

DE MONTFORT UNIVERSITY

Car Parking Policy 2008/2009

This is the 2008/2009 Car Parking Policy for De Montfort University, prepared by Ian Murdey, Transport Co-ordinator, De Montfort University.

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1. Introduction

This policy applies to all employees and students at DMU as well as all visitors and external individuals and organisations using DMU's car parks. This policy relates to all DMU car parks, comes into force on 1st September 2008, and is operational between 08:30 am and 5:00 pm Mondays to Fridays.

Car parking is a limited and valuable commodity that is expensive for the University to maintain and operate and demand for spaces outstrips supply.

DMU is committed to moving towards more sustainable forms of development and to ensuring that accessibility to its sites is improved for all students, staff and visitors. DMU is also under pressure from the local authorities at Leicester to come into line with government policy and reduce the use of the car in connection with its operations. Indeed, our current plans for Leicester require us to demonstrate significant progress in this. There is increasing demand for the limited car parking spaces that are available and traffic generation and on-street car parking is causing tension with our neighbours at certain sites.

To address this, the University has developed its Green Travel Plan; currently beginning Phase 2. This aims to reduce reliance on the car through a number of mechanisms, initiatives and targets aimed at reducing the impact that travel and transport generated by DMU has on the environment.

The continuation with car parking charges and a Car Parking Policy is at the core of this Travel Plan and revenue generated by parking charges is used to fund other initiatives designed to encourage staff and students to use alternative forms of transport.

In order that the car parks are used only by those authorised to do so (e.g. permit holders and registered visitors) a series of enforcement measures have been put into place to discourage unauthorised parking; these measures are detailed below.

This policy does not relate to bicycle or motorcycle parking.

2. Authorisation to Park on Campus

Staff and students may apply for a permit to park on the Campus (or Hall of Residence) where they are based if they meet the following criteria:

- ✓ All Staff based at Leicester City, who live outside of the 'Campus Alert' exclusion zone¹, or who live in University accommodation.
- ✓ All Staff and Students based at Charles Frears Campus.

¹ The exclusion zone is defined as 'postcodes deemed to be within alternative travelling distance from the University – usually (but not exclusively) one mile'. Staff falling within the exclusion zone with specific needs requiring a parking permit must include with their application a letter from their line manager outlining those needs. A final decision regarding the issuing of a permit in such circumstances will lie with the Director of Estates.

- ✓ Temporary staff may only apply for Pay & Display permits and use the relevant Pay & Display machines.
- ✓ Visiting lecturers who receive regular payments from the University are required to apply for a Pay & Display permit if they wish to park on campus.
- ✓ Staff and students who are Orange / Blue Disabled Badge holders may apply for a permit to park in the designated disabled parking bays on campus. No parking is allowed in disabled bays without a valid DMU Disabled Parking permit.
- ✓ Staff and students who have temporary mobility difficulties and have been appropriately assessed by the Occupational Health Nurse may apply for a temporary disabled permit to allow them to park in disabled spaces on campus.
- ✓ Staff eligible to use disabled spaces may also use non-disabled spaces on campus where a disabled space is unavailable.

Notes:

Separate areas may be identified on each campus for External Visitor and Hire Car parking.

Visitors to the University who have pre-booked parking arranged must comply with the visitor parking arrangements at the site they are visiting.

Drop-off delivery vehicles are excluded from this authority provided that they are delivering goods to the University previously ordered.

Contractors parking their vehicles on Campus with the authority of the Estates Department, and **subject to availability**, may only park in an agreed area.

Authorised external individuals and organisations (i.e. tenants) will be issued with valid permits as indicated in their agreements.

3. Permits

The appropriate permit and, where relevant, Pay & Display ticket must be clearly displayed on all cars parked in University car parks.

External visitors parking on DMU car parks must follow the appropriate procedure as directed by security officers or car park attendants and, where appropriate, display the required permit.

Staff and student permits will only be issued on completion of an [application form](#).

Applications for permits should be completed and returned as indicated on the application form.

Permits will be issued to individuals for use with pre-registered motor vehicles only. They are not transferable.

The issuing of a permit **does not guarantee** the availability of a car parking space.

To assist staff car park permit holders visiting other campuses, staff car park permits will be valid for the main car park at each campus, but spaces are not guaranteed. Student permits are not valid at other campuses.

During the hours of operation of the policy (8.30am to 5.00pm, Monday to Friday), only valid DMU permit holders may use the car parks and this must be in connection with DMU business.

The University reserves the right to close car parks out of peak hours and to allocate parking spaces to other users at any time i.e. in connection with Open Days, conferences etc. Wherever possible reasonable notice will be given if peak time parking arrangements are to be significantly affected.

Members of the University eligible for a car parking permit but wishing only occasionally to use the car parks may do so by purchasing tickets from the Pay & Display machines. These tickets must be used in conjunction with a Pay and Display Permit. Eligibility for these permits is the same as for annual permits. From 2008 a Gateway House Pay & Display Permit is available for staff wishing to use the Pay & Display machines in that car park; no other Pay & Display Permit is valid in that car park.

Random checks will be made of permits.

Car parking policy is under constant review and obtaining a permit in one year does not guarantee this for future periods.

Permits last for up to one academic year and become invalid on termination of employment or completion of course.

a) Charges

The University is committed to reducing the amount of car usage associated with its activities as indicated in the [Travel Plans](#) and as a consequence, an annual charge for the issuing of permits will be made.

For the twelve month period, 1st September 2008 to 31st August 2009, the following charges apply.

The charge for staff employed to work more than 18.5 hours per week and who earn more than £17,250 pa (or pro rata for part time staff, on the basis of a 37 hour week) will be £120 (inclusive of VAT).

The charge for staff employed to work 18.5 hours per week or less, or who earn less than £17,250 pa (or pro rata for part time staff) will be £75 (inclusive of VAT).

The charge for students, including PhD, bursary and research students, where applicable, is £20 (VAT exempt) for a permit for Charles Frears. Students on courses of less than one year must pay the full student rate. Students on courses starting in February in Charles Frears may purchase a six-month permit at £10 (VAT exempt).

Staff and students who are disabled (Orange / Blue badge holders) will not be required to pay a fee, but must apply for a DMU permit in the normal way. Likewise, no fee is charged for the provision of a temporary disabled permit, but staff and students who have already purchased a permit who then become temporarily disabled do not thereby qualify for a refund on their old permit.

Pay and Display tickets will be available at £1 per day or £0.50 for up to four hours, and may be purchased from Pay and Display machines.

The revenue raised will be used to fund green travel plan initiatives.

There is no charge for Pay and Display permits (for use in conjunction with Pay & Display tickets) or for carshare permits for carshares of three people or more.

b) Permit surrender

Staff who leave part way through the year or for other reasons no longer wish to make regular use of the car parks may surrender their permits and claim a refund for months not used. The refund will only be for entire months, not for parts thereof. Students who surrender their permits part way through the year do not get a refund.

c) Buildings car parks

Car parks attached to particular buildings on Leicester City Campus may only be used by staff with a permit for that car park; abuse of this privilege may result in the withdrawal of the permit.

Staff with buildings car parks permits may also use the Main Car Park. Permits will be issued for these car parks in line with the following criteria:

- ✓ In order for the University to fulfil its legal obligations, priority will be given to staff and students with disabilities.

The following criteria have equal weight:

- ✓ Colleagues having to work antisocial hours on a regular basis as part of their contract, where the smaller car park is nearer than the Main Car Park;
- ✓ Colleagues having to transport heavy / bulky equipment on a regular basis (occasional need should be covered on an 'as and when' basis);
- ✓ Colleagues having to leave the office and return on a regular basis for work reasons.

In the event that spaces remain in any car park after the above criteria have been applied:

- ✓ Colleagues with other good reasons for needing to park close to their base location.

Permits will normally only be issued for the buildings car park closest to the office base/main location of the applicant. University owned vehicles will have spaces in

their base car park, but are otherwise assumed to use loading bays, and do not have priority in any other car park.

d) Carshare

All DMU car drivers participating in a formal carshare arrangement (with other DMU members) must complete an application form in the normal manner, giving the details of each relevant car, but only one permit will be issued. This is transferable between the cars indicated, and may be used by the drivers individually on days when the other members of the carshare are not coming in to work or are coming in by other means. The permit must be clearly displayed on the car in use.

Where two people who would individually pay different rates for a permit wish to apply jointly for a carshare permit, the higher rate is payable.

Carshares of three DMU staff or more may qualify for a free permit, but only if at least three people are regularly riding in the car or cars indicated on the permit. This will be enforced through spot checks. Should the car come onto campus with fewer than three people inside, the car will require a Pay & Display ticket for the relevant day. Drivers who repeatedly come in solo on a free carshare permit without purchasing a day permit will have their permit withdrawn, and may lose the right to park on campus at all.

Where a designated area has been set aside for carshare, people with free carshare permits must use this area unless it is already full, and when full must park as close to the designated area as possible, following the directions of the car park attendants where relevant.

4. Management of Car Parking Areas and Enforcement of Policy

To ensure compliance with the Car Parking Policy authorised personnel will patrol the DMU car parks and campuses and may issue excess charge notices to the owners of vehicles committing the offences set out below for which the owners will be liable to pay an excess parking charge of £80 (reducing to £40 if paid within 14 days).

Any vehicle:

- ✓ For which no DMU permit has been issued.
- ✓ With a permit not valid for the car park concerned or for which a Pay and Display ticket is required but has not been purchased and displayed.
- ✓ Which is parked in a designated 'No Waiting' area.
- ✓ Causing an unnecessary obstruction.
- ✓ Parked on a 'Fire access road'.
- ✓ Parked in a disabled bay without a valid DMU disabled permit.
- ✓ Parked in a reserved bay without authorisation.

- ✓ Which is parked outside the designated parking areas.

In addition, vehicles whose drivers possess a valid DMU permit but fail to display the permit will on the first offence receive a written warning, but on subsequent offences will be liable to an excess car parking charge of £80 (reducing to £40 if paid within 14 days).

Any breaches of this policy will be dealt with in accordance with Enforcement Procedures, which will be reviewed annually. Should any student or member of staff be found to have acted in a fraudulent way or to have behaved in a threatening or intimidating manner to staff (whether directly employed by the University or a contractor) seeking to apply this policy, this will be treated as a serious disciplinary matter by the University and, in addition to any other measures that may be imposed as a result of any disciplinary action taken by the University, the permit may be withdrawn.

a) Notices

At all vehicular entrances and entrances to car parks, notices will be erected advising on the use of parking charges where vehicles are parked outside designated car parking areas or without an authorised permit clearly displayed.

b) Patrols

The University may contract out the responsibility for patrolling the car parks, issuing parking charges and enforcing the Car Parking Policy.

c) Cars left long term or abandoned

The University reserves the right to remove any car not parked in accordance with this policy (without a correct permit or outside a permitted area) if it is left on campus for more than five days. A warning notice will be placed on the car giving notice of its removal except where earlier removal is considered appropriate in order to remove an obstruction or danger.

d) Appeals

All appeals against parking charges must be made in the first instance in writing to the agency responsible for collecting parking charges. These can be emailed to appeals@ukparkingcontrol.com.

All contentious appeals, and all appeals from members of staff of De Montfort University, will be referred by the agency to the University Head of Security.

5. Parking On Roads Surrounding the Campus Centres

This can cause a nuisance to our neighbours, particularly in established residential areas and can harm the University's relationship with the local community. The University therefore positively discourages staff, students and visitors from parking on surrounding roads.

Patrols will be made in the immediate roads surrounding the campuses where a Controlled Parking Zone operated by the Local Authority is not in operation (Charles Frears). Vehicles may have notices applied reminding them of the need to hunt diligently for parking spaces on campus in the first instance.

Vehicles that are parked illegally on public roads may have appropriate action taken against the drivers by the relevant authorities.

6. Visitor Car Parking

Visitor car parking is available on both campuses.

Visitors to the University must comply with the arrangements in force at the campus concerned.

In Leicester City, a Visitor Car Park is available within the Main Car Park. Spaces in this car park must be booked by a member of DMU staff informing the EMS Helpdesk, not more than six weeks in advance. Permits are handed out by the car park attendants on arrival.

At Charles Frears, visitor parking is available at the back of the main car park. Visitors must report to reception for a Visitor Car Park Permit.

A few buildings have visitor spaces in their designated car parks. These spaces may be reserved by arrangement with the Faculty or Department concerned.

7. Contractor Car Parking

Please note, this procedure does not apply to vehicles making deliveries, where only short term parking is required.

Car Parking for Contractors engaged by DMU to work at DMU sites cannot be guaranteed.

Contractors engaged by DMU (whether by the Estates Department, Faculty or other Support Departments) who require to park their vehicles on DMU premises whilst they carry out that work should apply as follows:

Leicester City- in person at the Estates Maintenance Services reception at the Estates Services Building on Gateway Street, opposite Gateway House.

Charles Frears- in person at the Charles Frears reception

Prior notice should be given to the EMS Helpdesk/Charles Frears Reception by the member of DMU staff engaging the contractors.

Permission to park will only be given where parking close by is essential to enable the work to be carried out.

When permission is granted, contractors will be issued with a distinctive Car Parking Permit with a clear expiry date written on it.

Contractors vehicles parked on DMU property which are not displaying a permit are liable to an excess parking charge of £80 (reducing to £40 if paid within 14 days) as per the DMU Car Parking Policy.

Contractors' vehicles displaying the appropriate permit but parked in disabled bays, blocking fire exits, causing an obstruction or in any other way contravening the DMU Car Parking Policy are liable to an excess parking charge of £80 (reducing to £40 if paid within 14 days).

8. Parking Out of Hours

All members of the University (whether or not they are permit holders) may use the Main Car Park (for work purposes) on each campus free of charge outside the hours of operation of this policy, subject to availability. Car parks attached to particular buildings at Leicester City Campus may also be available for members of the University without permits, out of the hours of the operation of this policy, at the discretion of the Faculties or Departments responsible for those car parks.

9. Enforcement Agency

UK Parking Control Ltd have been appointed by De Montfort University to enforce this policy. Email appeals to appeals@ukparkingcontrol.com

Details of the names and addresses of registered owners of vehicles issued with excess charge notices may be passed to the University by UK Parking Control Limited. Data held by UK Parking Control Limited and the University will be held in accordance with the Data Protection Act 1998.