



CAR PARKING POLICY DOCUMENTATION

Car Parking Policy – Principal Document

2024-25

Effective 1ST October 2024

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1. Parking Permit Prices Summary

Please refer to the *Parking and Staff Bus Travel Price List 2024-25* 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.
 - LU staff ineligible for flexible benefits should contact People & OE.
 - 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, Security (car-parking@lancaster.ac.uk; 01524 521877).
- 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, Security (car-parking@lancaster.ac.uk; 01524 521877).

Note: You are required to either, a) clearly display a valid permit or scratch card in the front windscreen of your vehicle, or b) pay for your parking via the RingGo pay by phone service or via a parking payment machine in order to authorise your vehicle parking. This applies Monday to Friday 08:00 to 18:00.

At fixed camera ANPR sites (Health Innovation Campus, Sports Field Car Park, Chancellor's Wharf) you are required to authorise and pay for your parking session(s) in advance or on arrival of your visit for the duration of the stay (e.g. 2 hours, full day, term, full 12 months). There is no requirement to display a physical permit in the front windscreen of the vehicle on the car park with fixed camera ANPR.

3. Car Parking Zones and Visitor Parking

3.1 Staff Parking Zone

Parking areas in the Staff Parking Zone are marked 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, at the Health Innovation Campus and on the mixed staff/visitor car park situated behind Bigforth Barn off Bigforth Drive.

All Staff Parking Permits (including yellow Staff scratch cards) 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 visitor parking areas is not permitted.

3.2 South West Campus Parking Zone

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.

The Lancaster House Hotel car parks are not part of the South West Campus Parking Zone.

All valid University parking permits, scratch cards and payment via machine or RingGo 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.

Payment via machine or RingGo on SW Campus are valid in Car Park J and in any space in the SW Campus Parking Zone on Alexandra Park. In addition, payment from a payment machine or via RingGo 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. 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;
- Users must either display a valid permit, scratch card or have made a payment for their parking session during chargeable hours, through the RingGo pay by phone service or a payment machine.

See Section 20 of this policy document - Plug-in Electric Vehicles.

3.4 Visitor Parking Zone

Cashless 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 and includes the Health Innovation Campus car park. Each car park is identified with a single letter A to M. Authorised users, following payment for parking, are:

- Visitors.
- Contractors.
- Fleet vehicles owned or leased by Lancaster University or one of 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 (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.

3.5 Permits / Scratch cards / Pay by Phone

All visitors' vehicles (that is any vehicle not displaying an official University parking permit) will require valid payment through the RingGo pay by phone service or at the payment machine to authorise the parking session. At the fixed camera ANPR sites (HIC, Sports Field Car Park) visitors must make payment for their parking session via the payment machine or through the RingGo pay by phone service to authorise their parking session. 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. The only exceptions to this are Contractor Parking Permits and University fleet vehicles which are authorised to park in any visitor parking space.

Visitors may only park in the designated visitor car parks A to M or on South West Campus. These car parks are identified on the Parking Zones Map available on the Car Parking webpages.

Staff Scratch cards:

Staff scratch cards are only valid in the Staff Parking Zone and in the SW Campus Parking Zone on Alexandra Park.

Scratch cards are not valid at the Health Innovation Campus or at Visitor Car Park K – Sports Field Car Park as these car parks are fixed ANPR car parks with no requirement to physically display valid permit or scratch card. Users of scratch cards wishing to park at the Health Innovation Campus can park by the bowling green (Visitor Car Park Lb). This car park is situated behind the Sports Centre, a short walk away from the Health Innovation Campus. Anyone using a scratch card at the Health Innovation Campus or the Sports Field Car Park is likely to receive a Parking Charge Notice (PCN) through the fixed camera ANPR enforcement system.

3.6 Visitor Parking Charges – Payments and RingGo Pay by Phone

Most payments for visitor parking charges cost £2.40 for 2 hours or £5.70 for a full day. Payment is available through the RingGo pay by phone service. Payment parking meters are also located in some key visitor parking destinations (see the Parking Zones Map for details of the parking meter locations).

Visitor Car Park J on Alexandra Park costs £3.50 for a full day or £2.40 for 2 hours. Payments for parking 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. Payment for parking on Visitor Car J via the RingGo pay by phone service or payment machine only authorises parking within the SW Campus Parking Zone and not in another visitor car park which are charged at the higher daily rate of £5.50.

Different charges also apply to Visitor Car Park K (Sports Field Car Park) where a system of fixed camera ANPR enforcement is in place, (see Section 18 of this policy) and to Forrest Hills (see Section 24 of this policy).

Visitor Scratch Cards are no longer available for purchase. Internal departments may purchase visitor parking via the Travel and Parking coordinator. Departments must provide a code for the parking charges, vehicle details and registration of the relevant visitor and the date of the visit to ensure compliance and avoidance of a PCN notice being issued.

Scratch cards are not available to students to either purchase or to use.

3.7 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 & 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.

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 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 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. Blue Badges will be honoured for single use, but an Accessible Parking Permit (AP) should be obtained for continued use. Blue Badge visitors requiring parking at the Health Innovation Campus must first register their details by telephone with Security.

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

An Accessible Parking Permit can only be used whilst the eligible person, i.e. the Accessible Parking Permit holder, is the driver of the vehicle. Accessible Parking Permits are not valid for use in other vehicles where the permit holder is being transported as a passenger. In such cases, the passenger should be dropped off at an appropriate place before the driver parks the vehicle in a standard parking space. Drop-off points are also across the campus.

Version 9 of the BPA's Approved Operator Code of Practice (from 1st February 2024) requires recognition of people's individual disabilities (physical or otherwise) in the consideration of PCN appeals and their possible impacts on such matters as reasonably needing longer consideration periods and grace periods, more time to access parking payment equipment and online parking payment services.

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

Permit and charging arrangements apply between 8.00 a.m. to 6.00 p.m. Monday to Friday (inclusive) for 52 weeks per year unless otherwise advised. Other areas include:

- Charging arrangements at the Sports Centre Car Parks (Visitor Car Parks La and Lb) apply during all opening hours of the Sports Centre.
- Charging arrangements at Chancellor's Wharf apply 24 hours a day / 365 days of the year (see Section 9 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. 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.

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 and scratch cards 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 for the visit. Visitors must also ensure that

payment for parking, where relevant, has been made. Visitors must pay online through the [University's Online Store](#). The charge is £3.50 per 24-hour period of parking.

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.

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 [Campus Map](#).

Motorcycles can also be parked informally in other areas provided they do not cause an obstruction and are not parked at a bicycle parking area. 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 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 2024-25 for further details. This is available on the [Policy and Enforcement page](#) of the website.

12. Use and Display of Permits and Changes in Vehicle

You must either, a) clearly display in the front windscreen of your vehicle a valid permit or scratch card), or b) pay for parking through the RingGo pay by phone service or parking payment machine. This requirement applies 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 and therefore liable to receive a Parking Charge Notice (PCN).

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 telephone on 01524 521877 or 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.
- If you use more than one vehicle, the actual permit must be displayed in the vehicle on campus on the relevant day and all vehicles used must be registered to the permit being used.
- **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.**
- **Important!** Mon-Fri 08:00-18:00 you must clearly display a valid permit, scratch card or have paid for parking through the RingGo pay by phone service or a payment machine. Vehicles must also be parked in the correct area. If you are registered onto a parking permit but don't display the permit in your vehicle windscreen you risk receiving a PCN. Security will not authorise you to park unless you clearly display your valid permit in your vehicle in accord with the policy.

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. Lost Parking Permits

Anyone who loses or misplaces their parking permit will be charged £30.00 for a duplicate. If the original permit is subsequently found and presented at the Car Parking Office then a 50% (£15) refund will be permitted on the duplicate permit provided that the duplicate permit is returned to the Car Parking Office at that time.

15. 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. All fleet vehicles are authorised to park in the fixed ANPR car parks.

16. 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. Separate arrangements are in place for the Health Innovation Campus where fixed camera ANPR enforcement is in place.

17. Enforcement

The University operates a dual system of ANPR (automatic number plate recognition). This comprises of fixed camera ANPR at a limited number of specific car parks 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). This is charged at £75, reduced to £45 if paid within 14 days.

Fixed ANPR camera car parks are Chancellor's Wharf (operates 24/7), the Health Innovation Campus (HIC) car park and the Sports Field Car Park (Visitor Car Park K). At these sites a PCN is issued by post to the registered keeper's address for any vehicle stay that has not authorised and paid for their car parking.

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).

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.

18. Parking for the University Sports Centre

The following policy applies:

18.1 Sports Centre Car Parks (Visitor Car Parks La and Lb)

Two hours of free parking (maximum stay of 2 hours) is permitted with no returns within 1 hour. A valid ticket must be displayed during Sports Centre opening hours (currently Monday to Friday 06:00 to 22:00, Saturday 07:30 to 18:00, Sunday 07:30 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.

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 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, Staff, Contractor and Conference Scratch cards and pay & display tickets from other car parks are NOT valid on this car park.

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.

On the rear car park by the bowling green (Car Park Lb), staff scratch cards are valid. Scratch card users visiting HIC can park on Car Park Lb by the bowling green as scratch cards are not valid on the car park at HIC.

18.2 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 - £3.50

Tariff payment is by RingGo only and authorises the vehicle for parking at that location only. All payments are cashless.

Please note that fixed camera ANPR enforcement is in operation at the Sports Field Car Park to ensure that all vehicle stays have been authorised with payment collected for the parking duration required.

19. 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 of £75 may be issued for failing to comply with any of the above restrictions.

20. 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).

20.1 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.

20.2 Student PEV 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 South West Campus Parking Zone on Alexandra Park (for parking) only. The cost is the same as for staff.

20.3 Visitors with EV Vehicles:

Visitors to the University using a PEV must use pay via a payment machine or the RingGo pay by phone service during chargeable hours of Monday to Friday 08:00 to 18:00.

20.4 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) is clearly displaying in the front windscreen a valid University parking permit or scratch card d) has paid for the parking session via a payment machine or the RingGo pay by phone service. during Monday to Friday 08:00 to 18:00.**
- Charging points are located at Furness Avenue, Visitor Car Park C in John Creed Avenue, Visitor Car Park E opposite the ISS Building, Visitor Car Park F outside InfoLab21, Visitor Car Park I in Farrer Avenue and at the Health Innovation Campus.

- 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.
- EV permits are not valid in standard visitor spaces but can be used in standard staff parking areas (for staff EV permit holders), or SW Campus (for student EV permit holders).
- Electricity is charged for separately at the charging points. The charge from 1st October 2024 is 34p/kWh. The electricity charge for charging an electric vehicle applies 24/7/365.

21. 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:

- 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);
- Car Park behind Bigforth Barn (Staff and Visitor car park).

22. 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, InfoLab21 and HIC, students and contractors.

The price is £43 per month. Permits are valid in the Staff Parking Zone and the SW Campus Parking Zone. Student Monthly Permits are restricted to the SW Campus Parking Zone only. Eligible applicants

for the Monthly Parking Permit should apply to the Car Parking Office by email – car-parking@lancaster.ac.uk

23. 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 during chargeable hours of 08:00 to 18:00 Monday to Friday. PCNs are issued through the post from infringements identified by the fixed ANPR camera in place at the entrance to the HIC car park.

There is no zoning distinction between Staff and Visitor parking spaces at HIC. Separate spaces are provided for accessible parking and for EV charging.

Visitors must authorise and pay for their parking session through the RingGo pay by phone service, or by using the payment machine, if one is available to use.

Parking scratch cards of any kind are no longer valid in the HIC car park. Parking in the HIC car park with a parking scratch card is likely to result in the issue of a postal PCN from the ANPR camera enforcement system. Parking users visiting HIC and wishing to use a scratch card can park on the car park by the bowling green (Visitor Car Park Lb) which is accessed from the side of the Sports Centre.

University staff and tenant staff can pre-pay for a specific day of car parking at HIC using the University's Online Store at a reduced staff rate of £2.90 per day. The vehicle and date details provided will be added to the authorised parking list for the requested date. This process also authorises the staff member to park in the Staff Zone areas on North Campus and South Campus as well as in the South West Campus Parking Zone, in addition to HIC.

All University parking permits that are valid on the HIC car park will on issue be added to the authorised list for HIC ANPR for the duration of the permit's period of validity. It then becomes optional whether the driver displays the physical permit in the vehicle windscreen whilst parked at HIC. Any changes in vehicle must be reported to Security before any further parking at HIC.

All Accessible Parking Permits and Blue Badges are valid in the accessible parking bays at HIC. Blue Badge holders who do not have a University Accessible Parking Permit will need to register their details

with University Security to enable free authorised parking for Blue Badge holders – please contact Security on 01524 521877 or 01524 594541.

Height restriction 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.

24. 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 between 08:00 and 18:00 Monday to Friday. University parking permits or scratch cards are valid.

- 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.
- 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.

25. Pre School Permits

A scheme of free Pre-School Permits is in place for the designated drop-off spaces outside the Pre-School Centre. There is a limit of one permit per registered family of the Pre-School Centre.

26. Staff Permit Sharing

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-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. Up to 3 vehicles can be registered per 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. This must be at the higher level of the staff sharing the permit.

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:

In the event colleagues sharing the permit bring more than one vehicle onto campus on the same day, the vehicle that is not displaying the parking permit must instead display a valid scratch card or pay for parking through the RingGo pay by phone service or a payment machine. You will not be able to contact Security to advise you are on campus with your registered vehicle but are not displaying the permit as this will not be accepted. Failure to display a valid permit, scratch card or pay for the parking session through RingGo or a payment machine, may result in a PCN being issued.

27. Further Information

All Parking Policy documents: [Policy and Enforcement webpage](#)
[Parking webpages](#)

Facilities Helpdesk: facilities.helpdesk@lancaster.ac.uk or 01524 593333.

END