

# UNIVERSITY OF LEEDS CAR PARKING POLICY (2018)

## 1. Introduction

The University has a limited amount of car parking available on campus. Whilst the introduction of the multi-storey car park provided some additional spaces, further losses are expected over the next year due to capital projects. There will be a limited number of additional permits that will be issued for staff this year.

All staff will be able to apply via the online system. Additionally, day parking packages are available to allow staff to book in advance, online, for a 'day permit'.

All monies generated from use of the car parks and permits are ring-fenced and used to maintain facilities, make further improvements to campus, and into other sustainable transport activities. This document sets out the application process for the additional limited permits available and should be read in conjunction with the FAQs (<http://carparking.leeds.ac.uk/faqs/>) and other information contained in the car parking web pages at <http://carparking.leeds.ac.uk>

## 2. Staff Day Parking

Staff without a permit can purchase discounted day permits that can be used to book a space in advance in the Orange zone. Please note that these day permits are not transferrable. You can do this through the permit application system which allows you to manage your available permits and the days you have booked.

You can buy 12 day permits for the price of 10 or 20 for the price of 15. You can also purchase an individual 1-day permit.

Packages will cost:-

1 day permit	£7
12 day permits for the price of 10	£70
20 day permits for the price of 15	£105

You can use the permit application system to purchase the packages and book your parking. The payments for the full package will be taken from your next month's salary (subject to Payroll deadlines).

Using the permit application system, you can select the day(s) you wish to park on campus (subject to availability). You will receive an email confirmation with your chosen parking dates.

The system only allows a certain number of bookings per day based on parking space availability. In the event you are unable to secure a parking space, your parking permit for that day would be re-credited. You will be able to see if spaces are available on the day you are planning to book your parking.

There is a limited number of same day passes available at the main barrier on Woodhouse Lane on a first come, first served basis. The main barrier opens at 0700 Monday to Friday.

You are able to purchase up to 220 day permits per calendar year, and you can only purchase a maximum of 40 days of parking in advance at any one time.

### **3. Visitor Parking**

We allow a limited number of spaces for visitors. Those wishing to book a visitor in will need to use the [online parking system](#). Booking in advance is recommended, however visitor bookings can be made the same day that parking is required, providing there is availability.

### **4. Contractor Parking**

All contractors are eligible to park on campus providing they are authorised to do so by Estate Services and it forms a necessary part of their undertaking on the University's premises. Where there are large scale construction projects on campus some provisions will be made for segregated parking facilities for contractor cabins, skips and other essential items through prior agreement with the Capital Projects Team.

Every application for a permit is to be supported by an approval form properly authorised by one of a limited number of signatories. For Estate Services contractors the approved signatories are appointed by the Heads of Service. Faculties, Schools or Departments employing contractors directly and without the involvement of Estate Services should liaise directly with the Facilities Directorate Helpdesk to arrange for any essential parking.

Contractors are allowed a 40 minutes grace period in the Orange zone car park to drop off essential personnel, tools and materials. They must then either park off campus or be booked in to park by an authorised person.

Emergency Response / Call Out Engineers must enter via the main University entrance but it is possible to speed their entry if it is known that they are attending by telephoning the Helpdesk Team on (0113 34) 35491.

Contractors and Consultants must comply with University's rules for parking. This is outlined in the terms and conditions for parking. Contractor parking is strictly prohibited in:

- Spaces reserved for a named person or department
- Spaces reserved for University vehicles
- Spaces reserved for Disabled drivers
- Areas cordoned off by the University
- Yellow cross-hatched areas or areas with double yellow lines
- Spaces marked 'Reserved'
- Parking other than in a designated parking space
- An area where this may cause an obstruction

The parking of private vehicles owned by employees of contractors and sub-contractors is strictly prohibited in University car parks. Employees should use the publicly available on-street parking surrounding the University.

## **5. Event Parking**

Departments organising events or open days should notify the Facilities Directorate Helpdesk in advance of any parking requirements. Events attracting large numbers of visitors may justify the arrangement of additional off campus parking and this needs to be organised in advance. *(Normally at Cinder Moor, where a fee will be payable for the use of the facility to Leeds City Council.)* Unless prior arrangements are made all visitors will be charged the full daily fee and only granted access where spaces are available. *Event organisers should note that those attending events may be turned away to use offsite parking unless proper arrangements are made in advance.*

## **6. Accessible parking**

There are two different procedures for disabled staff members or students when applying for a University parking permit. Which procedure you should follow will depend on whether or not you hold a local authority "Blue Badge".

If you are a Blue Badge holder please apply using the new online system. You will need to provide a copy of your Blue Badge (both sides) before a permit will be issued.

If you do not have a current Blue Badge but would like to be considered for a temporary parking permit on the grounds of ill health or exceptional circumstances please contact your HR Manager in the first instance to discuss whether the University can offer any other reasonable adjustments to assist you. Your HR Manager may refer you to Occupational Health for an Ill Health Review or provide you with a form to take to your GP / Consultant to gain further information. Your permit application along with the evidence will then be considered by a Parking Panel.

## **7. Retired Staff**

Retired staff who are re-engaged for more than 50 days per annum may opt to retain their car parking permits on payment of the relevant cost. Such an entitlement should be supported in writing by the permit holder's head of department. Without such support parking permits will be withdrawn upon retirement and retired staff will need to pay the normal daily parking fee if they wish to park.

## **PARKING CONDITIONS FOR UNIVERSITY MEMBERS OF STAFF**

### **8. Parking Permits**

Permits issued run from January to December. The appropriate permit tariff will be deducted from the holder's salary at one twelfth of the annual fee per month. *(Charges for periods less than a year will be calculated pro-rata per complete month.)* All tariff levels are subject to annual review. Duplicate permits will not be issued and those with more than one vehicle must transfer the issued permit from one authorised vehicle to another as required. Under no circumstances should permits be copied.

### **9. Acceptance of Terms**

Staff must accept the University car parking terms and conditions prior to receiving their permit.

## 10. Renewal of Parking Permits

Where numbers of parking spaces are being reduced by development of land on the main campus it is not possible to guarantee that permits will be renewed. In normal circumstances however, all permit holders will be contacted in October and asked to let us know by a specified date whether they wish to renew. Permit holders may ordinarily expect to be granted renewal of the permit for the zone to which they have previously been allocated. Failure to re-apply before a specified date may be taken as an indication that renewal is not required.

## 11. Permit Charges

The pricing system is based on two factors; the first is defined by your car tax band/emission band which can be calculated for you using your car registration, make and model here: <https://www.gov.uk/check-vehicle-tax>

Secondly it is coupled with your annual salary. The table below will help you work out the annual cost from both of these categories.

An indication of the equivalent daily rates the new prices equate to, can be seen in the table below.

Permit Band	Car Tax	Salary* & Annual Permit Rates (£)				Equivalent daily rates (£)			
		£0-£23,557	£23,557.01-£34,520	£34,520.01-£62,218	£62,218.01 and above	£0-£23,557	£23,557.01-£34,520	£34,520.01-£62,218	£62,218.01 and above
1	A-C	£206	£284	£361	£541	£0.94	£1.29	£1.64	£2.46
2	D-H	£310	£387	£465	£645	£1.41	£1.76	£2.11	£2.93
3	I-K	£412	£490	£567	£748	£1.87	£2.23	£2.58	£3.40
4	L-M	£516	£593	£671	£851	£2.35	£2.70	£3.05	£3.87

\*Basic salary (pro- rata'd where applicable)

## 12. Suspension of Parking Permits

Under particular circumstances where a period of known absence is going to exceed two months a permit may be suspended and payments temporarily ceased. Such acceptable circumstances include:

- Maternity leave
- Extended sickness
- Extended absence for domestic or other purposes

In all of the above circumstances individuals giving a month's notice may suspend their use of a permit and cease the usual monthly payments from salary. Barrier cards will be disabled for the period of the suspension. With a month's notice a user may regain their entitlement to park and payments will once again be deducted from salary.

### 13. Car Sharing

The University of Leeds is in partnership with Liftshare - a city-wide car sharing scheme. Car sharing reduces the cost and environmental impact of daily travel by sharing a vehicle with others. Employees are also able to combine application criteria points with other University colleagues in order to increase the likelihood of securing a shared parking permit. Permits cannot be shared where staff members travel independently and do not car share with one another.

Successfully setting up a user account and a car sharing group on the Liftshare website means that we can verify your car share against the database of registered Liftshare account holders and car sharers at the University as part of the permit applications process.

In order to set up a car sharing group and obtain your reference number on the Liftshare website, just follow the steps below:

- You can register an account with Liftshare at: <https://uolstaff.liftshare.com/default.asp>
- Once you have created a user account, register all journeys that you make and would like to car share on. The Liftshare system matches your journey with other staff members on the system who live nearby or may go along that route into work. Through the system you will be able to securely make contact with potential matches to discuss potential car sharing arrangements.
- Once you have arranged a car share with other colleagues you will need to confirm this on your Liftshare account. You can do this by going to the 'Contacts' section of your account and updating your sharing status. The system will then create a Team ID for you which officially recognises you as car sharers on the system. All teams will have a unique identification number.
- Please keep a note of your Liftshare Team ID number to include in your permit application so that it can be processed, we won't be able to process car share permit applications unless they include this number.

If you do already have a Liftshare account and would like to find someone to car share with, please make sure that your profile and journey information are up to date so that staff members who are interested in car sharing can search for accurate journey matches using current information.

Please note that any abuse of the car sharing scheme may result in disciplinary action as well as the revocation of your Car Share permit, as indicated in the car parking terms and conditions.

### 14. Change of Vehicle, Lost or Stolen Permits

If you change your vehicle you can go onto the online parking system and amend your vehicle details. If you lose your permit or it is stolen please report this to the Facilities Directorate Helpdesk. Parking permits are **not** transferable. A fee of £5.00 is payable to replace a lost, damaged or stolen permit. In the instance of loss of any key fobs an administration fee will be charged.

## **15. Displaying a Parking Permit**

A valid permit must be clearly displayed on the windscreen of all vehicles parking on or entering campus. Only one vehicle per permit holder may be parked on campus at any one time. Please refer to the terms and conditions of parking on campus.

## **16. Cancellation of Parking Permits**

Individuals wishing to cancel their parking permit can do so on the online system. Any deductions from pay will be ceased after their next monthly pay.

## **17. Barrier Cards**

On the first issue of a permit, a single card programmed to allow access through the barrier(s) of the zone(s) allocated will be issued. The card remains the property of the University and should be returned to the Facilities Directorate Helpdesk when individuals leave the University or a permit is not renewed. Details of lost or stolen barrier cards should be notified promptly to the Facilities Directorate Helpdesk. Barrier cards are **not** transferable. Any permit holder allowing another driver who is not entitled to utilise their barrier card to gain access for a non-permit vehicle is liable to have their parking privileges withdrawn and disciplinary action may follow.

Note: the Orange Zone operates without barriers. Automated Number Plate Recognition (ANPR) cameras will record entry and exit from this zone.

A barrier card is issued to allow access to a permit holder and must not be used to admit other vehicles to the car park. Cards are programmed to admit one vehicle only within a period of time. If you require instruction on how to use your barrier card or experience any difficulties with the operation of the card, please contact the Facilities Directorate Helpdesk on extension 35491.

All barrier cards have been programmed to cease operation of the barrier(s) on 31 December 2017 unless the car park fee has been paid and the permit renewed. Upon any cancellation of a parking permit the barrier card issued will be made inoperative on the date of cancellation and should be returned to the Facilities Directorate Helpdesk.

## **18. Parking Zones**

Parking zones at the University are Yellow, Red, Purple, Orange, Maroon, Pink, Brown, Blue and Green. Parking within these zones is restricted to permit holders between 7.00 am and 5.00 pm on working days, Monday to Friday. Occasional restrictions to the use of parking areas may be exercised outside of these hours in order to cater for the parking needs of an event or in order to maintain access for necessary work to take place.

## **19. Space Availability**

Although every effort will be made to ensure that permit holders are able to park, the issue of a permit does not guarantee a parking space. Permit holders are asked to exercise patience until a parking space becomes available. The University reserves the right to deny access to the parking zones on safety grounds if, in the opinion of the Support Services Manager, or his nominee, the zones are over-congested.

## **20. Damage or Loss**

The University is not liable for any loss of, or damage to, vehicles or personal property left on its' car parks. Personal property should be placed out of sight and is left entirely at the owner's risk.

## **21. Pedestrianised Areas**

Vehicles are not to be used or parked on grassed, paved or pedestrianised areas.

## **22. Unacceptable Conduct**

The following are examples of unacceptable behaviours:

- a. Making a false statement to obtain a permit
- b. Parking without displaying a current permit or valid ticket in the vehicle
- c. Parking in a zone other than for which a permit is valid
- d. Parking in a prohibited area, on double yellow lines or in a hatched area
- e. Operating a motor vehicle unsafely (speeding or recklessness)
- f. Operating an un-roadworthy or uninsured vehicle
- g. Operating a vehicle without an appropriate licence
- h. Causing obstruction to other vehicles
- i. Misuse of barrier card
- j. Abusive behaviour towards Security Staff
- k. Members of staff parking as VIP visitors.

Unacceptable conduct may result in the withdrawal of parking privileges. Forgery or other fraudulent use of parking permits or barrier cards may be regarded as theft and will be dealt with under the University's disciplinary procedures.

Members of staff who drive University supplied (or leased) vehicles on University business must observe the unacceptable behaviours listed above. Vehicles involved in loading and unloading should be parked, wherever possible, in appropriate loading and unloading spaces. Where these are not available, vehicles must be parked so as not to cause an obstruction to any building access, pedestrians and other vehicles. Staff who breach these conditions may be subject to University disciplinary procedures.

## **23. General Enforcement Policies**

Due to the potential hazards to the safety of both drivers and pedestrians on campus it is vital that vehicles are used and parked in a safe and considerate manner. Please see the car parking terms and conditions for further details. Please also note that the University operates a Parking Contravention Charge scheme where certain parking rules are infringed. The University also operates a vehicle registration recognition system.

In order to give further strength to the enforcement activity aimed at improving safety the following powers are granted.

- a. The Support Services Manager or his nominee is authorised to decline any further vehicular access to the campus once the car parks become full.
- b. The Support Services Manager or his nominee is expected, where practicable to authorise to use reasonable measures without additional warning and within

legislative guidelines, to deal with vehicles parked in a manner that impairs the safety or access of others.

- c. The Support Services Manager is authorised to withdraw the permit and barrier card issued to any person who has knowingly used or allowed the permit or barrier card to be used in a bogus or fraudulent manner.
- d. The Support Services Manager is authorised to withdraw, without refund, the permit and barrier card issued to any person who refused to comply with the Parking Policy of the University or commits serious parking offences.

#### **24. Security Staff**

All members of the Security staff on University property have the authority to direct traffic, regulate entry to the car parks, exercise control over parking and generally ensure compliance with the University's parking regulations.

#### **25. Review of car parking policy**

The car parking policy will be subject to a continued process of monitoring and review. The policy will be revised as necessary to take account of changes in circumstances, site re-development and the available supply and demand for car parking spaces.

The University reserves the right to withdraw permits, to update these rules as necessary or to change the areas where car parking is allowed.



## Annex A

### Tariffs (Including VAT)

Annual Permit – Motorcar, van, 3 wheeled & quad vehicles	See table below
Annual Permit - Solo 2-wheeled motor cycles, scooters	£93.00
Daily parking fee	£7.00
Annual Contractor permits	£748.00
Departmental permits	£542.00
Replacement barrier cards	£5.00
Replacement permits	£5.00

### New Prices from 1<sup>st</sup> January 2018

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### Day Packages

1 day pass	£7
12 day passes for 10	£70
20 day passes for 15	£105