and acts as the ‘permit holder’. This person will need to have full vehicle details to hand of all vehicles to be registered to the permit.

Through flexible benefits, the staff member making the permit application will have their salary deducted monthly for the parking permit based upon their individual pay grade and FTE level as of 1st October.

Any arrangement to then share the cost of the permit, beyond the committed salary deductions for the permit holder, would need to be made informally between the colleagues involved.

**Important notice:**

Only one of the vehicles that are registered in the permit sharing group can park on campus at any one time. If a second vehicle in the group is parked on campus, then the driver of the second vehicle must purchase a daily parking session via the RingGo service or cashless parking payment machine.

## 26. Further Information

- Car-parking@lancaster.ac.uk
- facilities.helpdesk@lancaster.ac.uk
- Policy and Enforcement webpage
- RingGo
- Lancaster University campus - MazeMap

## END