CAR PARKING POLICY DOCUMENTATION

Contractor Parking Policy 2021/22

Effective 1<sup>ST</sup> October 2021
1. Introduction

This policy supplements the Lancaster University Car Parking Policy Principal Document 2021/2022, which should be read in conjunction with this policy. This is available on the Policy and Enforcement page on the University’s website.

Contractor vehicles refer to contractor company owned or hired in vehicles and to vehicles owned privately by employees of a contractor either working for the University or a principal contractor or tenant of the University.

Principal contractors and tenants must clearly communicate this policy to all contractors and subcontractors working for them on Lancaster University premises.

2. Contractor Parking Options

Five parking options are available for all contractor vehicles parked on the campus at Bailrigg, including the Health Innovation Campus. Parking permits/scratch cards/tickets must be clearly displayed in the front windscreen whilst parked on campus. Staff Parking Permits are no longer available to any contractors.

Please note that all parking payments at Lancaster University are now cashless.

Please note that contractors are NOT permitted to park in contractor compounds.

a) One Day Contractor Parking Scratch Cards

- £5 per scratch card for one day contractor parking.
- Available online only from the University’s Online Store.
- Available in multiple sheets of 5 scratch cards for £25 (£5 per scratch card).
- Valid: Visitor and Staff spaces and South West Campus (Alexandra Park).
- Not valid: in contractor compounds or specialised use spaces such as EV charging spaces, Pre-School spaces, spaces marked as ‘reserved’, the Health Centre car park.
b) Pay & Display Visitor Parking

- £2 for 2 hours or £5 for a full day in Visitor Car Parks A to J and Car Park M.
- £3 for a full day in Visitor Car Park K (Sports Field Car Park) and on South West Campus.
- Available from the parking meters in the visitor car parks and on South West Campus.
- Payment by card only. No cash payments available.
- Valid: Only in visitor spaces and on South West Campus.
- Not valid: in contractor compounds or specialised use spaces such as EV charging spaces, Pre-School spaces, spaces marked as ‘reserved’, the Health Centre car park.

c) Contractor Parking Permit – Monthly

- £37 per month.
- Available online only from the University’s Online Store.
- Valid: Visitor and Staff spaces and South West Campus (Alexandra Park).
- Not valid: in contractor compounds or specialised use spaces such as EV charging spaces, Pre-School spaces, spaces marked as ‘reserved’, the Health Centre car park.

d) Contractor Parking Permit – Termly

- £88 per term.
- Available online only from the University’s Online Store.
- Michaelmas Term Contractor Parking Permit (8/10/21 to 13/1/22) - £88.
- Lent Term Contractor Parking Permit (14/1/22 to 21/4/22) - £88.
- Summer Term Contractor Parking Permit (22/4/22 to 01/07/22) - £88.
- Summer Vacation Contractor Parking Permit (02/07/22 to 30/09/22) - £88.
- Summer Term and Summer Vacation (22/04/21 to 30/09/22 - £138
- Valid: Visitor and Staff spaces and South West Campus (Alexandra Park).
- Not valid: in contractor compounds or specialised use spaces such as EV charging spaces, Pre-School spaces, spaces marked as ‘reserved’, the Health Centre car park.
e) Contractor Parking Permit – Annual

- £234 per year (Oct 2021 to Sept 2022).
- Available online only from the University’s Online Store.
- Valid: Visitor and Staff spaces and South West Campus (Alexandra Park).
- Not valid: in contractor compounds or specialised use spaces such as EV charging spaces, Pre-School spaces, spaces marked as ‘reserved’, the Health Centre car park.

3. Map of Parking Zones

The Parking Zones Map is available on the Parking and Enforcement webpage. The map illustrates the location of the different parking zones on campus, including spaces for visitors, staff and South West Campus.

4. 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 and/or accessibility issue. Vehicles must not be parked in any way that could cause damage to the soft verge or landscape. Enforcement action will be taken against any vehicles parked in such a manner.

Suitable areas for the parking of LWB vans and minibuses are:

- Visitor Car Park B (located off North Drive);
- Visitor Car Park K (Sports Field Car Park);
- Car Park behind Bigforth Barn off Bigforth Drive (Staff and Visitor car park).

Contractor parking permits, contractor parking scratch cards and pay & display tickets are valid in these car parks.
5. Contractor Parking at Chancellor’s Wharf

A system of automatic number plate recognition (ANPR) camera enforcement is in operation at Chancellor’s Wharf located in Lancaster city centre. This system operates 24/7 all year round.

Contractors working at Chancellor’s Wharf can purchase a Chancellor’s Wharf virtual permit for a full year or a term. Alternatively, 1-day Visitor parking is available for £3 per day if verified with the Car Parking Office, Security and payment is completed via the University’s Online Store.

6. Contractor Parking at Forrest Hills

A ticket and display system is in place at Forrest Hills. Further details of parking at Forrest Hills are available in Section 26 of the Car Parking Policy Principal Document 2021/22 which is available on the Policy and Enforcement webpage.

7. Contractor Compounds

Contractors are not permitted to park in any contractor compounds.

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