



CAR PARKING POLICY DOCUMENTATION

Car Parking Policy – Principal Document V3

2022/23

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1. Parking Permit Prices Summary

Please refer to the *Parking and Staff Bus Pass Price List 2022/23* 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 592179).
- 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 592179).

Note: You are required to clearly display a valid permit (or scratch card / pay & display sticker) in the front windscreen of your vehicle Monday to Friday 08:00 to 18:00.

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.

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 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;
- Users must display a valid permit, scratch card or pay & display ticket during chargeable hours.

See Section 20 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);
- 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 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 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 18 of this policy) and to Forrest Hills (see Section 24 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 & 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 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.

Accessible Permits are valid in all car parking spaces on campus in any parking zone, including all marked accessible 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.
- 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 2022/23 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.**
- **Important!** Mon-Fri 08:00-18:00 you must clearly display a valid permit, scratch card or pay & display ticket in the windscreen of your vehicle and 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. 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. 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.

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.

17. 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.

18. Parking for the University Sports Centre

The following policy applies:

18.1 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 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 Scratchcards 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.

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

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.

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 seeks to encourage the use of plug-in electric vehicles (PEVs) as a 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 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 the pay and display facilities during chargeable hours.

20.4 Misc. 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 any valid University parking permit, scratch card or pay & display ticket during Monday to Friday 08:00 to 18:00.**
- 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.

- 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 visitor spaces but can be used in 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 fixed rate charge for 2022/23 is 32p/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 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).

22. 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 £39 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

23. 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. The policy arrangements for accessible parking at HIC are the same as other accessible parking spaces across the campus. All Accessible Parking Permits and Blue Badges are valid in the accessible parking bays. Enforcement arrangements are also the same as the rest of campus.

24. 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.

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 both 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. 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 two 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 2022. This must be at the higher level of the two 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.

Important notice:

In the event both colleagues sharing the permit bring a vehicle onto campus on the same day, the vehicle that is not displaying the parking permit must instead display a valid pay & display ticket or scratch card. 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 & display ticket in the windscreen of your vehicle 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.

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