

Vehicle Parking & Cycle Policy

Permit Year 2022-2023

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Document Control

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Version Control

Version	Date	Change	Prepared By	Approved By
4	27/04/2022	Removed Park & Ride (no longer funded). Limited building specific options to Trinity House and Beaumont Park. The Main Car Park permit is now a "Standard" Car Park permit and allows permit holders to park in any DMU parking space, aside from disabled, service vehicle or visitor spaces. Removed the Post 9.15am Arrival and Three for Free permit options. Removed the x 8 Building Specific criteria, given the new Standard Car Park permit. Removed the waiting list, for Building Specific Car Parks. The Visitor Car Park will be moved to Mill Lane and managed via the "Just Park" app. Added section 13m) Car park re-allocation. Updated section 14d) Pay & Display charges.	David Corden	ULB

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.

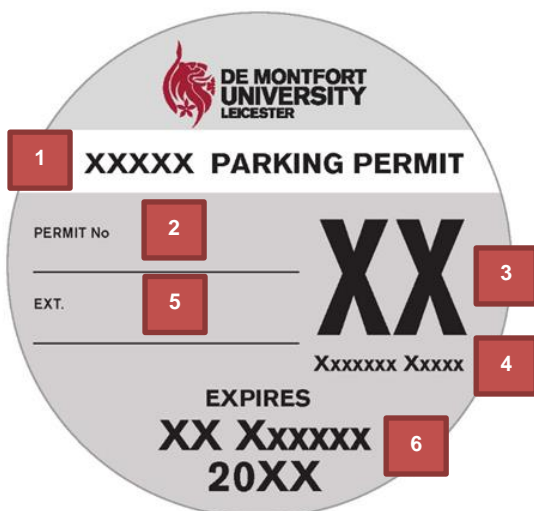
2. Permit types and eligibility

2a) Permit types

Permit Type	Pay & Display Permit	Staff Permit	Student Permit
Standard	Available (see section 14e)	Applicable	Not Applicable
Building Specific	Available (see section 4b)	Applicable	Not Applicable
Disabled	Not Applicable	Applicable	Applicable
Assessed Needs	Available	Applicable	Applicable

2b) Understanding your permit

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



Sections of your permit:

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

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

3. Standard Car Park Permit

3a) Permit entitlements

Standard Car Park permit holders are entitled to park within any DMU car parking space, except for disabled bays, service vehicle bays, the Visitor spaces the building specific car parks of Trinity House and Beaumont Park.

3b) Eligibility

Staff applying for a Standard Car Park permit will automatically be approved on receipt of their application unless they live within the Campus Exclusion Zone. The Exclusion Zone is defined as 'postcodes deemed to be within suitable alternative travelling distance 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](#).

3c) Application process

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

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

3d) Campus Exclusion Zone

Staff living within the Exclusion Zone are permitted to complete a car parking application but must also submit a supplementary appeal form. Submitted applications will remain on hold until they are reviewed. The appeal form must outline the applicant's needs and incorporate a clear and justified case as to why public transport or alternative methods of getting to / 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. Applicants may make a final appeal regarding the Estates Sustainability team's decision to issue a permit. 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 any other valid DMU car park. The latter should only be used when no spaces are available in their allocated car park.

4b) Car Park details

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

4c) Eligibility

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

4d) Application process

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

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.

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

5. Disabled

5a) Permit entitlements

Disabled permit holders are entitled to park within any designated parking bay (except for 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 (except from service bays, those reserved or 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 Campus Exclusion Zone restrictions.

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 or students with pregnancy related medical conditions 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 Standard Car Park permit. Applicants may appeal a rejected decision to either the Director of People & Organisational Development or the Director of Estates & Facilities for a final decision.

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

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. Park & Ride

Park & Ride tickets entitle the use of Leicester's Park & Ride services. This includes wi-fi enabled bus transport from one of the three locations mentioned below to Leicester City Centre.

7a) Car Park details

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

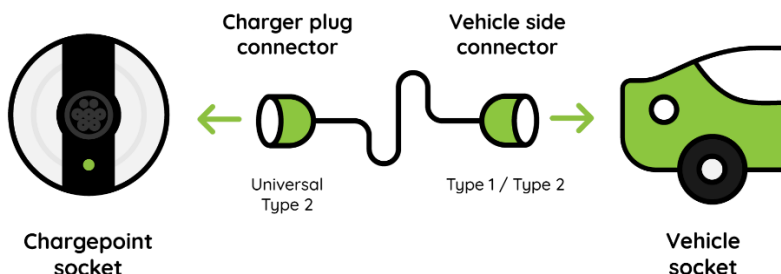
7b) Applications

Funding for the Park & Ride scheme is scheduled to end after August of 2022. However, private applications for the park & ride service are still open via the '[Choose How You Move](#)' web site.

8. Electric vehicle charging

8a) Electric vehicle charging technology

All university electric vehicle charging points offer a Type 2 charging connector and have a charging capacity of between 7 and 11 Kw. Users will be expected to provide their own charging cable.



8b) Pod Point Electric Vehicle Charging App

Payments for electric vehicle charging are processed via the university's appointed electric vehicle charging service provider, Pod Point. Download their app via the [Apple App Store](#) or the [Google Play Store](#).

8c) Locations of Electric Vehicle Charging Points

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

8d) Register for the use of DMU electric vehicle charging points

To register for use within the above-mentioned app please email sustainability@dmu.ac.uk.

8e) Electric vehicle charging bays

DMU electric vehicles charging bays are identifiable by green bay markings and a white electric vehicle charging symbol. Users of electric vehicle charging points will be reasonably expected to move their vehicle to an adjacent parking bay when not actively plugged in, in line with [section 15a](#) on this policy's parking enforcement.

8f) Electric vehicle charging tariff

Please see [section 14c](#) for a breakdown of the university's electric vehicle charging tariff.

8g) Third party management of electric vehicle charging points

The university has appointed [Pod Point](#) to supply, operate and maintain its electric vehicle charging points. Any operational or maintenance concerns regarding these charging points should be addressed to Pod Point directly, using the information displayed on the charging units themselves.

9. Visitor parking

9a) Car Park details

Car Park	Post Code / Link to Google Map
Visitor Car Park (Mill Lane)	LE2 7NX

9b) Just Park

The university's Visitor Car Park is managed through the "[Just Park](#)" app (available from the [Apple App Store](#) or [Google Play Store](#)). Parking is charged at £5 per day and must be booked in advance via the Just Park app. Visitors will need to use the car park intercom on arrival and state their vehicle registration number, to gain entry. This car park is not limited to university visitors and may also be used by members of the public and students, as well as staff and contractors. However, staff may instead apply for a Pay & Display permit, at a cheaper daily rate. Pre-payment of visitors using this car park, with university funds, is not permitted.

Disabled university visitors (in receipt of a Local Authority Blue Badge) may be permitted to park for free. To book such spaces a DMU member of staff must contact the Estates Helpdesk and book in advance. An available DMU Disabled parking space will be allocated on arrival, and the visitor must display their Blue Badge.

9c) Event visitor parking

- Event visitors must only attend the university for the purposes of a declared event.
- An appropriate car park will be allocated on booking.
- Visitors will be expected to Pay & Display on arrival, aside from Open Days, Student Intake Days, FAME Events, Graduation Events and "Special Events" (as determined by the Estates Helpdesk Supervisor). The Estates Helpdesk Supervisor will determine if a "Special Event" is applicable, which will typically be 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.**
- 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.

9d) 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 the [Estates Helpdesk](#) 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. 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 may also park free of charge.

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](#). Visitors will be expected to Pay & Display (as necessary).

9e) 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. Visitors may be asked to evidence their visit, on request.

9f) Hire vehicle parking

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

10. 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 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.

11. Contractor vehicle parking

11a) Estate's 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.

11b) 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.

11c) Contractor parking charges

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

11d) 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 or service bays). If holding a Local Authority Blue Badge then contractors are permitted to park in disabled bays, although the Blue Badge will always need to be displayed, along with a valid contractor parking permit. Should contractors utilise electric vehicles then they may charge their vehicles in DMU electric vehicle charging bays.

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) 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.

11e) Contractor permits

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

DE MONTFORT UNIVERSITY LEICESTER **1** **Parking Permit 2022-2023**

CONTRACTOR **2**

3

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5

JAN **MAR** **APR** **MAY** **JUN**

JUL **AUG** **SEP** **OCT** **NOV** **DEC**

VEHICLE REGISTRATION **6**

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

Example sections of your contractor permit:

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

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

11f) 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.

11g) 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.

11h) 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.

12. 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](#).

12a) 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.

12b) Cycle locks

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

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

12c) 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.

12d) 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.

12e) Cycles, scooters, and skateboards 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 skateboards.

12f) Cycle spaces

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

12g) Charging electric cycles, scooters, and skateboards

Users of electric powered bicycles, scooters or skateboards 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 always and adequately secured and that trailing cables do not act as a safety hazard. Any electric powered bicycles, scooters or skateboards will also need to be adequately PAT tested.

12h) 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 the university's [Transport](#) web page or email the [Sustainability](#) team for more information, as necessary.

13. 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 University Leadership Group (ULB) 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.

13a) Parking on public roads surrounding campus

Parking on public roads surrounding campus 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, 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.

13b) 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.

13c) 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 July 17th) 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.

13d) 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.

13e) Parking space availability and use

- The issuing of a permit does not guarantee the availability of a car parking space.
- Electric vehicle charging points are limited on a first come first served basis.
- 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 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 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.

13f) 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.

13g) 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.

13h) 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.

13i) 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](#).

For complaints related to the use or maintenance of electric vehicle charging points please see [section 10d](#).

13j) Assistance in applying for your permit

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

13k) Vehicle parking disclaimer

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

13l) 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.

13m) Car park re-allocation

The university may, at any time, re-allocate any university car park to an alternative use. Any re-allocations will be communicated university wide and will be made with reasonable notice. Parking users may cancel their Pay Monthly permits at any time (with a minimum of 1 months’ notice).

14. 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.

14a) 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.

14b) Parking charges by tier

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

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

For chargeable applications made via the DMU Hub 'My Carpark' tile monthly salary deductions (12 equal deductions, for an entire permit year) will be made from 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.

14c) Electric vehicle charging tariff

Electric vehicle charging tariff
£1.00 per hour of charging (for the first 4 hours) then £2.00 per hour thereafter.
Electric vehicle charging point users will be expected to move their vehicle from designated electric vehicle charging bays whilst unplugged from the charging stations. See enforcement for more information.

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

14d) Pay & Display tickets

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

14e) Pay & Display Machine Locations

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

14f) 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 because of crime or vehicle loss as the result of an accident. Exceptions are at the sole discretion of the Estates Helpdesk Supervisor and are not subject to appeal.

15. 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).

15a) 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.
- Parked in an electric vehicle charging bay and not actively plugged in.
- A conventional fuel vehicle (e.g., Petrol or Diesel) parked in an electric vehicle charging bay.
- In contravention of any other part(s) of this policy.

15b) 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.

15c) 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 walkway.
- Parked on a 'Fire access road' or blocking a 'Fire Exit'.
- Parked in a disabled bay without a valid DMU Disabled or an Assessed Needs parking permit.
- Parked outside the designated parking areas / bays.
- Parked on a university-owned paved area or road without prior consent.
- 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 and consent of the Security Office.
- Permit holders must hold a valid driving license and their vehicle(s) must meet legal requirements. Driving license requirements do not apply to DMU disabled permit holders who do not hold a valid driving license and instead, may be dropped off or collected at DMU as their destination by colleagues or students.
- In contravention of any other part(s) of this policy.

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

15d) 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.

15e) Blue Badge carer parking

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

15f) 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.

15g) Reserved spaces

The university operates several reserved spaces around campus to facilitate its operational business. The nature of these spaces will be denoted by local Estates approved signage or appropriate line marking. The enforcement of such spaces is at the discretion of locally appointed management 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 Estate Management

15h) 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.

15i) 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 [Pay My Parking](#), or posted to:

First Parking LLP
27 Old Gloucester Street
London
WC1N 3AX

Parking charge notice payments may be made online via [Pay My Parking](#) or 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.

15j) 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.

15k) 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.