

Vehicle Parking & Cycle Policy

Permit Year 2021 - 2022

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Version Control

Version	Date	Change	Prepared By	Approved By
1	15/03/2021	Version control added.	David Corden	David Corden
2	16/03/2021	<p>Policy amended to the 2021-2021 permit year.</p> <p>Section 3e amended. The Estates Sustainability team will now review all Campus Exclusion appeal forms (was the Director of Estates & Facilities). A final appeal decision may also now be made to the Director of Estates & Facilities.</p> <p>Section 15m added. Consultation with the University's Disability Group.</p> <p>Section 17c) amended. Added an exception for DMU disabled permit holders (being driven to the university as their destination) from the need to hold a valid driving licence.</p> <p>Section 17j) amended. Emphasis given to contacting the university's BPA Approved Operator directly on enforcement appeal matters.</p> <p>Section 17k) added. Automatic Number Plate Recognition (ANPR) investigation.</p>	David Corden	Umesh Desai

1. Introduction

This policy applies to all parking facilities at De Montfort University (DMU). Parking for cars is a limited and valuable commodity which is expensive for the university to maintain and operate with demand often outstripping supply.

DMU is committed to moving towards more sustainable forms of transport and ensuring that accessibility to its sites is improved for all. DMU is also working with the Leicester City Council to align with government policy and to reduce car use in connection with its operations. This policy is an integral part of the university's [Travel Plan](#), which aims to reduce reliance on the car through a number of mechanisms, initiatives and targets aimed at minimising the impact that travel and transport generated by DMU has on the environment.

Revenue generated by parking charges will be used to fund initiatives designed to encourage staff and students to use alternative forms of transport and maintain / improve car park provision.

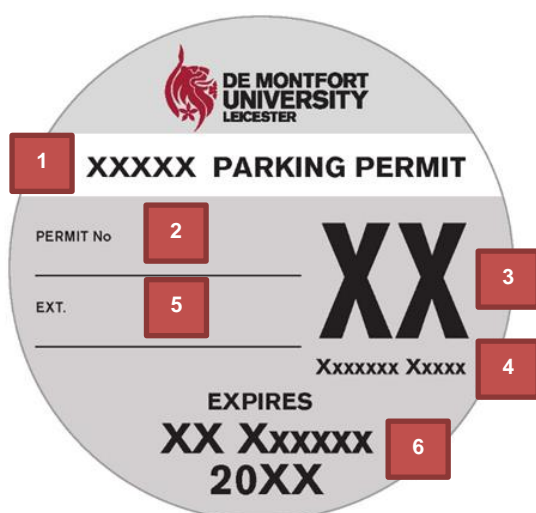
2. Permit types and eligibility

2a) Permit types

Permit Type	Pay & Display Permit	Staff Permit	Student Permit
Main Car Park	Available	Applicable	Not Applicable
Building Specific	Some Locations (see 4b)	Applicable	Not Applicable
Disabled	Not Applicable	Applicable	Applicable
Assessed Needs	Available	Applicable	Applicable
Post 9.15am Arrival	Available	Applicable	Not Applicable
Three for Free	Not Applicable	Applicable	Not Applicable
Park & Ride	Not Applicable	Applicable	Not Applicable

2b) Understanding your permit

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



Sections of your permit:

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

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

3. Main Car Park

3a) Permit entitlements

Main Car Park permit holders are entitled to park within DMU's Main Car Park and the Main Car Park Overspill on Bonner's Lane. The latter should only be used when the Main Car Park becomes full.

3b) Car park details

Car Park	Post Code / Link to Google Map
Main Car Park	LE2 7DP
Main Car Park Overspill (Bonner's Lane)	LE2 7NX

3c) Eligibility

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

3d) Application process

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

3e) Campus Exclusion Zone

Staff living within the Exclusion Zone are permitted to complete a car parking application but must also submit a supplementary appeal form. Submitted applications will remain on hold until they are reviewed by the Estates Sustainability team for a final decision. The appeal form must outline the applicant's needs and incorporate a clear and justified case as to why public transport or alternative methods of getting to / from the campus are unviable. The appeal form must also include the signed and authorised support of the relevant Dean / Director of Faculty Operations for faculties, Director / Deputy Director for professional services or Executive Board Member.

Please note that the support of completed appeal forms by the authorised personnel noted above will not guarantee approval. A Pay & Display permit for the Main Car Park will be offered in the case of a successful appeal, unless exceptional circumstances are evidenced within the supported appeal form, giving rise to the consideration of a standard permit. Applicants may make a final appeal regarding the Estates Sustainability team's decision to issue a permit, the type of permit offered and eligibility. Final appeals must be made directly to the Estates Sustainability team, who will represent the applicant's appeal to the Director of Estates & Facilities for a final decision.

Staff who move into the Campus Exclusion Zone part-way through a permit year will no longer be eligible for a permit once the move has taken place. Applicable staff will be contacted as necessary and reimbursed for any full months paid in advance. Similarly, staff that move out of the Campus Exclusion Zone part-way through a permit year will become eligible to apply for a permit, should they wish to apply.

Note: Disabled and Assessed Needs permit applications are not subject to the Campus Exclusion Zone.

4. Building Specific

4a) Permit entitlements

Building specific permit holders are entitled to park within the [building specific car park](#) allocated to them or the Main Car Park. The latter should only be used when no spaces are available in their allocated building specific car park.

4b) Car park details

Car Park	Pay & Display Permit Option	Post Code / Link to Google Map
Bede House	Available	LE2 7EJ
Bede Halls of Residence	Not Available	LE2 7EQ
Bede Island (Leicester Media School)	Not Available	LE2 7EW
Beaumont Park	Not Available	LE4 1DE
Chantry Building	Not Available	LE2 7BY
Clephan Building	Not Available	LE1 5XY
Edith Murphy House	Available	LE1 5RR
Gateway House	Available	LE2 7DP
Heritage House	Not Available	LE1 5RR
Innovation Centre	Not Available	LE1 5XY
John Whitehead Building	Available	LE2 7BY
Portland Building	Not Available	LE2 7GZ
Trinity House	Not Available	LE2 7BY
The Venue@DMU	Available	LE2 7BY
The Watershed	Not Available	LE2 7AU

Note: Any building specific car park may be subject to closures for Graduation, Open Days or any other university wide event. Advanced notice will be provided in all cases.

4c) Eligibility

Staff may apply for a building specific permit unless they live within the Campus Exclusion Zone. Building specific parking permits will be assessed according to the following hierarchy:

1. Staff with medical conditions based within the attached building.
2. Staff with medical conditions based in other buildings.
3. Staff with work related justification based within the attached building.
4. Staff with work related justification based in other buildings.
5. Staff with personal justification based within the attached building.
6. Staff with personal justification based in other buildings.
7. Staff with no reason based within the attached building.
8. Staff with no reason based in other buildings.

There may be exceptional circumstances when building specific permits may need to be withdrawn and the Main Car Park substituted. 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.

Building specific permits will be valid for a maximum of 12 months (or until the end of the current permit year, whichever is sooner). **Approval in one permit year does not guarantee approval in subsequent years.**

4d) Pregnancy in the third trimester

For staff in the third trimester of their pregnancy, provision may be made for the allocation of a mid-year building specific permit change, at the discretion of Estates and Facilities. Eligible colleagues will need to complete a [change of permit type](#) form and deliver it to the Estates Services Building Reception. Please note that a request for a particular building specific parking permit may not always be granted and will be subject to availability. Alternative building specific car parks or the Main Car Park (if there is no availability in any of the building specific car parks) may be offered. Staff or students with a pregnancy related medical condition (at any stage of their pregnancy) will also be entitled to apply for an [Assessed Needs](#) permit.

4e) Application process

Staff on the university's main payroll are required to complete their application via the DMU Hub 'My Carpark' tile. Non-main payroll staff must complete a Non DMU Hub Application Form. [Further details are available here.](#) Applications will be placed on hold until they are assessed, and applicants are not permitted to park, pending a decision (notwithstanding any current valid permit, already held). Decisions on the applicability of applications will be made by the Estates & Facilities Directorate exclusively, with priority allocations based on the information provided at the time of application. The final decision on the allocation of building specific permits rests with the Estates & Facilities directorate and is not capable of challenge or appeal. Should the chosen building not be allocated then an alternative building specific car park or the Main Car Park may be allocated to you in its place. Non-acceptance of alternative building specific option within a reasonable timescale will result in a Main Car Park permit being allocated.

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 then no further permits will be issued unless exceptional circumstances arise or if permits become available via surrenders.

5. Disabled

5a) Permit entitlements

Disabled permit holders are entitled to park within any designated parking bay (with the exception of those reserved or those within the visitor car park). This includes disabled bays, all building specific car parks and the Main Car Park. Disabled Permit holders are also exempt from the restrictions of the Campus Exclusion Zone.

5b) Eligibility

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

5c) Application process

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

Staff application process

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

Student application process

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

6. Assessed Needs

6a) Permit entitlements

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

6b) Eligibility

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

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

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

6c) Application process

Staff application process

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

On submission of a staff application, applicants will be prompted (via automated email) to complete an additional paper based supplementary form, which will seek to clarify eligibility. Applicants will also be requested to submit documentary medical evidence in support of their application, which is a mandatory requirement. This supplementary form and associated documentation must then be submitted to your Dean / Director of Faculty Operations (for

faculties), your Director / Deputy Director (for professional services), or Executive Board Member. No other personnel may authorise this documentation. Applications will be placed on hold until a decision is reached by your faculty or directorate (notwithstanding any current valid permit, already held). Medical information will be kept by the faculty / directorate concerned and not shared with Estates in any way.

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

Student application process

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

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

7. Post 9.15am Arrival

7a) Permit entitlements

Post 9.15am Arrival permit holders are entitled to park in the Post 9.15am Arrival Car Park (adjacent to the Main Car Park / the rear of the Estates Services Building) after 9.15am, weekdays (before this time they must park within the Main Car Park). These spaces are provided to accommodate parking for colleagues with non-standard working hours.

7b) Car park details

Car Park	Post Code / Link to Google Map
Post 9.15am Arrival Car Park	LE2 7DP

7c) Eligibility

As part of the application process for this permit type staff must submit a business case declaring that their regular contracted or agreed flexible working start time is later than 9.15am and that they will regularly be arriving at work later than 9.15am. 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.

7d) Application process

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

Given a limited number of post-9.15am arrival spaces available, each application will be reviewed based on the justification statement provided and prioritised by the Estates & Facilities Directorate. Once this limit has been reached the Main Car Park will be offered as an alternative and no further permits issued for that year unless exceptional circumstances arise, or if permits become available via permit surrenders. The final decision on the allocation of post 9.15am Arrival permits rests with Estates & Facilities and is not capable of challenge or appeal. Applications will be placed on hold until they are assessed, and applicants are not permitted to park, pending a decision.

8. Three for Free

8a) Permit entitlements

Three for Free permit holders are entitled to park within the Three for Free Car Park (adjacent to the Main Car Park to the rear of the Estates Services Building). Spaces are provided to colleagues operating a car-share arrangement with two or more additional DMU staff colleagues. **This permit type is provided free of charge.**

8b) Car park details

Car Park	Post Code / Link to Google Map
Three for Free Car Park	LE2 7DP

8c) Eligibility

Two or more DMU staff colleagues must be present in the vehicle at the time of parking. If the car arrives on campus with fewer than three staff occupants, then the car will be required to purchase a Pay and Display ticket. In such instances permit holders will also be expected to park in the Main Car Park and not the Three for Free parking area. Checks will be made as vehicles park. Three for Free permit holders who repeatedly arrive with fewer than three staff colleague occupants and who fail to purchase and display a Pay and Display ticket will have their permit withdrawn and may lose their right to park on campus. Should the Three for Free Car Park be full then permit holders must use the Main Car Park. Owning a Three for Free permit does not guarantee space availability.

8d) Application process

To apply, staff colleagues must complete a paper-based application form. [Further information available here.](#) Please note that all members of the car share group will be required to complete a separate application form and that only one permit will be issued, which is transferrable between the allocated cars within the car share group.

9. Park & Ride

9a) Permit entitlements

Park & Ride tickets entitle staff to a season ticket for Leicester's Park & Ride services, free of charge. This includes wi-fi enabled bus transport from one of the three locations mentioned below to Leicester City Centre.

9b) Car park details

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

9c) Eligibility

Permits are to be used solely for DMU business purposes, including commuting to and from work. **This offer is open to all DMU employees working greater than 0.5 FTE with contracts that run until at least the 31st of August of each permit year.** It is unfortunately cost prohibitive to expand the offer of this free permit type to colleagues working less than 0.5 FTE. Staff living within the Campus Exclusion Zone are not eligible for a Park & Ride permit.

9d) Application process

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

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. An application for this permit type does not guarantee that it will be granted. The granting of such permits is at the sole discretion of the Estates & Facilities directorate. Enough parking spaces within the Park & Ride facilities cannot also be guaranteed. When available permits are fully allocated then a Main Car Park permit will be offered in its place.

Note: the provision of this permit type is available for as long as the university continues to fund the scheme. Should the funding allocation for this permit type stop then this permit type will be removed, accordingly.

10. Electric vehicle charging

The provision of electric vehicle charging points is currently under review and may be introduced ASAP. It is envisaged that a separate 'Electric Vehicle' permit type will be introduced, should the technology be adopted. This permit type would entitle holders to park their electric vehicles in electric vehicle charging bays until their vehicle is fully charged. Once charged users would be expected to move their vehicles to a normal designated parking bay to provide charging capacity for other colleagues. The proposed areas for electric vehicle charging points are currently the Main Car Park and Bede House. Additional spaces may be added, dependent on permit adoption.

Should electric vehicle charging technology be adopted by the university then an amendment to this policy will be tabled to the university's Operational Leadership Group (OLG). Such an amendment will detail the technology adopted along with any resultant additional parking processes and enforcement criteria, as necessary.

11. Visitor parking

11a) Car park details

Car Park	Post Code / Link to Google Map
Visitor Car Park	LE2 7DP

11b) Eligible non-event visitor parking

- Visitors must only park at DMU on university business and must be pre-booked via the Estates Helpdesk a maximum of 6 weeks in advance. Visitor parking is subject to final authorisation by the Estates & Facilities directorate. The submission of a visitor parking space booking does not guarantee availability.
- Faculties or directorates may choose to pay in advance for their requested visitor parking, at their discretion. Approval of the relevant budget holder will be required, in advance of the booking. If not funded by the faculty or directorate then the visitor will be required to Pay & Display, as relevant.

- Visitors cannot be members of staff or students. Exceptions to this are 1) employees on their first day of employment only, 2) members of staff conducting authorised 'keeping in touch' (KIT) days, as a result of their maternity / paternity leave (a maximum of 10 occurrences), 3) members of staff on long term sickness, visiting the university for formal meetings, 4) carer consultants (as pre-named by the faculty of Health & Life Sciences), 5) visiting lecturers (a maximum of 6 occurrences per permit year) and 6) external examiners, external panel members or external subject advisors (a maximum of 3 occurrences per permit year). Visiting lecturers who need to attend the university regularly (more than 6 times per year) should apply for a Pay & Display permit. Points 2 and 3 (above) can only be booked if the employees concerned have previously relinquished their parking permit. **Visitor requests will be checked thoroughly.**
- Visitors must not be existing or potential contractors or suppliers (for invoiceable services).
- Members of staff who are paid via the university's main payroll (outside of the exceptions above) but who visit the university infrequently should apply for a free Pay & Display permit.
- A maximum of 5 spaces per booking are available daily.
- Spaces not claimed within two hours of the expected arrival time may be re-utilised / forfeited.

11c) Non-event visitor parking application process

Visitor bookings must be made by a member of DMU staff, informing the Estates Helpdesk not more than 6 weeks in advance. To request a booking email: estateshelpdesk@dmu.ac.uk or telephone 01162506366. All bookings should include the names of the visitors and an indication of when they are expected to arrive and leave.

A maximum of 20 visitor spaces are available. If larger vehicles (i.e. Minibuses), are expected then the capacity will be lower. Larger vehicles must be declared to the Estates Helpdesk at the time of booking, who will inform Security.

Visitor parking spaces are offered on a first come, first served basis and are subject to eligibility. No further non-event visitor spaces will be available in other car parks, should the visitor car park be fully booked. **Availability is not subject to appeal.** Visitors holding a Local Authority Blue Badge may be allowed to park in any parking bays on campus, including disabled parking bays. Such visitors will be directed by Parking Attendants or Security personnel. Local Authority Blue Badge visitors are also not required to purchase a Pay & Display ticket.

The number of visitor parking spaces on campus is very limited; please book only the number of spaces that you know you will need and remember to cancel those no longer required.

All staff making visitor bookings should encourage the use of alternative transport options or external car parks; information is available via the university's [Travel web page](#).

All visitors will need to display their visitor parking permit and associated Pay & Display ticket, as necessary.

11d) Eligible event visitor parking

- Event visitors must only attend the university for the purposes of a declared event.
- No parking for event visitors will be available within the Main Car Park or in most Building Specific car parks with the exception of university / faculty Open Days, Student Intake Days, FAME Events, Graduation Events and Special Events (a 'Special Event' will be determined by the Estates Helpdesk Supervisor and is typically defined as an event in the best interests of the wider university or an event that generates income).
- Visitors must be pre-booked via the Estates Helpdesk a maximum of 12 months in advance. Event visitor parking is subject to final authorisation by the Estates & Facilities directorate. The submission of an event visitor parking booking request does not guarantee availability. **Approval must in no way be assumed.**
- Faculties or directorates may choose to pay in advance for their requested event visitor parking, at their discretion. Approval of the relevant budget holder will be required, in advance of the booking. If not funded by the faculty or directorate then the event visitors will be required to Pay & Display, as relevant.
- Event visitors cannot be members of staff or students.
- Spaces not claimed within two hours of the expected arrival time may be re-utilised / forfeited.

11e) Event visitor parking application process

Event visitor bookings must be made by a member of DMU staff, informing the Estates Helpdesk not more than 1 year in advance. To request a booking email: estateshelpdesk@dmu.ac.uk or telephone 01162506366. All bookings should include vehicle registration numbers and an indication of when they are expected to arrive and leave. If larger vehicles (i.e. Minibuses) will be visiting, then this must be declared to the Estates Helpdesk at the time of booking.

The maximum number of spaces allocated to the event will be determined at the discretion of the Estates & Facilities directorate. Spaces may be allocated within the Main Car Park or other car parks at the discretion of the Estates Helpdesk Supervisor. However, event visitor parking is typically limited to the allocated visitor car park. Appeals on the number of spaces allocated may be made to the Head of Estates Planning & Compliance, for a final decision. Local Authority Blue Badge event visitors may be allowed to park in any parking bays on campus, which includes disabled parking bays. Such visitors will be directed to an appropriate parking bay as necessary. Local Authority Blue Badge holders attending an event are also not required to display a Pay & Display ticket.

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. You will not be permitted to exceed the number of agreed event visitor spaces as determined by the Estates Helpdesk Supervisor.

All staff making event visitor bookings should encourage the use of alternative transport options or external car parks; information is available via the university's [Travel web page](#).

All visitors will need to display their visitor parking permit and associated Pay & Display ticket, as necessary.

11f) Visitor permits

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

The image shows a sample of a DMU Visitor Parking Permit form. It includes the university logo, the permit year (2020-2021), and a 'VISITOR' section. Below this is a calendar grid for the month of January, with a specific day (the 6th) highlighted. At the bottom, there are sections for 'VEHICLE REGISTRATION' and 'PAY & DISPLAY' options (Pre-paid, Pay & Display, Disabled). Red boxes with numbers 1 through 7 point to specific fields: 1 (Permit year), 2 (Type of permit), 3 (Scratched off day of the week), 4 (Scratched off day of the month), 5 (Scratched off month), 6 (Vehicle registration number), and 7 (Scratched off payment option).

Example sections of your visitor permit:

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

11g) Beaumont Park visitors

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

11h) Hire vehicle parking

Hire vehicles on loan to DMU for the purposes of staff carrying out university business may be collected and returned from the Post 9.15am Arrival / Three for Free car park if spaces are available. No charge will be incurred.

12. Motorcycle parking

Motorcyclists are permitted to use the motorcycle parking areas and 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 their motorcycle. No motorcycles should be parked in a parking space reserved for any other type of vehicle or in yellow hatched areas unless directed by a Parking Attendant. Motorcyclists are not required to apply for a parking permit to park their motorcycle on site.

13. Contractor vehicle parking

13a) Estates contractor sign in and induction

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

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

13b) Faculty or directorate contractor sign in and induction

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

If the contractor is not already inducted (and not managed by Estates) then they will be required to complete an online induction form and be added to the Estates contractor management information system. This induction will be limited to site basics and details of parking provision and enforcement and does not preclude the completion of any induction processes imposed directly by the faculty or other directorate.

13c) Contractor parking charges

All contractor vehicles (aside from those within agreed and fenced compound areas, in delegated contractor construction site management responsibility areas or liveried vehicles owned and operated by Chartwell's or Selecta Limited) must Pay & Display. The Pay & Display ticket must be visible and next to the contractor parking permit. Contractors in possession of a Local Authority Blue Badge will not be required to purchase a Pay & Display ticket.

13d) Contractor parking

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

Contractors are expected to abide by all the details within this policy and are permitted to park in any designated bay, in any designated car park (aside from: disabled bays, reserved bays, the Post 9.15am Arrival / Three for Free car park or the Visitor car park). If holding a Local Authority Blue Badge then contractors are permitted to park in disabled bays, although the Blue Badge will always need to be displayed, along with a valid contractor parking permit.

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

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

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

Contractors will be challenged and be subject to enforcement if they do not comply with the above-mentioned policy, notwithstanding other enforcement elements. Actively working from or unloading from a contractor vehicle must be adequately risk assessed and dynamically managed so as not to pose an obstruction or danger.

Contractor parking may be refused (should parking facilities reach capacity) at the discretion of Security.

13e) Contractor permits

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

Example sections of your contractor permit:

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

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

13f) Contractor designated compounds

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

13g) Contractor delegated and managed construction sites

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

13h) Contractor parking on adjacent public roads

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

14. Cycling to campus and cycle parking

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

14a) Cycle security disclaimer

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

14b) 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 6 months at a time and locks must be returned or renewed after this time. Exceptions may be made for colleagues on maternity leave or colleagues absent from the university with long term medication conditions. 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 suitable but DMU cannot be held responsible for equipment failure.

14c) Abandoned cycles

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

14d) Locking up cycles

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 act to remove any cycles attached to such street furniture. Around campus, cycle locks left unused on DMU cycle stands may be removed forcibly by Security if they appear to have not been used for at least one month.

14e) Cycles, scooters and skate boards in buildings

Bicycles are not permitted within buildings, with certain listed exceptions 1) when utilising indoor cycle storage facilities, 2) when utilising foldable bicycles, provided that the bicycle is folded whilst being carried and stored inside, 3) electric and non-electric scooters and 4) electric and non-electric skate boards.

14f) Cycle spaces

Cyclists may use the university cycle parking facilities but must not park their cycle in a car parking space / area.

14g) Charging electric cycles, scooters and skate boards

Users of electric powered bicycles, scooters or skate boards are permitted to charge their equipment's batteries within the staff / student cycle storage facilities in the Vijay Patel Building only, utilising the coin operated electric sockets provided. Users are not permitted to detach their equipment's batteries and charge these outside of these dedicated facilities. It is recommended that equipment be adequately secured at all times and that trailing cables do not act as a safety hazard. Any electric powered bicycles, scooters or skate boards will also need to be adequately PAT tested.

14h) Other Support for cyclists

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 for more information, as necessary.

15. Management of parking policy

Responsibility for the management of the university Vehicle Parking & Cycle Policy resides with the Estates & Facilities directorate and is subject to annual review. Approval of the policy rests with the university's Operational Leadership Group (OLG) and the university's Executive Board (EB).

Operational responsibility for administration rests with the Estates Helpdesk. Enforcement responsibility (detailed below) rests with the university's Security Office / their appointed external representative.

15a) Parking on public roads surrounding campus

Parking on public roads surrounding campus can cause a nuisance to our neighbour's, particularly in established residential areas and can harm the university's relationship with the local community. The university therefore positively discourages staff, students, visitors and contractors from parking on surrounding roads.

Penalty charge notices are issued by the Local Authority to vehicles incorrectly parked on public roads. Parking charge notices are issued to vehicles incorrectly parked on private land.

15b) Changing your permit / permit details

If your personal details or your vehicle(s) details need to be changed then please contact the Estates Helpdesk. The new details will be updated within SAP and the databases operated by our parking enforcement provider. There should be no need to issue a new permit, unless the permit type changes. If you would like to request an amendment to your parking permit type / building specific assigned car park then please complete a [change of permit](#) form and provide any supplementary authorisation as necessary.

15c) New parking permit year applications

- DMU's permit year runs from the 1st of September to the 31st of August inclusive, each year. An email reminder regarding the application window will be sent to DMU staff in place at the time, as a reminder. The responsibility for new parking permit year applications rests with the applicants solely.
- Previous parking permit holders must apply anew for each permit year. The new parking permit year application window opens every year between the 9th of May and the 17th of July inclusive. Applications submitted after the closure of the application window (i.e. on or after the 17th July) may result in a delay to the processing of such applications. **No temporary DMU parking permits will be issued in lieu of late applications and staff affected will need to make other parking arrangements until a permit is issued.** This includes the late submission of supplementary documentation / authorisation. Exceptions may be applied for members of staff returning from maternity leave or absent from work with a long-term illness, as necessary.
- Obtaining a DMU parking permit in one year does not guarantee the allocation of a similar permit for future years. This includes (but not necessarily limited to) building specific / Assessed Needs permit allocations.
- For anybody requiring supplementary authorisation for a parking permit (i.e. an Assessed Needs / Disabled permit or for a Campus Exclusion Zone Appeal) then it is that individual's responsibility to ensure that the new application and correctly authorised supplementary documentation reaches the Estates Helpdesk before the application closing date. Authorisation to park cannot be inferred based on an unapproved application.

15d) Permit surrender / invalidation

Staff or students 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 (if applicable) 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.

Permits become invalid when a member of staff or student leaves the university or on the expiry of the 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.

15e) Parking space availability and use

- The issuing of a permit does not guarantee the availability of a car parking space.
- Outside Core Hours (7.30am to 5.30pm, Monday to Friday) holders of valid DMU permits may park within their allocated Building Specific car park or the Main Car Park.
- All members of the university (staff and students, with or without a permit) may use the Main Car Park free of charge outside of core hours, Monday to Friday, subject to availability. Users must have a validated ID card in order to access the Main Car Park. Cards can be validated at the Security Office.
- The Venue@DMU car park may be used by DMU staff that are members of the QEII Leisure Centre (or staff working within the Leisure Centre) 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 Venue@DMU car park.
- The university reserves the right to close any car park at any time and to allocate parking spaces to other users at any time in connection with university business. Examples include (but not limited to) Faculty Open Days, Graduations, Student Intake Days, FAME Events, special events (as determined at the discretion of the Estates Helpdesk Supervisor), student halls drop off / collections at the start or end of term or building works. Wherever possible, reasonable notice will be given if parking arrangements are affected.
- Any car park may be utilised for activities (outside of core hours) entirely at discretion of the Estates & Facilities directorate. Examples include football / rugby match day parking etc.
- A special exemption has been made for those staff exclusively working early or late shifts (e.g. Cleaners) who are permitted to park their vehicles until 9am or after 5pm, with a designated and approved permit.
- 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.

15f) Family member barrier access to a building specific car park

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

Eligibility criteria is subject to the following checks:

- The permit holder is of a higher salary tier. The Estates Helpdesk will evidence this prior to approval.
- That the permit holder must provide permission. The Estates Helpdesk will seek this from the permit holder.
- That the permit holder must be the primary driver. The Estates Helpdesk will ask for a declaration from both the family member requesting the access and the permit holder. Specific permits are granted against the criteria outlined in the business case of the permit holder and they must be the designated primary driver.
- The family member must be using DMU parking facilities for university business only.

15g) Notices

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

15h) Reasonable adjustments

As a part of the university’s obligations under the [Equality Act \(2010\)](#) this policy sets out the university’s anticipatory approach to accommodating the parking requirements of [disabled staff or students, of those with health conditions](#)

[that may impact on their parking requirements](#). For more information about how this policy facilitates reasonable adjustments please refer to our [Building Specific](#) / [Assessed Needs](#) / [Disabled](#) permit types.

15i) Parking complaints

Non-enforcement parking related complaints must be referred to the [Estates Helpdesk](#) via email or by telephone to 0116 2506366. Parking related complaint escalation will then be addressed to the Estates Helpdesk Supervisor by a member of the Estates Helpdesk team, should they not be able to satisfactorily resolve the initial complaint themselves. Escalation thereafter should then be referred to the Head of Estates Planning & Compliance for a final decision. The Head of Estates Planning & Compliance may consult with the Director of Estates & Facilities or other university departments in relation to the satisfactory resolution of any complaints.

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

15j) Assistance in applying for your permit

Should you require assistance in applying for your parking permit then please speak with the Estates Services Building Reception, email: estateshelpdesk@dmu.ac.uk or telephone 01162506366 who will be able to assist.

15k) Objectivity in submitted business case analysis

At the end of the application window for new permits (in each permit year) the business cases submitted in support of applications for Building Specific permits (incorporating Post 9.15am permits) are reviewed by a panel of senior personnel within the Estates & Facilities directorate. Each panel member independently reviews the submitted information against the selection criteria within this policy and prioritises each submission accordingly. A consensus approach is then used should there be any disparity between the prioritisation given to each application. This process is adopted to ensure objectivity. Late or mid-year applications will then be prioritised by the Estates Helpdesk Supervisor, including the allocation of prioritisation for any waiting lists for any building specific car park.

15l) Vehicle parking disclaimer

DMU accepts no responsibility for any damage or theft to personal property whilst using campus parking facilities.

15m) Consultation with the University's Disability Group

The Estates & Facilities Directorate will consult over proposed policy changes annually with the university's Disability Group. This will include consultation with the university's Equality and Diversity team.

16. Parking charges

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

16a) Contribution points, market supplements, shift allowances or similar payments

Staff in receipt of contribution points above Grades D, G and H will not attract charges from the tier above. Charges will be levied based upon current Grade. Any staff in receipt of market supplement payments, shift allowance

payments or other similar regular 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.

16b) Parking charges by tier

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

Parking tiers and associated parking charges
Tier 1: Staff with an annual gross salary up to the top of Grade D. £120 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).

Parking permit tariffs will be reviewed on an annual basis.

For chargeable applications made via the DMU Hub 'My Carpark' tile monthly salary deductions (12 equal deductions, for an entire permit year) will be made from your monthly salary starting in September each year. The amount charged will be decided and set based on the individual's circumstances at the time of application. Once set, charges cannot be changed until the start of the next permit period (the 1st of September).

If you do not have access to the DMU Hub and have instead completed your application via a Non-DMU Hub paper-based application form then you will be required to make payment(s) via DMU's [online store](#).

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

16c) Pay & Display tickets

Pay & Display tickets will be available at £2 per day or £1 for up to four hours, and may be purchased from Pay & Display machines, located within the designated Pay & Display car parks. For more information about the location of Pay & Display machines and details of which permits may be applicable please visit [DMU's parking web pages](#). There is no charge for DMU Pay & Display parking permits (for use in conjunction with Pay & Display tickets).

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

16d) Lost permits

If a permit is lost, then a replacement can be requested by contacting the Estates Helpdesk or visiting Estates Services Building reception; a charge of £15 will be applied and permits may take up to one week to be issued. Lost permit charges may be waived as a result of crime or vehicle loss as the result of an accident. Exceptions are at the sole discretion of the Estates Helpdesk Supervisor and are not subject to appeal.

16e) DMU Store

Permit payments for non DMU Hub paper-based applications (for employees not on the university's main payroll) will need to be made via the [DMU Store](#), as necessary.

17. Enforcement of the car parking policy

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

17a) Enforcement 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 (aside from university liveried vehicles and liveried vehicles owned and operated by Chartwell's Limited or Selecta Limited).
- Vehicles whose drivers possess a valid DMU Parking Permit but fail to display it will be issued with a warning in the first instance. Please ensure that your permit is clearly displayed and fully visible. Obscured permits may be subject to enforcement.
- With a DMU Parking Permit not valid for the car park concerned.
- For which a Pay & Display ticket is required but has not been purchased and displayed.
- For which a Pay & Display ticket has expired.
- Visitor or Contractor permits that have been altered to accommodate multiple days.
- In contravention of any other part(s) of this policy.

17b) Contractor parking permit enforcement grace period

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

17c) Enforcement at any time

Action will be taken against any vehicle:

- Driven by a member of the public, not a member of DMU (unless an authorised visitor).
- Parked in a designated 'No Waiting' or 'Delivery' area.
- Parked in a reserved bay without authorisation.
- Parked on a double yellow line or within a yellow hatched area.
- Causing an obstruction.
- Blocking a pedestrian walk way.
- Parked on a 'Fire access road' or blocking a 'Fire Exit'.
- Parked in a disabled bay without a valid DMU Disabled or an Assessed Needs parking permit.
- Parked outside the designated parking areas / bays.
- Parked on a university-owned paved area or road without prior consent.
- Bicycles and motorcycles parked in spaces intended for cars.
- Vehicles parked over 24 hours. Enforcement notices may be placed on vehicles left within DMU car parks for longer than 24 hours without the prior agreement, consent and at the discretion of the Security Office.

- Permit holders must hold a valid driving licence and their vehicle(s) must meet all legal requirements. Driving license requirements do not apply to DMU disabled permit holders who do not hold a valid driving license and instead may be dropped off or collected at DMU as their destination by colleagues or students.
- In contravention of any other part(s) of this policy.

In conjunction with the local authority, the university may arrange to remove any vehicle that has been left on campus long term 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.

17d) Staff or student enforcement

- Should staff or students be found to have acted in a fraudulent way or to have behaved in a threatening, intimidating or abusive manner to staff (whether directly employed by the university or a contractor) then this will be treated as a serious disciplinary matter by the university and (in addition to any other measures that may be imposed as a result of any disciplinary action taken by the university) their DMU parking permit may be withdrawn and / or their future parking privileges removed.
- Should staff or students act improperly to gain an advantage in obtaining or using a permit then consideration will be given to removing any rights that their permit conveys or withdrawing future parking privileges.
- Should staff or students fail to follow the reasonable instructions of the university Parking Attendant / Security Officer then their DMU parking permit may be withdrawn and / or their future parking privileges removed.
- Attempts to book spaces for staff or students as visitors (outside of the exceptions listed within this policy) may result in disciplinary action taken by the university. This would be in direct contravention of the university's [Code of Conduct for Staff](#), section 2.8.1, in the personal use of university property or resources.
- The removal of a permit or the withdrawal of future parking privileges may be requested by the Head of Security and authorised by the Director of Estates & Facilities on a case by case basis.

17e) Blue Badge carer parking

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

17f) Short-stay delivery and collection vehicle enforcement

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

17g) Reserved spaces

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

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

17h) British Parking Association (BPA) Approved Operator

Enforcement of this Policy is managed by a BPA Approved Operator working in partnership with the university. Patrols of university car parks are conducted by university Parking Attendants or Security Officers (employed by the university or commissioned through an Agency) who issue parking enforcement notices to vehicles in breach of this policy.

Parking 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.

17i) 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 24/7 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

If a parking charge remains unpaid, First Parking LLP will contact the DVLA for the registered keeper's details. Details of the registered keeper may be passed to the university by First Parking LLP in the event of an appeal being lodged. Data held by First Parking LLP and the University will be held in accordance with the GDPR regulations.

Non-payment of a parking charge may result in debt collection action by the BPA Approved Operator in which case additional debt collection charges would be payable 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.

17j) Enforcement appeals

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

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

DMU may change the BPA approved Operator and or to bring the operation of appeals in-house at any time.

17k) Automatic Number Plate Recognition (ANPR)

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