

## **Vehicle Parking & Cycle Policy**

Reviewed April 2018

**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 thus committed to moving towards more sustainable forms of transport and to ensuring that accessibility to its sites is improved for all students, staff and visitors. DMU is also working with the Leicester City Council to come into line with government policy and reduce the use of the car 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. This 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 other initiatives designed to encourage staff and students to use alternative forms of transport. Funding is also used for the following initiatives: to maintain and improve existing car park provision; to help support new sustainability initiatives across the university and to contribute to the Vice Chancellor's hardship fund for students.

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 but Dean / Director, however, 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 & Commercial Services. 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 term) 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 term 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 at any time, including evenings and weekends.

- Staff and students who have temporary mobility difficulties and have been appropriately assessed by their GP using the form and letter available in [Appendix 3](#), or in consultation with Occupational Health as part of a management referral, may apply for a temporary DMU Disabled Parking Permit or DMU Building Specific Parking Permit. Please see [section 3e](#) for more details.
- Temporary DMU Disabled Parking Permits will be valid for a maximum of three months at a time and for a total maximum of four referrals i.e. 12 months (unless exceptional circumstances can be evidenced).
- If the relevant condition becomes permanent and long term disabled parking is required then an application for an LA Blue Disabled Badge should be made. 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.

#### 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, 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 agreements.

### 3. Permit use

The 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; they 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 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 outside of the Core Hours above. Students and staff with no valid DMU Parking Permit must have a validated ID card in order to access the 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 DMU Estates & Commercial Services 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 Maintenance Services 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**

Full DMU Disabled Parking permits will only be given to holders of LA Blue Disabled Badges.

Staff and students who have temporary mobility difficulties and have been appropriately assessed by their GP using the form and letter available in [Appendix 3](#), or in consultation with Occupational Health as part of a management referral, may apply for a temporary DMU Disabled Parking Permit.

Temporary DMU Disabled Parking Permits are intended to be available for acute medical conditions / injuries / recovery periods where there has been a clear trauma or illness; they will be valid for a maximum of three months at a time and for a total maximum of four referrals i.e. 12 months (unless exceptional circumstances can be evidenced).

Staff and students with longer-term medical conditions will need to apply for a LA Blue Disabled Badge in order to be eligible to apply for a DMU Disabled Parking Permit.

A doctor's note must be used to support the application for a temporary DMU Disabled Parking Permit. Where there is disagreement about the appropriateness of issuing a permit the Director of POD and / or the Director of Estates & Commercial Services will determine the outcome taking into account the medical and business case provided.

Full and temporary DMU Disabled Parking Permit holders are permitted to park in any parking area / bay on campus 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.

Full and Temporary DMU Disabled 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. 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 (those without LA Blue Disabled Badges or temporary DMU Disabled Parking Permits) but with medical conditions certified by a GP / Occupational Health.
2. Staff with medical conditions (as above) based in other buildings.
3. Staff with work related justification based within the attached building e.g. antisocial hours, transporting equipment, 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. care issues
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 & Commercial Services 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. 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.

Note: Beaumont Park is limited to staff within the building and is excluded from the selection criteria detailed above.

## f) Temporary DMU Parking Permits

In some cases, for example, 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 other DMU staff members must complete an application form (see [Appendix 1](#)), giving the details of each relevant car. A DMU 3-for-Free Car-Share Parking Permit will be issued, which is transferable between the cars indicated on the application form and it 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 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.

## h) 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 May and July each year. The actual opening and closing dates of this window will be communicated to DMU members using the appropriate on-line messaging service in place at the time including notices on the staff intranet and mass email communications. Each DMU Parking Permit will also be printed with the expiry date of that permit. For anyone requiring authorisation for a Temporary DMU Disabled Parking Permit, 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, email 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 for late applications and staff affected will need to make other parking arrangements.** 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](#).

## i) 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. In this case, the line manager must confirm to the Estates Helpdesk via email that the applicant is a DMU staff member.

## j) 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](#).



## 4. Management of Car Parking areas and enforcement of policy

The responsibility for enforcement of this policy resides with the Security Office or their appointed representative. To ensure compliance, authorised personnel will patrol the DMU car parks and may issue parking charges 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 unnecessary obstruction.
- Parked on a 'Fire access road'.
- Parked in a disabled bay without a valid DMU Disabled Parking 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.

Any breaches of this policy will be dealt with in accordance with Enforcement Procedures, which will be reviewed annually. Should any student or member of staff be found to have acted in a fraudulent way or to have behaved in a threatening or intimidating manner to staff (whether directly employed by the university or a contractor) 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. 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

At vehicular entrances to car parks, 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**

The university reserves the right to remove any car not parked in accordance with this policy (without a valid DMU Parking Permit or outside a permitted area). 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) 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 road 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 Parking Attendants 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 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 Visitor Car Park with 45 spaces is available within the Main Car Park. 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 (apart from new staff starters - see [section 3i](#)). 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 five 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. Spaces not claimed within two hours of the expected arrival time may be used by other drivers as directed by the Parking Attendants.

If more than five spaces are required then this will constitute an Event and may be booked further in advance. For guidance on how to book Event parking spaces please see [Appendix 2](#). Spaces for Events will be limited to 35 per day to ensure that at least 10 are available for other visitors.

All bookings are made on a first-come-first-served basis until the 45 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>.

## 7. 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.

## 8. 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 an 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](#).

## 9. 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 may also use the Venue Car Park outside of the Core Hours. A parking charge 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 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.

## 10. 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  
Office 7  
35-37 Ludgate Hill  
London  
EC4M 7JN

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  
Office 7  
35-37 Ludgate Hill  
London  
EC4M 7JN

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

First Parking LLP  
Office 7  
35-37 Ludgate Hill  
London  
EC4M 7JN

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. Data held First Parking LLP and the University will be held in accordance with the Data Protection Act 1998.

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 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.

## 11. 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>.

## 12. 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

DMU staff members who would like to borrow a cycle lock may do so (subject to availability) by contacting our Sustainability team ([sustainability@dmu.ac.uk](mailto: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.

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

### 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.

## 13. Other Support for Cyclists at DMU

DMU aims to support cyclists on campus as best we can.

Facilities such as free inner tubes, puncture repair kits and lights are all available to make life as easy as possible. Please see <http://www.dmu.ac.uk/transport> for details or email [sustainability@dmu.ac.uk](mailto: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.

## Appendix 1: Applying for permits

### a) Applying for a DMU Parking Permit

Permits will only be issued on completion and approved means of application. The Estates & Commercial Services 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](#)
- [Annual staff permit](#)
- [Pay & Display permit](#)
- [Building Specific permit](#)
- [DMU Temporary Disabled permit](#)
- [Local Authority Blue Badge permit](#)

### b) Changing your permit details

If your details or your vehicle's details 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 Dean/Director 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 & Commercial Services. 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 agency workers who wish to apply for a full DMU Parking Permit; a copy of the Agency Workers Induction Checklist must be attached to the permit application form to enable us to check the number of hours worked / length of contract in order to confirm whether the higher or lower rate should be charged.

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. Likewise, no fee is charged for the provision of a Temporary DMU Disabled Parking Permit, but staff and students who have already purchased a permit who then become temporarily disabled do not qualify for a refund on their old permit.

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 people or more (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 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 Helpdesk.

**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](mailto:estateshelpdesk@dmu.ac.uk) or telephone 01162506366.

A maximum of five 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. No DMU member of staff may be booked onto the Visitor car park (apart from New Starters - see [section 3i](#)).

### **b) Procedure for booking Event parking spaces**

Bookings for Events may be made at any time but will be limited to 35 per day to ensure that at least 10 are available for other visitors. Please book by contacting the Estates Helpdesk who will supply you with the relevant paperwork to be completed and returned. Email: [estateshelpdesk@dmu.ac.uk](mailto:estateshelpdesk@dmu.ac.uk) or telephone 01162506366.

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



Occupational Health, Safety & Well-being Department  
John Whitehead Building  
De Montfort University  
Leicester, Leicestershire,  
LE2 7BY  
Tel: (0116) 250 6353  
Email: [oh@dmu.ac.uk](mailto:oh@dmu.ac.uk)

Date

Dear Doctor,

**Re: Medical Assessment for a temporary DMU Disabled Parking Permit**

Your patient is a staff member / student at De Montfort University and has applied for a temporary DMU Disabled Parking Permit that would allow use of the 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 who hold a 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 temporary DMU Disabled Parking Permit. Each form will be assessed by the university's Occupational Health Advisors and the contents will remain confidential.

**Please complete the attached form.**

It should be noted that any permits issued will be for a maximum of three months without an additional assessment and do not guarantee a parking space for the holder. All DMU parking spaces are accessed on a first-come-first- served basis only.

Thank you.

Yours faithfully

Anthea Turnbull Occupational Health Advisor

## 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><b><u>Please provide details below.</u></b></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><b><u>Please provide details below.</u></b></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 3 months	
Supporting information (for Occupational Health use only)	

### General Practitioner (GP) Declaration

The above named patient has agreed that this form will be sent confidentially to the DMU Occupational Health Department for the purposes of assessing their need for a Temporary DMU Disability 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

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### Patient Declaration

I declare that this information is true and accurate.

Date	
Patients name	
Patients 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 charges 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.