

Vehicle Parking & Cycle Policy

Permit Year 2023-2024

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Document Control

Document Control	
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Version Control

Version	Date	Change	Prepared By	Approved By
7	26/05/2023	<p>Renumbered sections, as necessary. Amended various text to reflect the now 24/7 parking operation.</p> <p>2a) Removed redundant permit types.</p> <p>6d) Students now able to park in the Main Car Park.</p> <p>12d) Added Careers events parking as an exception.</p> <p>14d) Clarified contractor parking enforcement.</p> <p>15e) Clarified scooters and skateboard use.</p> <p>15f) Added cycle, scooter or skateboard charging.</p> <p>16c) Clarified application window dates.</p> <p>16e) Added Security discretion to remove permits.</p> <p>17b) An exception for staff to park in the Main Car Park only for Open Days and Clearing, free of charge.</p> <p>17c) Electric charging tariff updated.</p> <p>17d) Pay & Display updated to reflect 24/7 operation.</p> <p>18c) Amended enforcement criteria.</p> <p>18i) Amended appeals to online, via First Parking.</p>	David Corden	Jim Bowditch

1. Introduction

This policy applies to all parking facilities at De Montfort University (DMU). Parking for cars is a limited and valuable commodity which is expensive for the university to maintain and operate with demand often outstripping supply. DMU is committed to moving towards more sustainable forms of transport and ensuring that accessibility to its sites is improved for all. DMU is also working with the Leicester City Council to align with government policy and to reduce car use in connection with its operations. This policy is an integral part of the university's [Travel Plan](#), which aims to reduce reliance on the car through a number of mechanisms, initiatives and targets aimed at minimising the impact that travel and transport generated by DMU has on the environment.

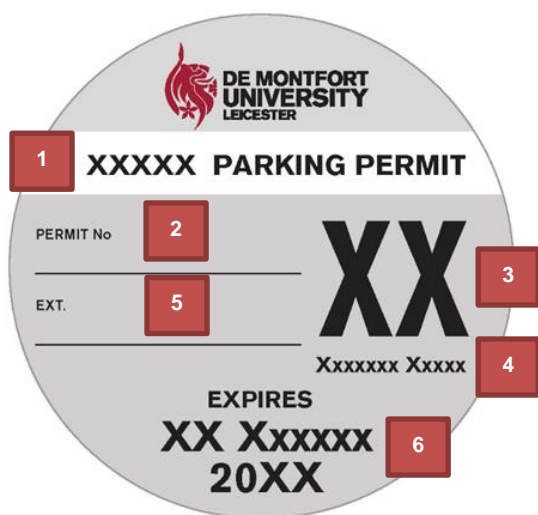
2. Permit types and eligibility

2a) Permit types

Permit Type	Pay & Display Permit	Staff Permit	Student Permit
Standard	Available	Applicable	Not Applicable
Building Specific	Available	Applicable	Not Applicable
Innovation Centre	Not Applicable	Not Applicable	Not Applicable
Student	Not Applicable	Not Applicable	Applicable
Student Residence	Not Applicable	Not Applicable	Applicable
Disabled	Not Applicable	Applicable	Applicable
Assessed Needs	Available	Applicable	Applicable

2b) Understanding your permit

DMU permits (aside from Visitor and Contractor permits) are printed onto hologrammatic base discs.



Sections of your permit:

- 1) Permit type.
- 2) Permit number.
- 3) Permit type symbol / abbreviation.
- 4) Permit type description.
- 5) University extension number.
- 6) Expiry date (day, month, and year).

You will be provided with a university supplied welded 'tax disc style' plastic permit holder when your permit is issued, to adhere to your vehicle(s) window. If you have multiple vehicles, then you may collect as many permit holders as necessary for your vehicles. However, only one permit will be issued.

3. Standard Car Park Permit

3a) Permit entitlements

Standard Car Park permit holders are entitled to park within any DMU car parking space, except for disabled bays, service vehicle bays, visitor spaces, student residence spaces, Trinity House, and Beaumont Park.

3b) Eligibility

Staff applying for a Standard Car Park permit will automatically be approved on receipt of their application unless they live within the Campus Exclusion Zone. The Exclusion Zone is defined as 'postcodes deemed to be within suitable alternative travelling distance to the university, usually (but not exclusively) 2 miles from the central DMU postcode of LE1 9BH'. A list of postcodes within the Exclusion Zone [can be found here](#).

3c) Application process

Staff on the university's main payroll are required to complete their application via the DMU Hub 'My Carpark' tile. Non-main payroll staff must complete a Non DMU Hub Application Form. [Further details are available here](#). Should the applicant live outside of the Campus Exclusion Zone then their application will automatically be approved. However, should the applicant live within the Exclusion Zone then their application will automatically be declined, and they will need to submit a separate and paper based supplementary appeal form for consideration. DMU Hub Applications must be paid for via the DMU [Online Store](#).

3d) Campus Exclusion Zone

Staff living within the Exclusion Zone are permitted to complete a car parking application but must also submit a supplementary appeal form. Submitted applications will remain on hold until they are reviewed. The appeal form must outline the applicant's needs and incorporate a clear and justified case as to why public transport or alternative methods of getting to the campus are unviable. The appeal form must also include the signed and authorised support of the relevant Dean / Director of Faculty Operations for faculties, Director / Deputy Director for professional services or Executive Board Member. Please note that the support of completed appeal forms will not guarantee approval. Should an application be rejected then applicants may make a final appeal to the Estates Sustainability team, who will represent the applicant's appeal to the Director of Estates & Facilities for a final decision. Staff who move into the Campus Exclusion Zone part-way through a permit year will no longer be eligible for a permit once the move has taken place. Similarly, staff that move out of the Campus Exclusion Zone part-way through a permit year will become eligible to apply for a permit, should they wish to apply. **Please note that Disabled and Assessed Needs permit applications are not subject to the Campus Exclusion Zone.**

3e) Available Car Parks

Car Park	Pay & Display Option	Electric Charge Points	Post Code / Map Link
Bede House	Available	4	LE2 7EJ
Bede Island (Leicester Media School)	Not Available	0	LE2 7EW
Chantry Building	Not Available	0	LE2 7BY
Clephan Building	Not Available	0	LE1 5XY
Edith Murphy House	Available	0	LE1 5RR
Gateway House	Available	0	LE2 7DP
Heritage House	Not Available	0	LE1 5RR
Innovation Centre	Not Available	0	LE1 5XY
John Whitehead Building	Available	0	LE2 7BY
Main Car Park	Available	0	LE2 7DP
Mill Lane	Available	0	LE1 5XY
Portland Building	Not Available	0	LE2 7GZ
The Venue@DMU	Available	0	LE2 7BU
The Watershed	Not Available	0	LE2 7AU

4. Building Specific

4a) Permit entitlements

Building Specific permit holders are entitled to park within the specific car park allocated to them or any other standard car park, except for disabled bays, service vehicle bays, visitor spaces, and student residence spaces.

4b) Car Park details

Car Park	Post Code / Link
Beaumont Park	LE4 1DE
Trinity House	LE2 7BY

4c) Eligibility

Staff may apply for a building specific permit if they work within the building and **will be validated as such**.

4d) Application process

Staff on the university's main payroll are required to complete their application via the DMU Hub 'My Carpark' tile. Non-main payroll staff must complete a Non DMU Hub Application Form. [Further details are available here](#). Applications will be placed on hold until they are assessed, and applicants are not permitted to park, pending a decision (notwithstanding any current valid permit, already held). Decisions on applicability will be made by the

Estates and Facilities Directorate exclusively and are not subject to challenge or appeal. Allocations will be based on the information provided at the time of application. Should the chosen building not be allocated then a standard car park permit will be issued in its place. All Building Specific car parks have a capacity limit based on the number of spaces available. Once this limit has been reached no further permits will be issued, unless permits become available via a surrender. Non DMU Hub Applications must be paid for via the DMU [Online Store](#).

5. Innovation Centre

5a) Permit entitlements

Innovation Centre Car Park permit holders are entitled to park within any DMU car parking space, except for disabled bays, service vehicle bays, visitor spaces, student residence spaces, Trinity House, Beaumont Park, and the Innovation Centre Car Park (the latter of which is reserved exclusively for staff use).

5b) Eligibility

You must be a tenant at the Innovation Centre and be approved by the Innovation Centre Operations Officer.

5c) Application process

Applications are made via the Innovation Centre Operations Officer. The cost will be £600 per year (pro-rata).

5d) Available Car Parks

Car Park	Pay & Display Option	Electric Charge Points	Post Code / Map Link
Bede House	Available	4	LE2 7EJ
Bede Island (Leicester Media School)	Not Available	0	LE2 7EW
Chantry Building	Not Available	0	LE2 7BY
Clephan Building	Not Available	0	LE1 5XY
Edith Murphy House	Available	0	LE1 5RR
Gateway House	Available	0	LE2 7DP
Heritage House	Not Available	0	LE1 5RR
John Whitehead Building	Available	0	LE2 7BY
Main Car Park	Available	0	LE2 7DP
Mill Lane	Available	0	LE1 5XY
Portland Building	Not Available	0	LE2 7GZ
The Venue@DMU	Available	0	LE2 7BY
The Watershed	Not Available	0	LE2 7AU

6. Student

6a) Permit entitlements

Student Car Park permit holders are entitled to park within any DMU car parking space, except for disabled bays, service vehicle bays, visitor spaces, student residence bays, Trinity House, and Beaumont Park.

6b) Eligibility

All current DMU students, who are not based within the Campus Exclusion Zone. The Campus Exclusion Zone is defined as 'postcodes deemed to be within suitable alternative travelling distance to the university, usually (but not exclusively) 2 miles from the central DMU postcode of LE1 9BH'. A list of postcodes within the Exclusion Zone [can be found here](#). There is no recourse for appeal to students who live within the Campus Exclusion Zone.

6c) Application process

Applications must be paid for via the DMU [Online Store](#).

6d) Available Car Parks

Car Park	Pay & Display Option	Electric Charge Points	Post Code / Map Link
Bede House	Available	4	LE2 7EJ
Bede Island (Leicester Media School)	Not Available	0	LE2 7EW
Chantry Building	Not Available	0	LE2 7BY
Clephan Building	Not Available	0	LE1 5XY
Edith Murphy House	Available	0	LE1 5RR
Gateway House	Available	0	LE2 7DP
Heritage House	Not Available	0	LE1 5RR
John Whitehead Building	Available	0	LE2 7BY
Main Car Park	Available	0	LE2 7DP
Mill Lane	Available	0	LE1 5XY
Portland Building	Not Available	0	LE2 7GZ
The Venue@DMU	Available	0	LE2 7BY
The Watershed	Not Available	0	LE2 7AU

7. Student Residence

7a) Permit entitlements

Student Residence Car Park permit holders are entitled to park within the Bede Hall of Residence Car Park. Should Bede Hall of Residence bays not be available then permit holders are entitled to park in any student parking designated area. Student Residence Car Park permit holders may not park in disabled bays, service vehicle bays, visitor spaces, Trinity House, and Beaumont Park.

7b) Eligibility

You must be a tenant within the university operated halls of residence of New Wharf Hall, Bede Hall, or Waterway Gardens. Students in nominated halls of residence may request (by exception) to apply for this permit type, at the sole discretion of the Accommodation Manager.

7c) Application process

Applications are made via the Accommodation team. The cost will be £717.50 per tenancy year.

7d) Available Car Parks

Car Park	Pay & Display Option	Electric Charge Points	Post Code / Map Link
Bede Halls of Residence	Available	0	LE2 7EJ

8. Disabled

8a) Permit entitlements

Disabled permit holders are entitled to park within any designated parking bay (except for service vehicle bays, visitor spaces, and student residence spaces). This includes disabled bays, all building specific car parks and the Main Car Park. Disabled Permit holders are also exempt from the restrictions of the Campus Exclusion Zone.

8b) Eligibility

Staff or students in receipt of approved Local Authority Blue Badge permits may apply for a DMU Disabled permit. Submission of your Local Authority Blue Badge will be required for each permit year application.

8c) General application process

Applicants will need to evidence their Local Authority Blue Badge and are not permitted to park prior to receiving a DMU Disabled permit. Original documentation will need to be submitted.

8d) Staff specific application process

Staff on the university's main payroll are required to complete their application via the DMU Hub 'My Carpark' tile. Non-main payroll staff must complete a Non DMU Hub Application Form. Evidence of your Local Authority Blue Badge must be submitted to the Estates Services Building Reception, in person, **after an application has been submitted (and not before)**. [Further information for staff can be found here](#).

8e) Student specific application process

For students, a paper-based application form will need to be completed and a Disabled Parking appointment booked via MyGateway. **Bookings must be made in advance.** [Further information for can be found here](#).

9. Assessed Needs

9a) Permit entitlements

Assessed Needs permit holders are entitled to park within any designated parking bay (except for service bays, those reserved, visitor, or student residence). This includes disabled bays, all building specific car parks and the Main Car Park. Assessed Needs Permit holders are exempt from the Campus Exclusion Zone restrictions.

9b) Eligibility

DMU recognises that some staff and students may not necessarily meet the eligibility criteria for a Local Authority Blue Badge and yet have a medical condition that requires them to park closer to their building of work or study. The Assessed Needs permit is designed to meet these needs based on a 'social model of disability'. This permit type is intended to be available for applicants with acute medical conditions / injuries / recovery periods where there has been a clear trauma or significant illness, and where the applicant is not eligible for a Local Authority Blue Badge.

Assessed Needs permits will be valid for a maximum of 12 months (or until the end of the current permit year, whichever is sooner). Should the applicant continue to meet the Assessed Needs eligibility criteria then they will need to re-apply for a DMU Assessed Needs permit for the new permit year. If the relevant need becomes permanent then it is recommended that the applicant considers applying for a Local Authority Blue Disabled Badge, information for which will be available from the Local Authority in the area in which you live.

To be eligible, the applicant must have a medical condition which restricts mobility, meaning that the applicant's mobility is restricted to short distances (e.g., less than 100 meters), and therefore requires access to a parking space as near as possible to their workplace or building. This could also include a medical condition or health impediment whereby the applicant cannot use public transport, park elsewhere and / or travel from other university or private car parks to reach their workplace or building. Staff or students with pregnancy related medical conditions must evidence the medical condition associated with their pregnancy in line with the definition above.

9c) Staff application process

Staff on the university's main payroll are required to complete their application via the DMU Hub 'My Carpark' tile. Non-main payroll staff must complete a Non DMU Hub Application Form. [Further information is here.](#)

On submission of a staff application, applicants will be prompted (via automated email) to complete an additional paper based supplementary form, which will seek to clarify eligibility. Applicants will also be requested to submit documentary medical evidence in support of their application, which is a mandatory requirement. This supplementary form and associated documentation must then be submitted to your Dean, Deputy Dean / Director of Faculty Operations (for faculties), your Director, Deputy Director or Associate Director (for professional services), or Executive Board Member. No other personnel may authorise this documentation. Applications will be placed on hold until a decision is reached by your faculty or directorate (notwithstanding any current valid permit, already held). Medical information will be kept by the faculty / directorate concerned and not shared with Estates in any way.

Applicants are not permitted to park prior to receiving a DMU permit (notwithstanding any current valid permit, already held). The submission and the supply of documentary medical evidence will not necessarily guarantee approval. Decisions will be made by a faculty or directorate application panel. Faculties and directorates are encouraged to ensure that the panel is balanced and inclusive. If necessary, confidential representation may be taken from elsewhere within the university. Decisions will be made based on the information supplied and in line with the eligibility criteria for this permit type. Should your application not be successful then you will be offered a Standard Car Park permit. Applicants may appeal a rejected decision to either the Director of People Services or the Director of Estates and Facilities for a final decision. Non DMU Hub Applications must be paid for via the DMU [Online Store](#).

9d) Student application process

For students, a paper-based application form will need to be completed and an Assessed Needs Parking appointment booked via MyGateway. **Bookings must be made in advance, only.** [Further information can be found here.](#) Documentary medical evidence in support of your application must be submitted at the time of your appointment.

Applicants are not permitted to park, pending a decision. The booking of an Assessed Needs Parking appointment and the supply of documentary medical evidence will not necessarily guarantee approval. Decisions will be made in line with the information and medical documentary evidence provided and in line with the eligibility criteria for this permit type. Applicants may appeal a rejected decision to the Disability Services Manager for a final decision.

10. Park & Ride

Park & Ride tickets entitle the use of Leicester's Park & Ride services, to and from one of the three locations mentioned below to Leicester City Centre. This service is operated by Leicester City Council.

10a) Car Park details

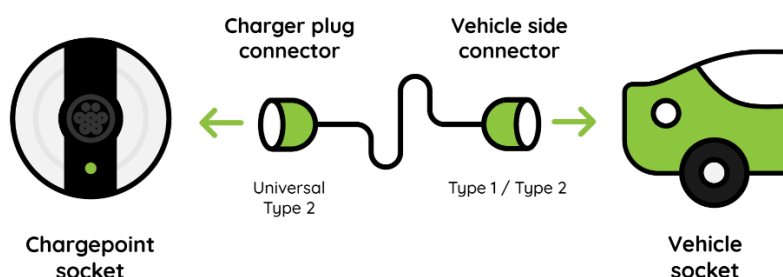
Car Parks	Leicester City Council Park & Ride Information
Meynell's Gorse, Enderby or Birstall	https://www.choosehowyoumove.co.uk/park-ride/

10b) Applications

You may apply direct to Leicester City Council via the [Choose How You Move](#) web site.

11. Electric vehicle charging

All university electric vehicle charging points offer a Type 2 charging connector and have a charging capacity of between 7 and 11 Kw. Users will be expected to provide their own charging cable. Payments for electric vehicle charging are processed via the university's appointed electric vehicle charging service provider, Pod Point. Download their app via the [Apple App Store](#) or the [Google Play Store](#). The university has appointed Pod Point to supply, operate and maintain its electric vehicle charging points. Any operational or maintenance concerns regarding these charging points should be addressed to Pod Point directly, using the information displayed on the charging units themselves. To register for use please email sustainability@dmu.ac.uk. DMU electric vehicle charging bays are identifiable by green bay markings and a white electric vehicle charging symbol. Users of electric vehicle charging points will be reasonably expected to move their vehicle to an adjacent parking bay when not actively plugged in.



Car Park	Electric Charge Points	Post Code / Link
Bede House	4	LE2 7EJ

12. Visitor parking

12a) Car Park details

Visitors will be parked in our designated Visitor Car Park.

12b) Eligible non-event visitor parking

- Visitors must only park at DMU on university business and must be pre-booked a maximum of 6 weeks in advance. Visitor parking is subject to final authorisation by the Estates and Facilities directorate.
- The submission of a visitor parking space booking does not guarantee availability.
- Visitors cannot be members of staff or students. Exceptions to this are:
 - a. Employees on their first day of employment only.
 - b. Authorised 'keeping in touch' (KIT) days for members of staff (a maximum of 10 occurrences).
 - c. Members of staff on long-term sickness, visiting the university for formal meetings.
 - d. Carer consultants (as pre-named by the Faculty of Health & Life Sciences).
 - e. Visiting lecturers (a maximum of 6 occurrences per permit year).
 - f. External examiners, external panel members or external subject advisors (a maximum of 3 occurrences per permit year). Please note that visiting lecturers who need to attend the university regularly (more than 6 times per year) should apply for a Pay & Display permit.
 - g. Points b) and c) (above) can only be booked if the employees concerned have relinquished their parking permit. **Visitor requests will be checked thoroughly.**
- Visitors must not be existing or potential contractors or suppliers (for invoiceable services).
- A maximum of 5 spaces per booking are available daily.
- Spaces not claimed within two hours of the expected arrival time may be re-utilised / forfeited.
- All visitors are expected to Pay & Display, aside from visiting dignitaries, as determined by the Estates and Facilities Directorate. The decision on what is and is not a visiting dignitary is not subject to appeal and would typically include the City Mayor, Elected Officials, or university donors.

12c) Non-event visitor parking application process

Visitor bookings must be made by a member of DMU staff, informing the Estates Helpdesk not more than 6 weeks in advance. Contact estateshelpdesk@dmu.ac.uk or telephone 01162506366. All bookings should include the names of the visitors and an indication of when they are expected to arrive and leave. **A maximum of 20 visitor spaces are available.** If larger vehicles (i.e., Minibuses), are expected then the capacity will be lower. Larger vehicles must be declared to the Estates Helpdesk at the time of booking. Visitor parking spaces are offered on a first come, first served basis and are subject to eligibility. **Availability is not subject to appeal.** Visitors holding a Local Authority Blue Badge may be allowed to park in any parking bays on campus, including disabled parking bays, as directed by DMU's Parking Attendant or Security personnel. Blue Badge visitors are not required to Pay & Display. All non-event visitors must display their visitor permit and associated Pay & Display ticket, as applicable.

12d) Eligible event visitor parking

Event visitors must only attend the university for the purposes of a declared event. Visitors will be expected to Pay & Display on arrival, except for Open Days, Student Intake Days, FAME Events, Graduation Events, Careers Events, or any special event (as determined by the Estates and Facilities Directorate). A special event is typically defined as an event in the best interests of the wider university or that generates income. Event visitors must be pre-booked via the Estates Helpdesk a maximum of 12 months in advance. Event visitor parking is subject to final authorisation by the Estates and Facilities directorate. The submission of an event visitor parking booking request does not guarantee availability. **Approval must in no way be assumed.** Event visitors shall not be members of staff or students and spaces not claimed within two hours of the expected arrival time may be re-utilised / forfeited.

12e) Event visitor parking application process

Event visitor bookings must be made by a member of DMU staff, informing the Estates Helpdesk not more than 12 months in advance. To request a booking email: estateshelpdesk@dmu.ac.uk or telephone 01162506366. All bookings should include the numbers of vehicles and when they are expected to arrive and leave. If larger vehicles (i.e., Minibuses) will be visiting, then this must be declared to the Estates Helpdesk at the time of booking. The maximum number of spaces allocated to the event, and the availability of spaces, will be determined at the discretion of the Estates and Facilities directorate. Appeals regarding the number of spaces allocated may be made to the Head of Estates Planning & Compliance, for a final decision. Local Authority Blue Badge event visitors may be allowed to park in any parking bays on campus, which includes disabled parking bays. Such visitors will be directed to an appropriate parking bay as necessary on arrival. Local Authority Blue Badge holders attending an event are also not required to purchase a Pay & Display ticket. The booking will not be permitted to exceed the number of agreed event visitor spaces as determined by the Estates and Facilities Directorate.

12f) Visitor permit details

Visitor permits are distributed by the Estates Services Building Reception and are of a 'scratch card' single day usage style. The Estates Services Building Reception will scratch off the relevant day of the week, day of the month, the month and payment type. These permits must be displayed within the visitor's vehicle, alongside a valid Pay & Display ticket (a Pay & Display ticket will not be required for visitors who also display a valid Blue Badge permit).

The image shows a 'Visitor Parking Permit' form from De Montfort University Leicester. It includes a calendar grid for selecting a date, a month selector, a year selector, and a payment type selector. Red boxes with numbers 1 through 7 highlight specific fields: 1 points to the year selector (2022), 2 points to the 'VISITOR' permit type, 3 points to the day of the week (MON), 4 points to the day of the month (1), 5 points to the month (JAN), 6 points to the vehicle registration number field, and 7 points to the payment type (PAY & DISPLAY).

DE MONTFORT UNIVERSITY LEICESTER

Parking Permit

VISITOR 2

MON 3 WED THU FRI SAT SUN

1 2 3 4 4 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

JAN 5 MAR APR MAY JUN

JUL AUG SEP OCT NOV DEC

2022 1 2024 2025 2026 2027 2028

VEHICLE REGISTRATION 6

PAY & DISPLAY 7 DISABLED

This permit must be clearly displayed at all times. Using the permit implies acceptance of the De Montfort University Vehicle Parking & Cycle Policy.

Example sections of your visitor permit:

- 1) Permit year.
- 2) Type of permit (visitor).
- 3) Scratched off day of the week.
- 4) Scratched off day of the month.
- 5) Scratched off month.
- 6) Vehicle registration number.
- 7) Scratched off payment option.

12g) Beaumont Park visitors

DMU permit holders (staff or students) who wish to drive to Beaumont Park (for a visit on university business / a sporting event) then they are permitted, as an exception, to park within the DMU operated visitor parking bays adjacent to the main entrance. Visitors may be asked to evidence their visit, on request.

12h) Hire vehicle parking

Hire vehicles on loan to DMU for the purposes of staff carrying out university business may be collected and returned from the Main Car Park if spaces are available. No charge will be incurred.

13. Motorcycle parking

Motorcyclists are permitted to use the motorcycle parking areas around campus. No motorcycle should be ridden in a pedestrianised area or across a pedestrian pathway to reach those facilities. Where no legal roadway exists then riders should dismount and push their motorcycle. No motorcycles should be parked in a parking space reserved for any other type of vehicle or in yellow hatched areas unless directed by a Parking Attendant. Motorcyclists are not required to apply for a parking permit to park their motorcycle on site.

14. Contractor vehicle parking

14a) Estate's contractor sign in and induction

Contractors appointed by the Estates and Facilities directorate will need to be booked in with the [Estates Helpdesk](#) in advance of their arrival (aside from those with delegated construction site management responsibilities). Contractors must sign in and out at the Estates Services Building Reception at the beginning / end of their working day. Individual contractors are expected to sign in and out and must not delegate these responsibilities to other colleagues.

Each contractor will be required to complete an online induction and provide all requested documentation (i.e., insurances) as requested by Estates colleagues. New contractors or new staff for existing contractors will be required to undertake the Estates contractor online induction before being signed in for the first time. Once signed in, a contractor badge is issued, which must always be displayed on the contractor's person.

14b) Faculty or other directorate contractor sign in and induction

Faculty or other directorate appointed contractors, who require parking, will need to be booked in with the [Estates Helpdesk](#) in advance of their arrival and sign in / out at the Estates Services Building Reception. Individual contractors are expected to sign in and out and must not delegate these responsibilities to other colleagues.

14c) Contractor parking charges

All contractor vehicles (aside from those within agreed and fenced compound areas, in delegated contractor construction site management responsibility areas or liveried vehicles owned and operated by Chartwell's or Selecta Limited) must pay for their parking. Payment will be taken from the Estates Services Building Reception.

14d) Contractor parking

It is expected that contractors will park in the Main Car Park (by default) but may park in building specific car parks if the nature of their work is in the near-by vicinity. Checks will be undertaken, and contractors may be asked to justify why they have not parked in the Main Car Park. If access is needed to a building specific car park, then the contractor is requested to use the intercom provided to request access via Security.

Contractors are expected to abide by all the details within this policy and are permitted to park in any designated bay, in any designated car park (aside from: disabled bays, reserved bays, service bays or student residence bays). If holding a Local Authority Blue Badge then contractors are permitted to park in disabled bays, although the Blue Badge will always need to be displayed, along with a valid contractor parking permit.

Contractors may only temporarily park outside of a designated bay if they are:

- 1) Actively working from and in the immediate vicinity of their vehicle.
- 2) Actively unloading from and in the immediate vicinity of their vehicle.
- 3) In addition to 1) and 2), not blocking or obstructing access / egress routes.
- 4) In addition to 1) and 2), not preventing other permit holders from parking within or leaving the car park.

Clearly identifiable liveried contractor vehicles will not be subject to parking permit enforcement (for the displaying of a valid contractor parking permit) between 7.30am and 9.00am, Monday to Friday. All other enforcement criteria will remain in place. This is to allow contractors to park their vehicles and to visit the Estates Services Building Reception to sign in and request their parking permit. Contractors will be subject to enforcement if they do not comply with the above-mentioned policy. Actively working from or unloading from a contractor vehicle must be adequately risk assessed and dynamically managed so as not to pose an obstruction or danger. Contractor parking may be refused (should parking facilities reach capacity) at the discretion of Security.

14e) Contractor permits

All DMU contractor permits are distributed by the Estates Services Building Reception and are of a 'scratch card' single day usage style. The Estates Services Building Reception will scratch off the relevant day of the week, day of the month and the month in question. Payment must be made in line with section 16d of this policy. All payments will be processed via chip and pin or contactless debit / credit card. Blue Badge holders may park free of charge, but will need to display their Blue Badge next to their contractor parking permit.

DE MONTFORT UNIVERSITY LEICESTER Parking Permit

CONTRACTOR 2

MON 3 WED THU FRI SAT SUN

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22 23 24 25 26 27 28

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JAN 5 MAR APR MAY JUN

JUL AUG SEP OCT NOV DEC

2022 2 1 024 2025 2026 2027 2028

VEHICLE REGISTRATION 6

This permit must be clearly displayed at all times. Using the permit implies acceptance of the De Montfort University Vehicle Parking & Cycle Policy.

Example sections of your contractor permit:

- 1) Permit year.
- 2) Type of permit (contractor).
- 3) Scratched off day of the week.
- 4) Scratched off day of the month.
- 5) Scratched off month.
- 6) Vehicle registration number.

Note: Clearly identifiable liveried contractor vehicles will not be subject to parking permit enforcement (specifically for the displaying of a valid contractor parking permit and an associated Pay & Display ticket only) between the hours of 7.30am and 9.00am, Monday to Friday. This is to allow contractors to park their vehicles and to visit the Estates Services Building Reception to sign in and request their parking permit.

14f) Contractor designated compounds

Contractors may park their vehicles (free of charge) within designated contractor compounds, for the duration of the agreed project. Contractor compounds should be fenced off and must not exceed the originally allocated area. Contractors who exceed their agreed contractor compound area may have their parking privileges removed. An authorised contractor compound form should be completed, laminated and cable tied to the outside of the compound concerned. Contractor compound authorisation forms must be signed by an Estates Head or Estates Director.

14g) Contractor delegated and managed construction sites

Construction sites are occasionally delegated and managed by a site responsible contractor management team. For the duration of such works contractors are entitled to park their vehicles (free of charge) within their delegated construction sites but must not exceed the area allocated or park outside of the compound area.

14h) Contractor parking on adjacent public roads

Contractors must operate in accordance with all terms of this policy and abide by all applicable laws. Contractors observed to be in contravention of this policy or applicable laws will be subject to enforcement action. Examples include (but are not limited to) parking on double yellow lines without a permit and causing an obstruction.

15. Cycling to campus and cycle parking

For the most up-to-date information regarding cycle facilities, showers, changing areas, and cycling incentives on campus please visit the dedicated cycling university [transport web pages](#).

15a) Cycle security disclaimer

DMU accepts no responsibility for any damage or theft to personal property whilst using the campus cycle facilities. You are advised to take out your own insurance if you leave your cycle on campus. These facilities are intended to be for short-term (working hours) use. Do not leave cycles overnight or when you are not on campus.

15b) Cycle locks

Cyclists are advised to use a robust lock (type D-lock or similar) to secure their cycle.

Staff and students who register their bikes with the Security Office may be able to receive a free lock (subject to availability). The Green Travel Plan Group (GTPG) has made the necessary effort to ensure that the equipment is suitable, but DMU cannot be held responsible for equipment failure.

15c) Abandoned cycles

Cycles left in DMU facilities that appear to have been abandoned will have a notice applied advising that they will be removed if not moved within four weeks. Cycles that are removed will be recycled wherever possible.

15d) Locking up cycles

Cycles should only be locked to the racks and storage facilities provided. No cycles should be attached to street furniture. On land surrounding the campus but not owned by DMU the local authority may act to remove any cycles attached to such street furniture. Around campus, cycle locks left unused on DMU cycle stands may be removed forcibly by Security if they appear to have not been used for at least one month. Cyclists may use the university cycle parking facilities but must not park their cycle in a car parking space / area.

15e) Cycles, scooters, or skateboards in buildings

Cycles are not permitted within buildings, with certain listed exceptions. 1) When utilising indoor cycle storage facilities. 2) When utilising foldable cycles, provided that the cycle is folded whilst being carried through the building, and adequately stored. 3) When carrying a scooter or skateboard through a building, to be adequately stored. The responsibility for the storage of foldable cycles, scooters or skateboards rests with the user.

15f) Charging electric cycles, scooters or skateboards

Due to concerns regarding the number of fires that have originated from lithium-ion batteries, the charging of electric cycles, scooters or skateboards within university buildings is no longer permitted. DMU are currently exploring options to provide for safe storage and charging facilities for staff and students who have chosen to pursue such electrically powered sustainable transport options, which are principally powered by lithium-ion batteries.

15g) Other Support for cyclists

There are various services available such as free inner tubes, puncture repair kits and cycle lights to make life as easy as possible. Please see the university's [Transport](#) web page or email the [Sustainability](#) team for more information.

16. Management of parking policy

Responsibility for the management of the university Vehicle Parking & Cycle Policy resides with the Estates and Facilities directorate and is subject to annual review. Approval of the policy rests with the University Leadership Board (ULB) or the Director of Estates and Facilities Directorate, as appropriate.

Operational responsibility for administration rests with the Estates Helpdesk. Enforcement responsibility (detailed below) rests with the university's Security Office and any appointed external representatives.

16a) Parking on public roads surrounding campus

Parking on public roads surrounding campus can cause a nuisance to our neighbours, particularly in established residential areas, harming the university's relationship with the local community. The university therefore positively discourages staff, students, visitors, and contractors from parking on surrounding roads. Penalty charge notices are issued by the Local Authority to vehicles incorrectly parked on public roads. Parking charge notices are issued to vehicles incorrectly parked on private land, as is the case for the university.

16b) Changing your permit / permit details

If your personal details or your vehicle(s) details need to be changed then please contact the [Estates Helpdesk](#). The new details will be updated within SAP and the databases operated by our parking enforcement provider. There should be no need to issue a new permit unless the permit type changes.

16c) New parking permit year applications

- DMU's permit year runs from the 1st of September to the 31st of August inclusive, each year. An email reminder regarding the application window will be sent to DMU staff, as a reminder, in the month of May. The responsibility for new parking permit year applications rests with the applicants solely.
- Previous parking permit holders must apply anew for each permit year. The new application window opens every year between May and July inclusive, with the specific dates confirmed each year. Applications submitted after the closure of the window may result in a delay to the processing of such applications. **No temporary DMU parking permits will be issued in lieu of late applications and staff affected will need to make other parking arrangements until a permit is issued.** This includes the late submission of supplementary documentation or authorisation. Exceptions may be applied for members of staff returning from maternity leave or absent from work with a long-term illness, as necessary.
- Obtaining a DMU parking permit in one year does not guarantee the allocation of the same in future years.
- For staff or students requiring supplementary authorisation for a parking permit (i.e., an Assessed Needs or Disabled permit or for a Campus Exclusion Zone Appeal) then it is the applicant's responsibility to ensure that the new supplementary documentation reaches the Estates Helpdesk before the closing date. Authorisation to park cannot be inferred based on an unapproved application.

16d) Permit surrender / invalidation

Staff or students who leave part way through the permit year or no longer wish to make use of the car parks may surrender their permits and claim a refund (if applicable) for months not used. The refund will be for entire months, not parts thereof. No refund will be given until the permit is surrendered to the Estates Services Building Reception. Permits become invalid when a member of staff or student leaves the university or on expiry.

16e) The withdrawal of permits for persistent or egregious parking violations

All DMU parking permits remain the property of the Estates and Facilities Directorate and may be withdrawn at any time at the discretion of the Head of Security, should the holder be in persistent contravention or egregious violation of this policy. This includes contravention of section 4 of the [Code of Conduct for Staff](#).

16f) Parking space availability and use

- The issuing of a permit does not guarantee the availability of a car parking space.
- Electric vehicle charging points are limited on a first come first served basis.
- The university reserves the right to close any car park at any time and to allocate parking spaces to other users in connection with university business. Examples include (but not limited to) Open Days, Student Intake Days, FAME Events, Graduation Events, Careers Events, or any special event (as determined by the Estates and Facilities Directorate). Wherever possible, reasonable notice will be given.
- A special exemption has been made for cleaning staff, on Grade A, working a part-time contract.

16g) Family member barrier access to a building specific car park

In exceptional circumstances authorised access may be granted to the DMU access card of a family member (also employed by DMU) of a specific permit holder. Requests for access can be made to the [Estates Helpdesk](#). The final approval of such requests will be at the discretion of the Director of Estates and Facilities.

Eligibility criteria is subject to the following checks:

- The permit holder is of a higher salary tier. The Estates Helpdesk will evidence this prior to approval.
- That the permit holder must provide permission. The Estates Helpdesk will seek this from the permit holder.
- That the permit holder must be the primary driver. The Estates Helpdesk will ask for a declaration from both the family member requesting the access and the permit holder. Specific permits are granted against the criteria of the permit holder only, who must also be the designated primary driver.

16h) Notices

Within all car parks and in other relevant locations, notices conforming to the British Parking Association (“BPA”) Code of Practice will be displayed advising that a parking charge notice may be issued if a valid DMU Parking Permit is not displayed or if a vehicle is parked in contravention of this policy, all laws, and all relevant regulations.

16i) Reasonable adjustments

As a part of the university’s obligations under the [Equality Act \(2010\)](#) this policy sets out the university’s anticipatory approach to accommodating the parking requirements of [disabled staff or students, or those with health conditions that may impact on their parking requirements](#). For more information about how this policy facilitates reasonable adjustments please refer to our [Building Specific](#), [Assessed Needs](#), [Disabled](#) permit types. The Estates and Facilities Directorate will consult over proposed policy changes annually with the university’s Disability Group. This will include consultation with the university’s Equality and Diversity team.

16j) Parking complaints

Non-enforcement parking related complaints must be referred to the [Estates Helpdesk](#) via email or by telephone to 01162506366. Parking related complaint escalation will then be addressed to the Estates Helpdesk Supervisor by a member of the Estates Helpdesk team, should they not be able to satisfactorily resolve the initial complaint themselves. Escalation thereafter should then be referred to the Head of Estates Planning & Compliance for a final decision. The Head of Estates Planning & Compliance may consult with the Director of Estates & Facilities or other university departments in relation to the satisfactory resolution of any complaints.

This complaints process does not relate to parking enforcement enquiries or enforcement appeals, which should be referred to the university's current British Parking Association (BPA) approved operator. Enforcement appeals rest exclusively with the university's Head of Security. However, appeals must **not be sent** to the Head of Security directly and must be channeled through the university's [BPA approved operator in the first instance](#).

16k) Assistance in applying for your permit

Should you require assistance in applying for your parking permit then please speak with the Estates Services Building Reception, email the [Estates Helpdesk](#) or Telephone 01162506366.

16l) Vehicle parking disclaimer

DMU accepts no responsibility for any damage or theft to personal property whilst using campus parking facilities, including the use of third-party electric vehicle charging points.

16m) Car Park re-allocation

The university may, at any time, re-allocate any university car park to an alternative use, at the discretion of the Estates and Facilities Directorate. Any re-allocations will be communicated university wide, with reasonable notice. Parking users may cancel their permits at any time (with a minimum of 1 months' notice).

17. Parking charges

The university is committed to reducing the amount of car usage associated with its activities, as required by the DMU [Travel Plan](#) and our [Carbon Management Plan](#). Charging for DMU parking permits is needed to help influence travel choices and to allow for greater levels of investment in alternative transport options. It also enables the ongoing maintenance and improvement of parking facilities.

17a) Contribution points, market supplements, shift allowances or similar payments

Staff in receipt of contribution points above Grades D, G and H will not attract charges from the tier above. Charges will be levied based upon current Grade. Any staff in receipt of market supplement payments, shift allowance payments or other similar regular or ongoing payments will attract charges from the Tier equating to their annual gross pay i.e., annual gross salary plus these payments. Staff working part-time will be placed into the Tier that matches their annual gross salary plus any additional or regular payments as outlined above i.e., annual gross pay.

17b) Parking charges by tier

DMU parking charges are determined by tiers, as associated with applicants' grades / spinal points.

Parking tiers and associated parking charges
Tier 1: Staff with an annual gross salary up to the top of Grade D. £120.00 per annum (£10.00/month).
Tier 2: Staff with an annual gross salary above the top of Grade D and up to the top of Grade G. £240.00 per annum (£20.00/month).
Tier 3: Staff with an annual gross salary above the top of Grade G and up to spinal point 51. £360.00 per annum (£30.00/month).
Tier 4: Staff with an annual gross salary above spinal point 51. £480.00 per annum (£40.00/month).

For chargeable applications made via the DMU Hub 'My Carpark' tile, monthly salary deductions (12 equal deductions, for an entire permit year) will be made from monthly salaries, starting in September each year. The amount charged will be decided and set based on the individual's circumstances at the time of application. Once set, charges cannot be changed until the start of the next permit period (the 1st of September). If you do not have access to the DMU Hub and have instead completed your application via a non-DMU Hub paper-based application form, then you will be required to make payment(s) via DMU's [online store](#). For staff with temporary contracts, the length of time for which a permit is issued will be dependent on the contract conditions.

Staff may park on the Main Car Park only, free of charge, for the duration of Open Days and Clearing, at the discretion of the Estates & Facilities Directorate, given the volunteer nature of these corporate events.

17c) Electric vehicle charging tariff

Electric vehicle charging tariff
£1.66 per hour of charging (for the first 4 hours) then £3.00 per hour thereafter. Electric vehicle charging point users will be expected to move their vehicle from designated electric vehicle charging bays whilst unplugged from the charging stations . See enforcement for more information .

Please note that there are no parking charge discounts for the use of electric vehicles.

17d) Pay & Display tickets

Pay & Display tickets will be available at **£4 for up to 10 hours or £2 for up to 5 hours**, and may be purchased from university Pay & Display machines. Pay & Display payment is only possible with contactless or chip payment from Debit or Credit Cards. Pay & Display permits will be issued free of charge. Should you wish to park in a car park that does not have a Pay & Display machine then you will need to obtain a ticket from the nearest available machine, and display this when parking (alongside your Pay & Display permit). There is a 10-minute grace period before active parking enforcement, which will allow sufficient time for you to park and obtain a ticket.

17e) Pay & Display Machine Locations

Car Park	Pay & Display Machine	Post Code / Link
Bede House	Available	LE2 7EJ
Edith Murphy House	Available	LE1 5RR
Gateway House	Available	LE2 7DP
John Whitehead Building	Available	LE2 7BY
Main Car Park	Available	LE2 7DP
The Venue@DMU	Available	LE2 7BY

17f) Lost permits

If a permit is lost, then a replacement can be requested by contacting the Estates Helpdesk or visiting the Estates Services Building reception; a charge of £10 will be applied and permits may take up to one week to be issued. Lost permit charges may be waived because of crime or vehicle loss as the result of an accident. Exceptions are at the sole discretion of the Estates Helpdesk Supervisor and are not subject to appeal.

18. Enforcement of the car parking policy

The responsibility for enforcement of this policy resides with the DMU Security Office or their appointed external representative. To ensure compliance, authorised personnel will patrol the DMU car parks and may issue parking charge notices to the owners of vehicles that are not compliant with this policy. Permit holders in contravention will be liable for a parking charge of £80 (reducing to £40 if paid within 14 days).

18a) Enforcement (24 hours a day)

Enforcement will be taken against any vehicle:

- For which no valid DMU parking permit has been issued (aside from university liveried vehicles and liveried vehicles operated by Chartwell's Limited or Selecta Limited) or designated event visitors.
- Vehicles whose drivers possess a valid DMU Parking Permit but fail to display it will be issued with a warning in the first instance. Please ensure that your permit is clearly displayed and fully visible. Obscured permits may be subject to enforcement.
- With a DMU Parking Permit not valid for the car park concerned.
- For which a Pay & Display ticket is required but has not been purchased and displayed.
- For which a Pay & Display ticket has expired.
- Visitor or Contractor permits that have been altered to accommodate multiple days.
- Parked in an electric vehicle charging bay and not actively plugged in.
- A conventional fuel vehicle (e.g., Petrol or Diesel) parked in an electric vehicle charging bay.
- In contravention of any other part(s) of this policy.

18b) Contractor parking permit enforcement grace period

Clearly identifiable liveried contractor vehicles will not be subject to parking permit enforcement (specifically for the displaying of a valid Contractor Parking Permit and an associated Pay & Display ticket) between the hours of 7.30am and 9.00am, Monday to Friday. All other enforcement criteria will remain in place. This is to allow contractors to park their vehicles and to visit the Estates Services Building Reception to sign in and request their parking permit.

18c) Enforcement at any time

Action will be taken against any vehicle:

- Not in receipt of a valid DMU parking permit, unless an authorised event visitor.
- Parked in a DMU parking space without the immediate intent of performing staff duties or student activities, with the exception of parking on a Match Day or parking as an authorised visitor.
- Parked in a designated 'No Waiting', 'Service' or 'Delivery' area.
- Parked in a reserved bay without authorisation.
- Parked on a double yellow line or within a yellow hatched area.
- Causing an obstruction.
- Blocking a pedestrian walkway.
- Parked on a 'Fire access road' or blocking a 'Fire Exit'.
- Parked in a disabled bay without a valid DMU Disabled or an Assessed Needs parking permit.
- Parked outside the designated parking areas / bays.
- Parked on a university-owned paved area or road without prior consent or under contractor duties.
- Bicycles and motorcycles parked in spaces intended for cars.
- Vehicles parked over 48 hours. Enforcement notices may be placed on vehicles left within DMU car parks for longer than 48 hours without the prior agreement and consent of the Security Office, excluding student residence permits, which have no limitation on the amount of time that their vehicle may be parked, in line with the validity of their student residence permit.
- Permit holders must hold a valid driving license and their vehicle(s) must meet legal requirements. Driving license requirements do not apply to DMU disabled permit holders who do not hold a valid driving license and instead, may be dropped off or collected at DMU as their destination by colleagues or students.
- In contravention of any other part(s) of this policy.

In conjunction with the local authority, the university may arrange to remove any vehicle that has been left on campus long term (> 48 hours) or abandoned. A warning notice will be placed on the car giving notice of its removal except where earlier removal is considered appropriate to avoid an obstruction or danger. Any parking charges and / or removal charges incurred by DMU will be passed onto the registered keeper.

18d) Staff or student enforcement

- Should staff or students be found to have acted in a fraudulent way or to have behaved in a threatening, intimidating or abusive manner to staff (whether directly employed by the university or a contractor) then 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) their DMU parking permit may be withdrawn or their future parking privileges removed.
- Should staff or students act improperly to gain an advantage in obtaining or using a permit then consideration will be given to removing any rights that their permit conveys or withdrawing future parking privileges.
- Should staff or students fail to follow the reasonable instructions of the university Parking Attendant or a Security Officer then their DMU parking permit may be withdrawn or their future parking privileges removed.
- Attempts to book spaces for staff or students as visitors (outside of the exceptions listed within this policy) may result in disciplinary action taken by the university.

18e) Blue Badge carer parking

Staff or students (acting as a carer) and holding a Local Authority Blue Badge and a DMU Disabled parking permit must be collecting or dropping off the disabled person that is named on the Blue Badge to DMU as their destination. It is a criminal offence to misuse a Blue Badge under the Blue Badge Scheme. Please [visit here for more information about the rights and responsibilities](#) in England that govern the use of Blue Badges.

18f) Short-stay delivery and collection vehicle enforcement

Vehicles (on campus for short periods) may be excluded from this policy (at the discretion of Security) whilst transporting goods to or from the university in connection with university business.

18g) Reserved spaces

The university operates several reserved spaces around campus to facilitate its operational business. The nature of these spaces will be denoted by local Estates approved signage or appropriate line marking. The enforcement of such spaces is at the discretion of locally appointed management, who will refer enforcement requests to Security if required. Staff are not permitted to park in such spaces, unless indicated (*) within the table below.

Car Park	Reserved Spaces	Management Responsibility
Main Car Park	Security Vehicles / Security Reserved (*)	Head of Security
Main Car Park	Maintenance Vehicles (* On Call Out Only)	Head of Maintenance
Gateway House (Loading Bay)	Post & Portage	Post & Portage Manager
Gateway House	Centre for Assessed Needs Disabled Spaces	Disability Services Manager
The Watershed	Minibus Spaces	Sports Facilities Manager
Trinity House	Trinity House Visitors (*)	Executive Services Manager
Vijay Patel (Catering)	Catering Delivery Vehicles	Head of Estate Management

18h) British Parking Association (BPA) Approved Operator

Enforcement of this Policy is managed by a BPA Approved Operator working in partnership with the university. Patrols of university car parks are conducted by university Parking Attendants or Security Officers (employed by the university or commissioned through an Agency) who issue parking enforcement notices to vehicles in breach of this policy. Parking enforcement charges are collected by the BPA Approved Operator. DMU reserve the right to change the BPA approved Operator or bring the enforcement operation in-house at any time.

18i) Current BPA approved operator

First Parking LLP, a BPA Approved Operator, has been appointed to enforce this policy.

18j) Enforcement appeals

Appeals in writing may be [submitted online](#). If a parking charge remains unpaid, First Parking LLP will contact the DVLA for the registered keeper's details. Details of the registered keeper may be passed to the university by First Parking LLP in the event of an appeal being lodged. Data held by First Parking LLP and the university will be held in accordance with the GDPR regulations. Non-payment of a parking charge may result in debt collection action by the BPA Approved Operator, in which case additional debt collection charges would be payable. Disputes pertaining to an appeal may be referred to the 'Parking on Private Land Appeal's service' (POPLA), details of which will be supplied by First Parking LLP should an appeal be received in writing and subsequently rejected.

All appeals against parking enforcement charges must be made in the first instance in writing to the BPA Approved Operator appointed by the university. Important note: failure to follow the BPA Approved Operators appeals process (the details of which can be found within the parking enforcement ticket issued) may result in court action, with any resultant court proceedings being entirely **managed by the BPA Approved Operator**.

All appeals will be referred by the BPA Approved Operator to the university's Head of Security who has the final decision-making responsibility on all enforcement matters. **Please do not approach the Head of Security directly on appeal matters before first logging an appeal via the BPA Approved Operator.**

18k) Automatic Number Plate Recognition (ANPR)

The Estates and Facilities Directorate are investigating the possible use of Automatic Number Plate Recognition (ANPR), principally for use in automated parking enforcement. Should this technology be implemented then an amendment to this policy will be drafted and submitted for approval, in advance.