

## CAR PARKING POLICY DOCUMENTATION

Student Car Parking Policy

2024-25

Effective 1<sup>ST</sup> October 2024

Student Car Parking Policy for 2024-25

## 1. Introduction

Lancaster University has very frequent bus services to the city centre (14 per hour during term time weekdays) and excellent routes for walking and cycling. Most students find they do not need a car. For more details on travel to campus please see the [Travel Website](#).

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. These are listed in Section 9.

Please also refer to the Car Parking Policy Principal Document for additional policy information, including the policy on parking at Chancellor's Wharf. This document is available on [Policy and Enforcement webpage](#).

## 2. General Information and Requirements

Please note the following general requirements and information:

- Students without a permit should not park on any public roads close to the University campus. This is in the interests of road safety and the local residents.
- Permits are for the South West Campus Parking Zone on Alexandra Park only (unless stated otherwise) and cost £165.12 for the full year (12 months).
- Annual permits expire on 30<sup>th</sup> September 2025.
- Parking at the Sports Field Car Park (Visitor Car Park K), the Health Innovation Campus and Chancellor's Wharf is automatically enforced through the use of fixed ANPR cameras (automatic number plate recognition). Further details on parking enforcement can be found [here](#).
- The South West Campus Parking Zone does not include the car parks of the Lancaster House Hotel, these are privately managed and enforced.
- The copying of permits is strictly prohibited.
- Only eligible students will be able to obtain car parking permits.
- Any supporting documentation will need to provide proof that the stated criterion is satisfied.
- Applications submitted without the necessary evidence, or where any of the required information is missing, will not be processed.
- Each applicant is responsible for ensuring that their evidence arrives at the Parking Office in the Security Lodge. Electronic delivery is recommended: [car-parking@lancaster.ac.uk](mailto:car-parking@lancaster.ac.uk)

- 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.
- Student users of plug-in electric vehicles are subject to the same eligibility criteria as student users of other fuelled vehicles. The price charged for a Plug-in Electric Vehicle Permit is £165.12.

This is a parking only charge, additional payments will be required for the electricity used.

### 3. Enforcement

For the academic year 2024-25, parking enforcement in the South West Campus Parking Zone on Alexandra Park for the failure to clearly display a valid permit or pay and display ticket will recommence on Monday 16<sup>th</sup> October 2024. Further details on parking enforcement can be found [here](#).

### 4. Cost

- Annual Student Parking Permit (South West Campus Parking Zone on Alexandra Park): **£165.12**
- Annual Chancellor's Wharf (Digital) Permit (not valid on campus): **£165.12**
- Termly Student Permit (South West Campus Parking Zone on Alexandra Park or Chancellor's Wharf): **£64 per term**
- Monthly Student Permit (South West Campus Parking Zone on Alexandra Park): **£43 per month.**

Students must be eligible for the permit they select.

### 5. 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 a parking permit. This will be an Alexandra Park Permit that is 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.

This does not apply to student staff on substantive employment contracts with the University. In such cases, the Student Parking Policy does not apply.

## 6. Students that live on North Campus or South Campus with children aged 5 years or under

Such students are eligible for a Staff Parking Permit and to upgrade this permit to be able to park in the Visitor Parking Zone as well. Please contact the Car Parking Office in Security to arrange: [carparking@lancaster.ac.uk](mailto:carparking@lancaster.ac.uk); 01524 521877.

## 7. 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 £64. Note that parking enforcement continues through all vacation periods, including summer.

## 8. Scratch cards:

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

## 9. Categories of students eligible for a parking permit:

Please contact the Parking Team by telephone (01524 521877) or by email ([carparking@lancaster.ac.uk](mailto:carparking@lancaster.ac.uk)).

Category	Apply to:	Permit Location and Cost
1. Blue Badge holders and students with permanent or temporary reduced mobility or medical conditions that impact on mobility.*	<b>Car Parking Office</b> , Security Lodge, 01524 521877 <a href="mailto:carparking@lancaster.ac.uk">carparking@lancaster.ac.uk</a>	Campus £165.12 p.a. No charge for valid Blue Badge holders.
2a. Campus residents where the illness or disability of an immediate family member (parent/legal guardian, spouse, brother or sister) necessitates frequent visits home.  Note the permanent/family home postcode must be within 150 miles of the University main campus. (Note: This is offered on compassionate grounds)	<b>Car Parking Office</b> , Security Lodge, 01524 521877 <a href="mailto:carparking@lancaster.ac.uk">carparking@lancaster.ac.uk</a>	South West Campus Parking Zone (Alexandra Park) only. £165.12 p.a.
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 the medical evidence will need to confirm this.	<b>Car Parking Office</b> , Security Lodge, 01524 521877 <a href="mailto:carparking@lancaster.ac.uk">carparking@lancaster.ac.uk</a>	South West Campus Parking Zone (Alexandra Park) only.

<p>Note the permanent/family home postcode must be within 75 miles of the University main campus. (Note: This is offered on grounds on dependency)</p>		<p>£165.12 p.a.</p>
<p>2c. Campus residents that have lost an immediate family member (parent/legal guardian, spouse, brother or sister) in death within the last 6 months.</p>	<p><b>Car Parking Office</b>, Security Lodge, 01524 521877 <a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a></p>	<p>South West Campus Parking Zone (Alexandra Park) only. £165.12 p.a.</p>
<p>3. Any student with children aged 16 or under.</p> <p>Note: FHM students with a child of 11 years or under have the option to upgrade to a Staff Parking Permit at £266 which allows parking at HIC.</p>	<p><b>Car Parking Office</b>, Security Lodge, 01524 521877 <a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a></p>	<p>South West Campus Parking Zone (Alexandra Park) - £165.12 p.a.  (If resident on north/south campus - Staff Zone at £276 p.a.), plus Visitor Zones if child is aged under 5 years).</p>
<p>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</p>	<p><b>Car Parking Office</b>, Security Lodge, 01524 521877 <a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a></p>	<p>South West Campus Parking Zone (Alexandra Park) only. £165.12 p.a.</p>

<p>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.</p> <p>Employment by an immediate family member (parent/legal guardian, grandparent, spouse, brother or sister) cannot be included.</p>	<p><b>Car Parking Office</b>, Security Lodge, 01524 521877  <a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a></p> <p>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)</p> <ul style="list-style-type: none"> <li>• Random sampling of employment applications with employers will be conducted to ensure fairness of process.</li> <li>• Places of work must be less than 75 miles from campus.</li> </ul>	<p>South West Campus Parking Zone (Alex Park) £165.12 p.a.</p> <p>Staff Zone (£276 p.a.) if required to be at work between 11pm and 6.30am.</p>
<p>5b. Campus residents with regular (most weeks throughout the year) course related activity that can't reasonably be reached by public transport. This does not apply to off campus students.</p>	<p><b>Car Parking Office</b>, Security Lodge, 01524 521877  <a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a></p> <p>Letter signed by Head of department, including required frequency of activity.</p>	<p>South West Campus Parking Zone (Alexandra Park) only.  £165.12 p.a.</p>
<p>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.</p> <p>Volunteer work provided by an immediate family member (parent/legal guardian, grandparent, spouse, brother or sister) cannot be included.</p>	<p><b>Car Parking Office</b>, Security Lodge, 01524 521877  <a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a></p> <p>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 termtime.</p> <ul style="list-style-type: none"> <li>• Places of voluntary work must be less than 75 miles from campus.</li> <li>• Voluntary work must be for a charitable based organisation.</li> </ul>	<p>South West Campus Parking Zone (Alexandra Park) only.  £165.12 p.a.</p>
<p>6. Campus residents who have brought their car with them by ferry from their home overseas.</p>	<p><b>Car Parking Office</b>, Security Lodge, 01524 521877  <a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a></p>	<p>South West Campus Parking Zone (Alexandra Park) only.  £165.15 p.a.</p>

<p>7. Any student whose term-time address is off-campus and outside the defined urban core area.</p> <p>See the Urban Core Area document on the <a href="#">Student Parking webpage</a>.</p>	<p><b>Car Parking Office</b>, Security Lodge, 01524 521877</p> <p><a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a> Proof of term-time address.</p>	<p>South West Campus Parking Zone (Alexandra Park) only.</p> <p>£165.12 p.a.</p>
<p>8a. Campus residents who are pursuing training or development as an excellent athlete representing their country or Great Britain, and/or undertaking elite sport in a professional capacity, and whose need extends beyond what is provided at the University.</p> <p>It requires the student to attend training/competition and other associated meetings on a regular basis and which cannot be reasonably be reached by public transport.</p>	<p><b>Car Parking Office</b>, Security Lodge, 01524 521877</p> <p><a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a></p> <p>Letter written and signed by the National Governing Body / Head Coach.</p>	<p>South West Campus Parking Zone (Alexandra Park) only.</p> <p>£165.12 p.a.</p>
<p>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, etc.</p>	<p>Please complete an application form available from the Students' Union Activities Office – <a href="mailto:su.activities@lancaster.ac.uk">su.activities@lancaster.ac.uk</a></p>	<p>South West Campus Parking Zone (Alexandra Park) only.</p> <p>£165.12 p.a.</p>

\* Category 1 and 2a: Varying permit lengths 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 addressed through the issuing of Termly Permits or Monthly Permits.