CAR PARKING POLICY DOCUMENTATION

Car Parking Policy – Principal Document

2021/22

Effective 1ST October 2021
# Table of Contents

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Policy element</th>
<th>Page number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Parking Permit Prices Summary</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Permits and Eligibility</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Car Parking Zones and Visitor Parking</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Accessible Parking Provision</td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td>Application of Parking Charges</td>
<td>6</td>
</tr>
<tr>
<td>6</td>
<td>Registration of Student Vehicles</td>
<td>8</td>
</tr>
<tr>
<td>7</td>
<td>Use of Parking Areas</td>
<td>8</td>
</tr>
<tr>
<td>8</td>
<td>Camper Vans, Motorhomes and Caravans</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>Chancellor’s Wharf</td>
<td>8</td>
</tr>
<tr>
<td>10</td>
<td>Motorcycles</td>
<td>9</td>
</tr>
<tr>
<td>11</td>
<td>Coach Parking</td>
<td>9</td>
</tr>
<tr>
<td>12</td>
<td>Use and Display of Permits and Change in Vehicle</td>
<td>10</td>
</tr>
<tr>
<td>13</td>
<td>Refunds</td>
<td>11</td>
</tr>
<tr>
<td>14</td>
<td>Lost Parking Permits</td>
<td>11</td>
</tr>
<tr>
<td>15</td>
<td>Staff Car Share Permit</td>
<td>11</td>
</tr>
<tr>
<td>16</td>
<td>University Fleet of Vehicles</td>
<td>13</td>
</tr>
<tr>
<td>17</td>
<td>Vehicles Hired in by the University for Business Purposes</td>
<td>13</td>
</tr>
<tr>
<td>18</td>
<td>Free parking (staff) scratch cards for cycling &amp; walking commuters</td>
<td>14</td>
</tr>
<tr>
<td>19</td>
<td>Enforcement</td>
<td>15</td>
</tr>
<tr>
<td>20</td>
<td>Parking for the University Sports Centre</td>
<td>15</td>
</tr>
<tr>
<td>21</td>
<td>Unloading / Loading of Vehicles</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>Plug-in Electric Vehicles</td>
<td>17</td>
</tr>
<tr>
<td>23</td>
<td>Parking of Long Wheelbase Vehicles</td>
<td>18</td>
</tr>
<tr>
<td>24</td>
<td>Monthly Parking Permit</td>
<td>19</td>
</tr>
<tr>
<td>25</td>
<td>Health Innovation Campus (HIC) Parking</td>
<td>19</td>
</tr>
<tr>
<td>26</td>
<td>Forrest Hills Parking</td>
<td>19</td>
</tr>
<tr>
<td>27</td>
<td>Pre-School Permits</td>
<td>20</td>
</tr>
<tr>
<td>28</td>
<td>Further Information</td>
<td>20</td>
</tr>
</tbody>
</table>
1. Parking Permit Prices Summary

Please refer to the Parking and Staff Bus Pass Price List 2021/22 for all prices.

Annual Parking Permit

- Staff £294*
- Staff Car Share (2 to 5 registered users can share this cost) £73
- Student (South West Campus Parking Zone on Alexandra Park Only) £142**
- Chancellor’s Wharf £142
- Plug-in Electric Vehicle £234
- Contractor £234

Termly Parking Permit

- Staff / Contractor £88
- Student (SW Campus (Alex. Park) or Chancellor’s Wharf) £55

Monthly Parking Permit

- Certain staff groups by exception (see section 24 of this policy) £37 per month

* Discounts apply for LU part-time staff and LU staff up to and including Grade 8, through flexible benefits – see the Parking and Staff Bus Pass List 2021/22 on the Policy and Enforcement webpage for details.

**Students must be eligible for an annual permit under the Student Parking Policy.

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 592179).
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 and on the mixed staff/visitor car park situated behind Bigforth Barn on Bigforth Drive.

With the exception of the Car Share Permit, all other 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 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 pay & display tickets 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.

Pay and display tickets obtained from the parking meters on SW Campus are valid in Car Park J and in any space in the SW Campus Parking Zone on Alexandra Park. In addition, a valid pay and display ticket obtained from a parking meter 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;
- Staff users must display a valid EV Parking Permit; and
- Visitor users must pay and display during the applicable hours.

See Section 22 of this policy on Plug-in Electric Vehicles.

3.4 Visitor Parking Zone

Cashless pay and display 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. Each car park is identified with a single letter A to M. Authorised users are:

- Visitors (displaying a valid pay & display ticket or Visitor / Conference scratch card);
- Holders of a Staff Car Share Permit (except in the Sports Centre front car park and Bowland Avenue);
- Contractors (displaying a valid Contractor Parking Permit);
- Fleet vehicles owned or leased by Lancaster University or 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 / Pay & Display Tickets / Scratch cards

All visitors’ vehicles (that is any vehicle not displaying an official University parking permit) will require either a pay and display ticket or a scratch card when parked on campus. 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. Permit holders must purchase a pay and display ticket or a visitor / contractor scratch card to park in these areas. The only exceptions to this are the Staff Car Share Permit, Contractor Parking Permit and University fleet vehicles which can 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.

Scratch cards:

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

3.6 Charges – Pay & Display and Scratch Cards

Pay and display tickets cost £2.50 for 2 hours or £5 for a full day. These are available from the cashless parking meters located at each of the visitor car parks and on South West Campus.

Visitor Car Park J on Alexandra Park costs £3 for a full day or £2 for 2 hours. The tickets purchased 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. Tickets from the meter at Car Park J cannot be used in other visitor car parks.
Different charges also apply to the Visitor Car Park K (Sports Field Car Park), (see Section 20 of this policy) and to Forrest Hills (see Section 26 of this policy).

Scratch cards cost £5 each. These are available through the University’s Online Store. Departments may also purchase scratch cards direct from the Car Parking Office and sell them on to visitors at cost, provided this does not introduce a new requirement to handle cash. Scratch cards should not be posted out to visitors unless they are known to be arriving by car, as visitors travelling by other means will not require them.

**Scratch cards are not available to students.**

### 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 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 extremely rare. The visitor must be provided with a scratch card or use the pay & display 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 a single use but an Accessible Parking Permit (AP) should be obtained for continued use.

University AP permits are valid in all car parking spaces on campus in any parking zone, including all marked disabled parking spaces. Please refer to APP Eligibility Guidelines for further details.
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 Park L) apply during all opening hours of the Sports Centre (see Section 20 of this policy).
- 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 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.

9. Chancellor’s Wharf

9.1 Enforcement:

A system of 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 virtual 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 virtual 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 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 virtual 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 do not need parking permits, but they are not allowed to park in any of the car parking bays or cause any form of obstruction elsewhere. Motorcycles should not be parked in any of the bicycle parking areas as these are intended for pedal cycles only. 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 2021/22 for further details.

12. Use and Display of Permits and Change in Vehicle

You must clearly display in the front windscreen of your vehicle a valid permit (or pay & display ticket or scratch card) on campus 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.

To enable accurate records to be maintained you must inform the Car Parking Office of the details of any change in vehicle (make, registration, etc.). The Parking Office can be contacted by telephone on 01524 592179 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.**
The Staff Car Share Permit is only transferable between the vehicles registered on the permit.

13. Refunds

**No refunds can be given on car parking permits.** This includes no cancellation of any monthly payments still pending. 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 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. Staff Car Share Permit

**Eligibility**

These permits are only available in 2021/22 to staff that held a Car Share Permit in 2019/20, 2020/21 or in both of these years.

Eligible staff must be able to share their journeys to/from campus for the vast majority of days that they travel to work at the University.

Any variation in the FTE levels across the car share group must not be greater than 0.4 FTE. For example, someone who is 1.0 FTE wanting to share with someone who is 0.5 FTE would not be eligible.

Note: This is regardless of eligibility in previous years.

Staff returning from maternity, shared parental leave or sabbatical leave are eligible upon their return to work, provided all other eligibility conditions are satisfied. Staff returning from long-term sick leave that missed the annual enrolment window due to their sickness can also qualify upon their return to work provided that all other eligibility conditions are satisfied.
Should a member of the car share group leave during the year causing only one remaining member of the car share group to be left, the retained member is no longer eligible for the car share. In these cases, People & Organisational Effectiveness will arrange for the monthly parking permit salary deductions to be changed from the car share amount to the standard parking permit.

Use

Staff Car Share Permits are valid in all parking zones, including Visitor Zones and the Health Innovation Campus. The only exceptions are the Sports Centre Front Car Park and Bowland Avenue where Staff Car Share Permits are not valid. Parking in restricted use spaces is not permitted unless otherwise eligible to use these spaces, e.g. accessible spaces, electric vehicle charging spaces, ‘reserved’ spaces).

The Car Share Permit is transferable only between the registered vehicles. The cost of the permit is shared between each of its registered users, although only one permit is issued to the entire registered group. At least two cars will need to be registered to obtain the permit.

Scratchcards

Each registered member of a Staff Car Share Permit is entitled to up to 20 x free one-day parking Staff Scratch cards to provide some flexibility through the year due to unexpected sickness absences, emergencies and other similar reasons. Recognising that it may not be possible or convenient to car share every working day on campus all year round, the allocation also provides flexibility for a certain limited number of personal convenience days when car sharing does not take place and each member brings their own vehicle onto campus.

The Staff Scratch cards (subject to separate terms & conditions) provide the user with free parking in the Staff Parking Zone or South-West Campus Zone. The Staff Scratch cards are restricted for use only in the stated year. The entitlement to free Staff Scratch cards is based on each staff member’s FTE. The following policy applies:

- 1.0 FTE – 20 scratch cards
- 0.80 to 0.99 FTE – 16 scratch cards
- 0.60 to 0.79 FTE – 12 scratch cards
- 0.40 to 0.59 FTE – 8 scratch cards
- Less than 0.40 FTE – 4 scratch cards
Car Parking Policy 2021/22 v2
Principal Document

There will be no refunds for unused scratch cards at the end of the permit year. If the Car Share Permit is cancelled during the year, then the permit holder will be required to return scratch cards proportionate to the months of the permit year remaining; if fewer than this are able to be returned, then the difference will be charged.

Tenant Car Shares
All tenant staff car sharers will need to sign the application form and include tenant staff home addresses, vehicle registration details, job title and employer organisation. The line manager of each tenant staff car sharer is also required to sign the application form to provide verification of their employee’s FTE level and that the car share arrangement is in place.

Electric Vehicles
In instances where a plug-in electric vehicle is registered to a Car Share Permit, the permit fee to be applied shall match that of the EV Permit rather than that of the Car Share Permit. This is because the EV Permit fee incorporates a payment to cover the cost of electricity at the EV charging points.

Guaranteed Ride Home Scheme
All staff registered onto a Staff Car Share Permit can benefit from the Guaranteed Ride Home Scheme. This scheme ensures that all registered Car Share Permit holders are able to get home in the event of any unforeseen occurrences arising during work time that affects the ability of any member of the car share group travelling home from work. Further details are available on the Policy and Enforcement webpage: www.lancaster.ac.uk/sustainability/travel/parking/policy-and-enforcement/

16. 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.

17. 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.
18. Free Parking (staff) scratch cards for those who commute by cycle, motorcycle or walk

This staff benefit returns in 2021/22 but only for those staff who previously took up this benefit prior to COVID-19 in 2019/20.

12 x free staff scratch cards (pro-rata for part-time staff based on FTE) are available from October 2021 with an application deadline of 10th September 2021 for eligible staff who choose not to purchase an annual or termly car parking permit or bus pass and whose usual mode of travel to work is not by car or bus. A member of staff cannot claim the free scratch cards and purchase an annual or termly permit or a subsidised bus pass in the same permit year. These will therefore cater for regular cycling, motorcycle or walking commuters. This benefit does not apply to short-term temporary staff but to staff that travel to campus regularly throughout the academic year from October 2021.

The staff scratch cards are restricted for use only in the stated year. It is not permitted to roll over unused staff scratch cards to the following year. Scratch cards will be issued in time for October 2021 and will expire on 30th September 2022.

The allocation of free staff scratch cards will be based on the following FTE structure:

- 1.0 FTE – 12 scratch cards
- 0.80 to 0.99 FTE – 10 scratch cards
- 0.60 to 0.79 FTE – 8 scratch cards
- 0.40 to 0.59 FTE – 4 scratch cards
- Less than 0.40 FTE – 2 scratch cards

- If a member of staff is found to have registered the same vehicle twice for two lots of free scratch cards, all the scratch cards must be given up and will become invalidated.
- LU staff eligible for this benefitted will be notified in writing by People & OE in mid-August 2021. Eligible staff wishing to opt in for this benefit will need to do so as instructed in the notification by the deadline of 10th September 2021.
- The scratch cards are not transferable to any other person, any other vehicle or any other permit year.
19. Enforcement

The University operates mobile attendant enforcement. At Chancellor’s Wharf, a system of Automatic Number Plate Recognition (ANPR) camera enforcement is in operation. 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.

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 (currently Monday to Friday 07:00 to 22:00, Saturday 08:30 to 18:00, Sunday 09:30 to 18:00). Enforcement of the Parking Policy at Chancellor’s Wharf applies 24 hours a day across 365 days of the year.

20. Parking for the University Sports Centre

The following policy applies:

20.1 Sports Centre Car Park (Visitor Car Park L) – front and rear car parks

Two hours of free parking (maximum stay of 2 hours) is permitted with no returns within 1 hour. A ticket from one of the two machines must be displayed at all times during Sports Centre opening hours (currently Monday to Friday 07:00 to 22:00, Saturday 08:30 to 18:00, Sunday 09:30 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 disabled spaces and three parent and child spaces are provided on the front car park. Any user of the disabled 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 Scratchcards and pay & display tickets from other car parks are NOT valid on this car park. Car Share permits are valid in the rear car park but not on the front 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.

20.2 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 2 hours – Free (with ticket)
Up to 10 hrs - £3

Pay & display tickets issued from the Sports Field Car Park ticket machine are only valid on the Sports Field Car Park. All payments are cashless.

21. 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.

22. Plug-in Electric Vehicles

The University seeks to encourage the use of plug-in electric vehicles (PEVs) as a sustainable form of car travel. Such vehicles include battery-only electric vehicles (BEVs) and plug-in hybrid electric vehicles (PHEVs).

22.1 Staff PEV Permits:
Parking of PEVs is available at a reduced price on campus to staff. An annual Plug-In Electric Vehicle Permit is available. The permit fee includes unlimited access to electric vehicle charging points on campus. The fee has been calculated based on average annual electricity consumption per vehicle at the campus charging points in order to satisfy HMRC requirements. In future years a system of pay-per-use electrical charging will be introduced.

22.2 Student PEV Permits:
Student eligibility for an EV Permit is consistent with the normal eligibility criteria for student 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.

22.3 Visitors with EV Vehicles:
Visitors to the University using a PEV must use the pay and display facilities. A valid pay and display ticket or Visitor scratch card then entitles the user to free electric vehicle charging at one of the charging points for the period that the pay and display ticket or scratch card is valid for.

22.4 Misc. details:
- A vehicle must not be parked in an electric vehicle charging bay unless clearly displaying in the front windscreen a valid University EV Parking Permit or pay & display ticket.
- Charging points are being added across the campus. Current charging points are located at Furness 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.
• In the event that an EV Permit Holder brings onto campus a vehicle that is not electric, then pay and display visitor facilities must be used. EV Permits are only valid in electric vehicles registered onto that permit. If both vehicles are to be brought onto campus frequently then a full Staff Parking Permit should be purchased. In such cases, an EV Permit can be issued for the electric vehicle free of charge.

• 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 visitor spaces but can be used in staff parking areas (for staff EV permit holders), or SW Campus (for student EV permit holders).

23. Parking of Long Wheelbase Vehicles

Long wheelbase (LWB) vans and minibuses should 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 vehicles 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);
• Visitor Car Park L (Sports Centre rear car park by the bowling green);
• Car Park behind Bigforth Barn (Staff and Visitor car park).

24. Monthly Parking Permit

A monthly permit option is available for certain groups only. 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, and contractors.
The price is £37 per month. Permits are valid in the Staff Parking Zone and the SW Campus Parking Zone. Eligible applicants for the Monthly Parking Permit should apply to the Car Parking Office by email – car-parking@lancaster.ac.uk

25. Health Innovation Campus (HIC) Parking

Parking policies and arrangements at HIC are consistent with the rest of the main University campus.

Parking at HIC is organised and signed into different parking zones – Staff Zone, Visitor Zone and Electric Vehicle Charging Zone. Accessible parking spaces are also provided. Enforcement arrangements are the same as the rest of campus.

26. Forrest Hills Parking

A ticket and display policy is in operation at Forrest Hills between 08:00 and 18:00 Monday to Friday. Up to 10 hours free parking is permissible when a valid ticket from the parking meter is clearly displayed in front windscreen of the vehicle. No University parking permits or scratch cards are valid (except an Accessible Parking Permit). A ticket from the parking meter, located outside the Forrest Hills Resource Centre, must be obtained in all cases during the applicable hours.

- 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.
- 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.
27. Pre School Permits

A trial of free Pre-School Permits took place in 2020/21 for use in the designated drop-off spaces outside the Pre-School Centre. This is formalised as part of the Car Parking Policy from October 1st 2021. There is a limit of one permit per registered family.

28. Further Information

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

Facilities Helpdesk:  [facilities.helpdesk@lancaster.ac.uk](mailto:facilities.helpdesk@lancaster.ac.uk) or 01524 593333.