

## Methodology for allowing pre-payment of visitor parking costs

1. Payment for parking is required during DMU core working hours: Monday – Friday 7:30am – 6:00pm.
2. This procedure will apply only to those invited guests where the university's reputation or commercial interests might be compromised if a pre-payment system was not available.

*Qualification will be decided at the Faculty or Directorate's discretion.*

3. Payment will be at a Faculty or Directorate level; the groups included will be:
  - a) Health & Life Sciences
  - b) Art, Design and Humanities
  - c) Business & Law
  - d) Technology
  - e) Estates & Commercial Services
  - f) POD
  - g) SAAS
  - h) Finance & SPS
  - i) Marketing & Comms
  - j) International Office (includes Strategic Partnership, International Office, Events Office, Advancement Office)
  - k) ITMS
  - l) Executive, Governance and Legal Services
  - m) Library & Learning Services
  - n) Research, Business & Innovation
4. Payment will be up to £100 in advance via F12 into the car park income code 41BCPL1750.
5. Bookings will be taken as normal but the person making the booking must request a pre-payment from their Faculty's credit. It is the responsibility of the person making the booking to ensure that they have approval from their Faculty to do so.
6. It is the responsibility of the Faculty to communicate to its staff which visitors may be considered for pre-payment.
7. Those who have been pre-paid will be clearly marked on the daily Visitor Parking list by the person taking the booking.
8. Pre-payment can be for £1.00 or £2.00 dependant on the length of the visit in line with the Vehicle Parking Policy.
9. A list of credits will be kept by the Estates Helpdesk and will automatically update when a new visitor is booked in.
10. On arrival at the car park those who have been pre-paid will receive a Visitor Parking Permit that has been stamped with the word 'PAID', no P&D ticket will be required. Other visitors will receive a Visitor Parking Permit that has not been stamped and this must be supplemented with a P&D ticket.
11. All visitors must arrive at the Main Car Park entrance to receive their permit; permits will not be sent out in advance.
12. No refunds will be given if a visitor does not use the pre-paid space.
13. Once a Faculty's credit has been exhausted then no further pre-payment will be available for that Faculty until a top-up is received.