

Vehicle Parking & Cycle Policy

Valid for the permit year 01/09/2019 to 31/08/2020 inclusive

Reviewed annually

Disclaimer: De Montfort University accepts no responsibility for any damage or theft to personal property whilst using any campus parking or cycle facilities.

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1. Introduction

This policy applies to all employees and students at De Montfort University (DMU), as well as all visitors and external individuals / organisations utilising DMU campus facilities. It relates to all DMU parking facilities, including the car parks, motorcycle and bicycle parking areas. Parking for cars, in particular, 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 students, staff and visitors. DMU is also working with the Leicester City Council to align with government policy and reduce car use in connection with its operations. Our current plans require us to demonstrate significant progress in this area and consequently the university has developed its 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. The continuation of parking charges and a parking policy is at the core of this Travel Plan, with the revenue generated by parking charges being used primarily to fund initiatives designed to encourage staff and students to use alternative forms of transport and maintain / improve car park provision.

In order that the car parks are used only by those authorised to do so, a series of enforcement measures have been put into place to discourage un-authorised parking, the measures are detailed in [Section 4](#).

2. Authorisation to park on Campus and eligibility

Staff may apply for a DMU Parking Permit to park a car on the campus if they meet the following criteria:

- All permanent staff who live outside of the Campus Exclusion Zone. The Exclusion Zone is defined as 'postcodes deemed to be within suitable alternative travelling distance from the university - usually (but not exclusively) 2 miles from the central DMU postcode of LE1 9BH'. Staff falling within the Exclusion Zone with specific needs requiring a parking permit must include with their permit application a letter of appeal and support from their Dean or Director only outlining those needs and incorporating a clear justified case as to why public transport or alternative methods of getting to / from the campus are unviable. Applications will be considered by the Dean / Director, although support will not guarantee approval. The final decision regarding the issuing of a permit, the type of permit and eligibility on all appeals will lie with the Director of Estates & Facilities. A Pay & Display permit will be offered in the case of a successful appeal, unless exceptional circumstances are evidenced giving rise to the consideration of a standard permit. Staff who may 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 may move out of the Campus Exclusion Zone part-way through a permit year will become eligible to apply for a permit.
- Staff with temporary contracts living outside of the Campus Exclusion Zone can apply for a DMU Parking Permit but may be asked to pay in advance (unless applying for a DMU Pay & Display Parking Permit). The monthly cost for such a permit (except for Pay & Display permits) and the length of time for which a permit may be issued will be dependent on the contract conditions.
- Visiting lecturers who live outside of the Campus Exclusion Zone and who need to attend the university regularly (more than six times per year) must apply for either an annual DMU Parking Permit or a DMU Pay & Display Parking Permit if they wish to park on campus. Those attending six times per year or fewer may be booked on campus as a visitor.
- Staff and students who are Local Authority (LA) Blue Disabled Badge holders may apply for a DMU Disabled Parking 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 (or a DMU Assessed Needs Permit, see below for more details) at any time, including evenings and weekends.

- Staff who are not in receipt of a Local Authority Blue Disabled Badge (and therefore not eligible for a DMU Disabled Parking Permit) may instead apply for a DMU Building Specific Permit. Should staff or students meet the eligibility criteria for 'Assessed Needs', as laid out under [section 3d of this policy](#) then they may alternatively apply for a DMU Assessed Needs Permit. DMU 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 may re-apply for a DMU Assessed Needs Permit for the new permit year. If the relevant needs become permanent it is recommended that the applicant consider applying for a LA Blue Disabled Badge. Information and application forms for the LA Blue Disabled Badge scheme are available from your Local Authority in the area in which you live.
- Staff eligible to use disabled spaces may also use non-disabled spaces on campus.
- No vehicle parking spaces are provided for students, except students who have applied for, and been granted a DMU Disabled Permit or DMU Assessed Needs Permit.

Notes:

- Please refer to sections 6 - 8 for [Pre-Booked Visitor Parking](#), [Hire Car Parking](#) and [Contractor Parking](#).
- Short-stay delivery and collection vehicles may be excluded from this policy (at the discretion of Security), provided that they are transporting goods to or from the university in connection with university business.
- Bicycles and motorcycles should not be parked in spaces intended for cars. Please refer to [sections 11 - 14](#) relating to provisions for bicycle and motorcycle parking.
- Authorised external individuals and organisations (e.g. tenants within DMU facilities) will be issued with valid DMU Parking Permits as indicated in their occupation agreements.

3. Permit use

A valid DMU Parking Permit and (where relevant) Pay & Display ticket must be clearly displayed on all vehicles parked in university car parks. External visitors parking within DMU car parks must follow the Visitor Vehicle Parking procedure in this policy (see [section 6](#)). For instruction on how to apply for a DMU Parking Permit see [Appendix 1](#).

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

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

From 7.30am to 5.30pm, Monday to Friday (Core Hours), only valid DMU Parking Permit holders may use the car parks and this must be in connection with DMU business. Outside of these hours, holders of valid DMU permits may park within their allocated Buildings Specific Car Park or the Main Car Park and DMU students and staff with no valid DMU Parking Permit may use the Main Car Park only. An exception to this rule is The Venue@DMU Car Park, which may be used by DMU staff that are Leisure Centre members, or staff based within the Leisure Centre itself, outside of the Core Hours above. DMU students and staff with no valid DMU Parking Permit must have a validated ID card in order to access the main car park ([see section 9](#)).

The university reserves the right to close car parks at any time and to allocate parking spaces to other users at any time e.g. in connection with university / faculty Open Days, Student Intake Days, FAME Events, special events, building works etc. Wherever possible, reasonable notice will be given if parking arrangements are affected.

Members of the university eligible for a DMU Parking Permit but wishing only occasionally to use the car parks must obtain a valid DMU Pay & Display Parking Permit and must also purchase a ticket from one of the Pay & Display machines on each visit. Eligibility for these permits is the same as for other DMU Parking Permits.

Building Specific Pay & Display Parking Permits are also available for staff wishing to use the Pay & Display machines. These locations are the Gateway House and the Venue@DMU car parks respectively; no other DMU Pay & Display Parking Permits are valid in those car parks.

Random checks will be made of DMU Parking Permits and enforcement action will be taken as necessary. Please refer to [section 4](#) for details on enforcement. Obtaining a DMU Parking Permit in one year does not guarantee the allocation of a similar permit for future years. Permits last for up to one academic year and become invalid upon the termination of employment, the completion of a course or the expiry of the permit.

A special exemption has been made for those staff exclusively working early or late shifts (e.g. Cleaners) that are permitted to park their cars until 9am or after 5pm, without requiring a DMU Parking Permit.

All DMU Parking Permits remain the property of the DMU Estates & Facilities Directorate and may be removed from the user at the discretion of that Directorate at any time if the holder fails to comply with this Policy.

a) Charges

The university is committed to reducing the amount of car usage associated with its activities, as required by the Travel Plan and our Carbon Management Plan. Charging for DMU Parking Permits is needed to help influence travel choices and to allow greater investment in alternative transport options. It will also enable the ongoing maintenance and improvement of parking facilities. For charging levels please see [Appendix 1](#).

b) Permit surrender

Staff who leave part way through the permit year or who for other reasons no longer wish to make regular use of the car parks may surrender their permits and (if they have paid in advance) claim a refund for months not used. The refund will only be for entire months, not for parts thereof. No refund will be given until the permit is surrendered to the Estates Helpdesk via the Estates Services Building Reception.

Staff that pay monthly via salary deductions can have future deductions cancelled only if the permit is surrendered and returned to the Estates Helpdesk. The first deduction that will be cancelled will be dependent on the date of surrender.

c) Lost permits

If a permit is lost by the registered user then a replacement can be requested by contacting the Estates Helpdesk; a charge of £15 will be applied and permits may take up to one week to be issued.

d) DMU disabled parking

Members of staff and students who hold a Local Authority (LA) Blue Disabled Badge only, are eligible to apply for a DMU Disabled Parking Permit. However, DMU recognises that some staff and students may not necessarily meet the eligibility criteria for a LA Blue Badge, yet have a medical condition that requires them to park closer to their building of work or study. The Assessed Needs permit is designed specifically to meet the needs of these staff / students, on the basis of a 'social model of disability' (see the [Alliance for Inclusive Education web site](#) for more details), and is intended to be available for acute medical conditions / injuries / recovery periods where there has been a clear trauma or illness, and where the applicant is not eligible for a LA Blue Badge.

The DMU Assessed Needs permits will be valid for a maximum of 12 months, or until the end of the permit year (whichever is sooner). Should the applicant continue to meet the Assessed Needs eligibility criteria then they may apply to renew a DMU Assessed Needs permit in the new permit year. To be eligible, the applicant must have a

medical condition which restricts mobility, meaning that the applicant is unable to walk more than 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 walk from other university or private car parks to reach their workplace or building. Staff and students with longer-term medical conditions should apply for a LA Blue Disabled Badge in order to be eligible to apply for a DMU Disabled Parking Permit.

For staff, a GP referral form ([see Appendix 3](#)) must be used to support the application for a DMU Assessed Needs Permit. The application for an Assessed Needs Permit cannot be completed without this information. The DMU Health & Safety and Wellbeing team will then assess the supplied GP referral information and advise the Estates Helpdesk as to the relative support for the permit application, based on the supplied medical advice. This will include (if applicable) the period for which the Assessed Needs permit should be valid for. This process may be subject to change within the permit year of 2019-2020 as DMU develops new procedures with the newly appointed Occupational Health provider 'Health Management'. Should this procedure change, then an amendments to this policy will be made, as necessary.

For students, there is a separate application form ([see Appendix 1 for details of how to apply](#)).

The final decision on the issuing of a Staff Assessed Needs Permit sits with the Director of People & Organisational Development and / or the Director of Estates & Facilities. For students, the final decision rests with the Disability Services Manager. DMU Disabled and DMU Assessed Needs Permit holders are permitted to park in any parking area / bay on campus (unless indicated otherwise by local signage) but should use the Disabled parking areas / bays wherever possible. Disabled parking spaces reserved for visitors to DMU should not be used by staff or students unless directed to do so by the Parking Attendant.

DMU Disabled and DMU Assessed Needs Parking Permit holders are exempt from the Exclusion Zone restrictions.

e) Building Specific Car Parks

Car parks attached to particular buildings on campus may only be used by staff with a valid DMU Building Specific Parking Permit for that car park, or staff / students with DMU Disabled / Assessed Needs permits. Staff with valid DMU Building Specific Parking Permits may also use the Main Car Park or any overflow car parks but only when no spaces are available in their Building Specific car park.

DMU Building Specific Parking Permits will be issued according to the following hierarchy:

1. Staff with medical conditions based within the attached building (without LA Blue Disabled or Assessed Needs Permits) where medical conditions are certified by a GP / the Head of Health, Safety and Wellbeing.
2. Staff with medical conditions (as above) based in other buildings.
3. Staff with work related justification based within the attached building e.g. working regular unsocial hours, regularly transporting equipment, regular work related trips etc.
4. Staff with work related justification (as above) based in other buildings.
5. Staff with personal justification based within the attached building e.g. carer responsibilities
6. Staff with personal justification (as above) based in other buildings
7. Staff with no particular reason within the attached building.
8. Staff with no particular reason based in other buildings.

Decisions on the applicability of medical conditions and work or personal related justifications will be made by the Estates & Facilities Directorate in prioritising permit allocations and will not be capable of challenge or appeal. Although DMU Building Specific Parking Permits will normally be issued for a year, there may be exceptional circumstances when they may need to be withdrawn during the course of a year and a Main Car Park permit substituted. All Building Specific car parks have a DMU Building Specific Parking Permit limit based on the number of spaces available within that car park and the nature of the building. Once this limit has been reached, no more permits will be issued for that year unless exceptional circumstances arise, or if permits become available through staff leaving / surrendering their permits. University owned vehicles will have spaces in their base car park, but are otherwise assumed to utilise loading bays, and do not have priority in any other car park.

For building specific applicants that apply for their permit after the close of the renewal window (the 21st of July), be these new applicants, or transfer requests from one building specific car park to another, the applicants will be placed onto the waiting list for their building(s) of choice. It is not guaranteed that the application will be successful. Should there be no waiting list for the relevant building(s) applied for, then the permit may be granted in line with the application / transfer request as necessary. Applications received during the permit renewal window will be assessed and prioritised using the eight criteria set out above. All applications submitted / received after the permit renewal window will be assessed in chronological order on a first come-first served basis.

f) Temporary DMU Parking Permits

In some cases e.g. short-term contracts or before a full DMU Permit can be approved, a Temporary DMU Parking Permit may be issued. These can be valid for any length of time from 1 day to 3 months and may be capable of renewal, as necessary. Charges will apply to Temporary Permits as per [Appendix 1](#) but on a pro-rata basis.

g) Car-share

All DMU car drivers participating in a formal car-share arrangement with two or more additional DMU staff members are eligible to apply for free parking using the application form in [Appendix 1](#). If successful a DMU 3-for-Free Car-Share Parking Permit will be issued, which is transferable between the cars indicated on the application form and must be clearly displayed on the car in use. As there is no charge for a DMU 3-for-Free Car-Share Parking Permit, if the car arrives on campus with fewer than three staff occupants, the car will require a Pay and Display ticket for the relevant day. This will be enforced through spot checks. DMU 3-for-Free Car-Share Parking Permit holders who repeatedly arrive with fewer than three staff occupants and who fail to purchase and display a Pay and Display ticket, will have their permit withdrawn and may lose the right to park on campus. Where a designated area of the car park has been set aside for car-share, staff with DMU 3-for-Free Car-Share Parking Permits must use this area unless it is full. If the designated area is full, car sharing staff must park as directed by the car park attendants. Owning a 3-for-free Car Sharing permit does not guarantee the availability of a parking space.

h) Park & Ride permits

A DMU Park & Ride permit grants the holder a season ticket for Leicester's Park & Ride services, **free of charge**. Tickets are valid for the DMU permit year of the 1st of September to the 31st of August inclusive and allow travel on any of the three Park & Ride services operating in the City i.e. Meynell's Gorse, Enderby and Birstall.

Tickets are to be used solely for DMU business purposes, including commuting to and from work. Interested members of staff should apply by completing the application form, which is linked from [Appendix 1](#). This offer is open to all DMU and DSU employees working >0.5 FTE with contracts that run until at least the 31st of August of each permit year. **A limited number of season tickets are available, therefore staff are encouraged to apply early to avoid disappointment.** Permits will be issued on a first come, first served basis, and an application for such a permit does not guarantee that it will be granted. The granting of such permits is at the sole discretion of the Estates & Facilities Directorate. Sufficient parking spaces within the Park & Ride facilities are also not guaranteed.

DMU Parking Permit holders who wish to apply for this permit must surrender their campus car parking permit prior to being issued with a Park & Ride permit. No staff member will be able to hold a DMU Parking Permit and a Park & Ride

permit at the same time. Staff living within the Campus Exclusion Zone are not eligible for a Park & Ride permit. Should a member of staff surrender their parking permit then they will be refunded for any balance of prepayment or their monthly payments will cease.

i) Permit renewal

For the purposes of this policy, a renewal is defined as: any DMU member who applies for a DMU Parking Permit having also held a permit in the previous 12 month period. The new permit applied for may not be the same type as held previously. DMU Parking Permit renewals occur between the 9th of May and the 21st of July each year (inclusive). Formal communication will be sent to DMU members using the appropriate messaging service in place at the time. Each DMU Parking Permit will be printed with the expiry date of that permit. For anyone requiring authorisation for a Parking Permit (i.e. GP referral or review from Health, Safety and Wellbeing for a DMU Assessed Needs Parking Permit, line management authorisation for a Building Specific Parking Permit or Dean / Director approval for a Campus Exclusion Zone Appeal) then it is that individual's responsibility to ensure that the renewal plus correct authorisation reaches the Estates Helpdesk before the application closing date.

The dates of the renewal period will apply to all types of renewal including: on-line and hard copy.

DMU Parking Permits approved during the renewal period will be delivered via a Faculty / Directorate representative before the start of the new parking period (usually 1st September). Applications may be made after the closing date of the renewal period but these may take between four and six weeks to be processed. **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.** Exceptions may be applied e.g. a staff member returning from Maternity Leave. In these cases a temporary DMU Parking Permit may be provided. No DMU staff member may use the DMU car parks unless in possession of a valid DMU Parking Permit. Anyone using an out-of-date permit will be liable for a parking charge as described in [Appendix 4](#).

j) New staff starters

New staff to DMU may be booked onto the Visitor's Car Park by their line manager for their first day. If a more permanent DMU Parking Permit is required then the staff member must apply ASAP by the methods outlined in this Policy. In some cases, a Temporary DMU Parking Permit may be required until the employment status can be confirmed or a full permit is issued. In this case, the line manager must confirm to the Estates Helpdesk via email that the applicant is a DMU staff member.

k) DMU Parking Permit payment options

Staff members that are required to pay for a DMU Parking Permit may do so using any of the options in [Appendix 1](#).

l) Late arrival parking spaces

A maximum of 30 late arrival parking spaces are provided (adjacent to the Main Car Park) for late arrivals (after 9.30am, week days). The provision of these spaces is to accommodate parking for colleagues with non-standard working hours. **Staff who would like the option to park in this area must apply specifically for a Late Arrival Parking Permit and must declare that their contracted start time is later than 9.30am and that they would be regularly arriving after 9.30am.** A justification statement as to why applicants should be considered for this parking permit must also be provided. Should this car park be full then staff may also use the Main Car Park. Users will be guided into these spaces by the university Parking Attendant.

Given the limited number of late arrival spaces available each application will be reviewed on the basis of the justification statement provided at the time of application and prioritised by the Estates & Facilities Directorate. These decisions will not be capable of challenge or appeal. Once this limit has been reached the Main Car Park will be offered as an alternative and no more permits will be issued for that year unless exceptional circumstances arise, or if permits become available through staff leaving / surrendering their permits. Although Late Arrival Parking Permits will

normally be issued for the permit year there may be exceptional circumstances when they may need to be withdrawn during the course of the year and a Main Car Park permit substituted.

For late arrival car park applicants that apply for their permit after the close of the renewal window (the 21st of July), be these new applicants, or transfer requests, the applicants will be placed onto the waiting list for the area. It is not guaranteed that the application will be successful. Should there be no waiting list for the area then the permit may be granted in line with the application / transfer request as necessary.

4. Management of Car Parking areas and enforcement of policy

The responsibility for enforcement of this policy resides with the DMU Security Office / their appointed 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, including committing the offences set out below.

Offenders will be liable for a parking charge as described in [Appendix 4](#). Within core hours (7.30am to 5.30pm Monday to Friday), enforcement will be taken against any vehicle:

- For which no valid DMU Parking Permit has been issued.
- 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.
- Vehicles whose drivers possess a valid DMU Parking Permit but fail to display it may initially receive a written warning, however, subsequent offences will be liable for a parking charge as described in [Appendix 4](#).

At any time, enforcement action will be taken against any vehicle:

- Driven by a member of the public, not a member of DMU.
- Parked in a designated 'No Waiting' area.
- Parked on a double yellow line / yellow hatched area.
- Causing an obstruction.
- Parked on a 'Fire access road'.
- Parked in a disabled bay without a valid DMU Disabled Parking Permit or an Assessed Needs Permit.
- Parked in a reserved bay without authorisation.
- Parked outside the designated parking areas / bays.
- Parked on a university-owned paved area or road without prior consent.
- Left in excess of 24 hours, without the prior agreement of the Security Office.

Any breaches of this policy will be dealt with in accordance with Enforcement Procedures, which will be reviewed bi-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) 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. Where anyone acts improperly in order to gain an advantage in obtaining or using a permit, consideration will be given to removing any rights that permit conveys. The removal of a permit may be requested by the Head of Security and authorised by the Director of Estates & Facilities. University Parking Attendants will endeavor to maximise all car parking spaces available. DMU Parking Permit holders and visitors should therefore conform to all directions issued by those attendants whilst accessing the car parks.

a) Notices

Within all car parks or other prominent locations, notices conforming to the British Parking Association (“BPA”) Code of Practice will be displayed advising that a parking charge may be issued if a valid DMU Parking Permit is not displayed.

b) Enforcement

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 / Security Officers, employed by the university or commissioned through an Agency, who issue parking charges to vehicles in breach of this policy. Parking charges are collected by the BPA Approved Operator. DMU reserve the right to change the BPA approved Operator and / or bring the enforcement operation in-house at any time.

c) Cars left long term or abandoned

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

d) Cars left in the car park over 24 hours

Enforcement notices may be placed on vehicles when left in DMU car parks for longer than 24 hours, at the discretion of Security, unless authorised by Security in advance.

e) Appeals

All appeals against parking charges must be made in the first instance in writing to the BPA Approved Operator responsible for collecting parking charges. All appeals will be referred by the BPA Approved Operator to the university’s Head of Security. In conjunction with (b) above, DMU reserve the right to change the BPA approved Operator and or to bring the operation of appeals in-house at any time.

5. Parking on roads surrounding the Campus

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. The Leicester City Council contracted Civil Enforcement Officers regularly patrol the public roads within the vicinity of the university campus and issue parking charge notices to vehicles parked in contravention of the highway parking regulations.

6. Visitor vehicle parking

Visitors to the university (on university business) who have pre-booked car parking arranged must comply with the visitor parking arrangements within this policy. Pre-booked visitors who hold LA Blue Disabled Badges may be allowed to park in any parking bays on campus, including disabled parking bays, but should be directed to use the designated Disabled Visitor Spaces where possible. Pre-booked visitors who hold a LA Blue Disabled Badge must display a DMU Disabled Visitor Parking Permit but are not required to purchase a Pay & Display ticket.

A maximum of 12 visitor spaces are provided adjacent to the Main Car Park. Users of these spaces will be guided by the university's Parking Attendant. For guidance on how to book Visitor parking spaces please see [Appendix 2](#). No DMU staff member may be booked to use a visitor parking space (aside from new staff starters - see [section 3i](#)), visiting lecturers (for a maximum of 6 occurrences per year), members of staff conducting authorised 'keeping in touch' (KIT) days, as a result of their maternity / paternity leave (for a maximum of 10 occurrences), or members of staff on long term sickness, visiting the university for formal meetings, assuming that they have previously relinquished their parking permit. Unless funded by a Faculty or Directorate, all visitors to the university (aside from LA Blue Disabled Badge holders), who park on campus, are required to pay the requisite Pay & Display charge and display a DMU Visitor Parking Permit and Pay & Display ticket whilst using the car park. This includes all university events.

University Parking Attendants will distribute DMU Visitor Parking Permits. These should be clearly displayed in the windscreen of the vehicle in conjunction with the valid Pay & Display ticket. Anyone parking in a different area or without a DMU Visitor Parking Permit or Pay & Display ticket may be liable for a parking charge as described in [Appendix 4](#).

A maximum of 5 spaces per booking are available daily and are capable of being booked up to 6 weeks in advance (unless booking an event); all bookings should include the names of the visitors and an indication of when they are expected to arrive and leave. Spaces not claimed within two hours of the expected arrival time may be used by other visitors or users as directed by the Parking Attendants.

All bookings are made on a first-come-first-served basis until the 12 daily spaces are used; no parking for visitors will be available on the Main Car Park or in most Building Specific car parks. The exceptions to this rule include university / faculty Open Days, Student Intake Days, FAME Events, Graduation Events and Special Events.

If larger vehicles (i.e. Minibuses), are expected then the capacity will be lower. Please contact the Estates Helpdesk for advice on how many spaces are available if you expect vehicles other than cars to be attending. There is a very limited facility for coach parking; please contact the Security Office if you expect a coach to be attending your Event.

The number of parking spaces on campus is very limited for all users; please book only the number of spaces that you know you will need and remember to cancel those no longer required. All staff making bookings should encourage the use of alternative transport options or external car parks; information is available at <http://www.dmu.ac.uk/transport>.

Beaumont Park visitors

Should members of staff (in receipt of any kind of DMU parking permit) or DMU students wish to drive to Beaumont Park, for a visit on university business, then they are permitted, as an exception, to park within the DMU owned and operated visitor parking bays adjacent to the main entrance.

Hire car parking

Hire cars on loan to DMU for the purposes of staff carrying out university business may be collected and returned from the Visitor's Car Park if spaces are available. A Pay & Display ticket will not need to be purchased.

7. Contractor vehicle parking

Please note; this procedure does not apply to DMU authorised vehicles making deliveries or collections, where only short term parking is required. Vehicle parking for contractors engaged by DMU to work at DMU sites cannot be guaranteed. Prior notice should be given to the Estates Helpdesk by the member of DMU staff engaging the contractors. Permission to park will only be given where there is no detrimental impact upon the operation of the university and where parking close by is essential to enable the work to be carried out. When permission is granted, contractors will be issued with a DMU Contractor Parking Permit. Contractors' vehicles parked on DMU property which are not displaying a valid DMU Contractor Parking Permit are liable for a parking charge as described in [Appendix 4](#).

Contractors' vehicles displaying the appropriate DMU Contractor Parking Permit but parked in disabled bays without displaying a LA Blue Disabled Badge, blocking fire exits, causing an obstruction or in any other way contravening this policy are liable for a parking charge as described in [Appendix 4](#).

8. Parking out of hours

All members of the university (staff and students, whether or not they are permit holders) may use the Main Car Park free of charge outside the Core Hours of 7.30 am - 5.30 pm, Monday to Friday, subject to availability. These users must have a validated ID card in order to access the car park. Cards can be validated at the Security Office.

Members of staff that are current DMU Leisure Centre members (as well as Leisure Centre staff themselves) may also use the Venue Car Park outside of the Core Hours. A parking notice as described in [Appendix 4](#) may be issued to any vehicle parked in a DMU car park outside the Core Hours committing any of the following offences:

Any vehicle:

- Driven by a member of the public not a member of DMU.
- Parked in a designated 'No Waiting' area.
- Parked on a double yellow line / yellow hatched area.
- Causing an unnecessary obstruction.
- Parked on a 'Fire access road'.
- Parked in a disabled bay without a valid DMU Disabled Parking permit or Assessed Needs permit.
- Parked in a reserved bay without authorisation.
- Parked outside the designated parking areas / bays.
- Parked on a university-owned paved area or road without prior consent.
- Left in excess of 24 hours, without Security Office prior agreement.
- In contravention of any other part(s) of this Policy.

DMU reserve the rights to use the car parks for events and other activities out of Core Hours entirely at our discretion e.g. for football / rugby match day parking etc.

9. Enforcement - Current BPA approved operator

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

Appeals in writing may be submitted online to: <http://www.paymyparking.net> or posted to:

First Parking LLP
27 Old Gloucester Street
London
WC1N 3AX

Parking charge notice payments may be made online via: <http://www.paymyparking.net>, by telephone to: 0200 333 1995 (standard rate telephone line) or by post to:

First Parking LLP
27 Old Gloucester Street
London
WC1N 3AX

Queries regarding parking charge notices issued / appeals lodged may be made by post to:-

First Parking LLP
27 Old Gloucester Street
London
WC1N 3AX

In the event that 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 First Parking LLP and the University will be held in accordance with the Data Protection Act 2018.

Non-payment of a parking charge may result in debt collection by the BPA Approved Operator in which case additional debt collection charges would be payable by the offender. 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. DMU reserves the right to change the BPA approved Operator and/or bring the operation of enforcement, appeals and charges in-house at any time.

10. Cycling to Campus and cycle parking

For the most up-to-date information regarding cycle facilities plus showers and changing areas on campus:

- See <http://www.dmu.ac.uk/transport>.

11. Cycle security

a) 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 bike on campus. These facilities are intended to be for short-term (working hours) use; please do not leave bikes in them when you are not on campus.

b) Cycle locks

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

DMU staff members who would like to borrow a cycle lock may do so (subject to availability) by contacting DMU's Sustainability team (sustainability@dmu.ac.uk). Loans are for six months at a time and locks must be returned or renewed after this time. There is no charge. 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 of the highest quality but DMU cannot be held responsible for equipment failure.

c) Abandoned bikes

Bikes 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. Bikes that are removed will be recycled wherever possible.

d) Locking bikes up

Cycles should only be locked to the racks and storage facilities provided. No cycles should be attached to street furniture including railings, lamp posts, benches or trees etc. On land surrounding the campus but not owned by DMU the local authority may take action 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.

e) Cycles in buildings

No-one is permitted to take bicycles inside DMU buildings, with the exception of indoor cycle storage facilities.

13. Other Support for Cyclists at DMU

DMU aims to support cyclists on campus wherever possible. There are various facilities available such as free inner tubes, puncture repair kits and lights to make life as easy as possible.

Please see <http://www.dmu.ac.uk/transport> for details or email sustainability@dmu.ac.uk.

14. Motorcycle Parking

Motorcyclists are permitted to use the motorcycle parking areas plus the external cycle facilities around campus. No motorcycle should be ridden in a pedestrianised area or across a pedestrian pathway in order to reach those facilities. Where no legal roadway exists then riders should dismount and push. No motorcycles should be parked in a parking space reserved for a DMU Parking Permit holder 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.

Appendix 1: Applying for permits

a) Applying for a DMU Parking Permit

Permits will only be issued on completion and approval of an application. The Estates & Facilities Directorate reserves the right to refuse a permit for any applicant who has previously failed to comply with this Policy.

Detailed below are links to the various parking permits available to you:

- [Park & Ride permit](#)
- [Car Share 3-for-Free permit](#)
- [Main Car Park permit](#)
- [Building Specific permit](#)
- [Late Arrival permit](#)
- [Assessed Needs permit](#)
- [Local Authority Blue Badge permit](#)

b) Changing your permit details

If your details or your vehicle(s) need to be changed then please contact the Estates Helpdesk. The details will be updated on the database and there should be no need to issue a new permit.

Please note: the restrictions described in [section 2](#) will apply if a permit holder moves into the 'Campus Exclusion Zone'. The Exclusion Zone is defined as 'postcodes deemed to be within alternative travelling distance from the university – usually (but not exclusively) 2 miles'. Staff falling within the Exclusion Zone with specific needs requiring a parking permit must include with their application a letter of appeal and support from their Dean or Director only outlining those needs and incorporating a clear justified case as to why public transport or other methods of getting to/from the campus are unviable. Applications will be considered but support by the Dean / Director will not guarantee approval. The final decision regarding the issuing of a permit, the type of permit and eligibility on all appeals will lie with the Director of Estates & Facilities. A Pay & Display ticket will be offered in the case of a successful appeal unless exceptional circumstances are evidenced giving rise to the consideration of a standard permit.

c) DMU Parking Permit charges

The amount charged will be decided and set based on the individual's circumstances at the time of application. Once set, charges for each individual cannot be changed until the start of the next permit period (usually September 1st).

For staff with temporary contracts, the length of time for which a permit is issued will be dependent on the contract conditions. Please check with the Estates Helpdesk before making any advance payments.

Staff and students who are LA Blue Disabled Badge holders will not be required to pay a fee, but must apply for a DMU Disabled Parking Permit in the normal way. Staff who are granted a DMU Assessed Needs Permit are required to pay for their permit, in line with the parking permit charges listed below. No fee is charged for the provision of DMU Assessed Needs Permits for students.

There is no charge for DMU Pay & Display Parking Permits (for use in conjunction with Pay & Display tickets) or for DMU Car-share Parking Permits for car-shares of three or more DMU employees (3-for-free).

Pay and Display tariffs will be reviewed on an annual basis.

Charges:

- **Tier 1:** Staff with an annual gross salary up to the top of Grade D.
£120 per annum (£10/month).
- **Tier 2:** Staff with an annual gross salary above the top of Grade D and up to the top of Grade G.
£240 per annum (£20/month).
- **Tier 3:** Staff with an annual gross salary above the top of Grade G and up to spinal point 51.
£360 per annum (£30/month).
- **Tier 4:** Staff with an annual gross salary above spinal point 51.
£480 per annum (£40/month).

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 and / or ongoing payments will attract charges from the Tier equating to their annual gross pay i.e. annual gross salary plus these payments.

Staff members working part-time will be placed into the Tier that matches their annual gross salary plus any additional and / or regular payments as outlined above i.e. annual gross pay.

Pay and Display tickets will be available at £2 per day or £1 for up to four hours, and may be purchased from Pay and Display machines, located within the designated Pay & Display car parks.

d) Payment options

Pay in advance at the Cashier's Desk in the Gateway House building. A receipt (proof of payment) is required. This method of payment is best for those staff who do not receive a regular monthly salary from DMU or those on a temporary contract with no fixed duration and who do not wish to use Pay & Display.

Staff who leave part way through the year or who 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. No refund will be given until the permit is surrendered to the Estates Services Building Reception.

12 Monthly Salary Deduction (12 equal deductions) made from the monthly salary starting in September each year. This method of payment is best for those staff who receive a regular monthly salary through the university.

Pay & Display. This method is best for the following staff: those who wish to vary their mode of transport for the university. Those who only drive to DMU a couple of times per week. Those on hours of work that could vary from week-to-week. Those on temporary contracts that could terminate at short notice.

Appendix 2: Visitor and Event parking

a) Procedure for booking Visitor parking spaces

Spaces in this car park must be booked by a member of DMU staff, informing the Estates Helpdesk, not more than six weeks in advance. Email: estateshelpdesk@dmu.ac.uk or telephone 01162506366.

A maximum of 5 spaces per booking are available daily; all bookings should include the names of the visitors and an indication of when they are expected to arrive and leave.

b) Procedure for booking Event parking spaces

Bookings for Events may be made at any time. Please book by contacting the Estates Helpdesk who will supply you with the relevant paperwork. Email: estateshelpdesk@dmu.ac.uk or telephone 01162506366.

Appendix 3: General Practitioner (GP) Referral Letter / Questionnaire

Private & Confidential

Head of Health, Safety & Wellbeing
De Montfort University
John Whitehead Building
Leicester, LE1 9BH

Tel: 0116 2506437 (Tuesday, Wednesday and Thursday only)

Email: healthandsafety@dmu.ac.uk

Dear Doctor,

Re: Medical Assessment for a DMU Assessed Needs Permit

Your patient is a member of staff at De Montfort University and has applied for a DMU Assessed Needs Parking Permit that would allow use of DMU owned and operated disabled parking spaces around the university. Parking on campus is very limited and it is, therefore, university policy that disabled spaces are only to be used by Local Authority Blue Disabled Badge holders or by DMU members of staff who hold a DMU Assessed Needs Permit, after satisfying the following criteria:

- The person has a medical condition, disability or restricted mobility that means that they are unable to walk more than short distances e.g. 100 metres, and require access to a parking space as near as possible to their workplace or building.
- There is another medical condition, or reason related to health, why they cannot use public transport, park on public roads and / or walk from other university or private car parks to reach their workplace.

It is university practice to ask each applicant for a report from their General Practitioner in pursuit of their application for a DMU Assessed Needs Parking Permit. Each form will be assessed by the university's appointed Occupational Health provider and will remain confidential.

Please complete the attached form.

Note: any permits issued will be for a maximum of 12 months, or until the end of the permit year (the 31st of August each year), whichever is sooner, and that is no guarantee of a parking space for the holder. All DMU parking spaces are accessed on a first-come-first- served basis only.

Thank you.

Yours faithfully

Head of Health, Safety and Wellbeing
De Montfort University

General Practitioner Questionnaire

Please tick which of the following criteria are applicable to your patient:

<input type="checkbox"/>	<p>My patient has a medical condition and / or disability and / or impaired or restricted mobility. This means that they are unable to walk more than short distances e.g. 100 metres, and require access to a parking space as near as possible to their workplace or building.</p> <p><u>Please provide details below.</u></p>
<input type="checkbox"/>	<p>There is another medical condition, or reason related to health, why my patient cannot use public transport, park on public roads and/or walk from other university or private car parks to reach their workplace.</p> <p><u>Please provide details below.</u></p>
<input type="checkbox"/>	<p>Neither of the above criteria applies.</p>

Patient Name

Patient name	
Number of weeks / months permit required for (delete as appropriate), for a maximum of 12 months, or until the end of the current permit year (31 st of August).	
Supporting information (for DMU's Occupational Health provider's use only).	

General Practitioner (GP) Declaration

The above named patient has agreed that this form will be sent confidentially to DMU's Occupational Health provider, for the purposes of assessing their need for a DMU Assessed Needs Parking Permit. It is understood that no permits guarantee a parking space.

Date	
GP's name	
GP's signature	

Stamp of FP Practice or Health Centre

--

Patient Declaration

I declare that this information is true and accurate.

Date	
Patient's name	
Patient's signature	

Appendix 4. Breaches of the Vehicle Parking & Cycle Policy

The responsibility for enforcement of this policy resides with the Security Office. To ensure compliance, authorised personnel will patrol the DMU car parks and may issue parking charge notices to the owners of vehicles not compliant with this policy. Offenders will be liable for a parking charge of £80 (reducing to £40 if paid within 14 days). If payment is made by a debit/credit card then an additional handling charge of £1.50 is payable.