

University of Leeds
Car Parking Terms & Conditions

1. Definitions

In these Terms & Conditions (“Conditions”) the following words shall, unless the context otherwise requires, have the following meanings:

- a. **“Campus”** means the University campus and other designated areas where users may park their vehicles as described below under University Car Parks.
- b. **“Campus Car Parks”** means those areas on and off the University main campus formally designated by the University from time to time as the area where Users may park their Vehicles (see carparking.leeds.ac.uk/maps-of-campus for current designated areas).
- c. **“Car Parking Policy”** means the University’s Car Parking Policy as amended from time to time see attached and also available at carparking.leeds.ac.uk/downloads/
- d. **“Core Hours”** means 7am to 5pm between Monday to Friday (or such other day as the University is not deemed closed in accordance with the University Year Planner).
- e. **“Facilities Directorate”** means the University’s facilities service that covers car parking services (email carparking@leeds.ac.uk, telephone number 0113 343 5491).
- f. **“PCC”** means a Parking Contravention Charge of £80 that may be imposed upon a User for breach of certain parking rules set out under clause 9.
- g. **“Parking Charge Notice”/“PCN”** means a parking charge notice issued by the University which shall in particular require the payment of a PCC.
- h. **“Permit”** means a University permit, pass or ticket (save in relation to clauses (i) 2 c., 8 c. and 9. or (ii) where the reference is to a particular kind of permit, here permit means just a University permit, not including pass or ticket).
- i. **“University”** means The University of Leeds and its authorised representatives.
- j. **“User/driver”** means any person coming on to University premises with a Vehicle.
- k. **“Vehicle/vehicle”** means a car, van, lorry, motorcycle, scooter or any other mechanised device propelled by wheels or tracks (including all contents and accessories).

2. Incorporation

- a. All Users remain subject to these Conditions.
- b. If a User is reading these Conditions for the first time when their Vehicle is on Campus and does not agree to them then they must remove their Vehicle as quickly as reasonably possible and their Vehicle will not be permitted to enter Campus again.
- c. The University reserves the right from time to time to vary these Conditions. The University will publish any variation to these Conditions on carparking.leeds.ac.uk/downloads. The University will also notify Permit Holders by email or other known contact addresses where there is to be a variation. If a Permit Holder does not accept any variations they may return their permit to the University and a pro rata refund will be given.
- d. The Car Parking Policy is also incorporated as part of these Conditions. If there is any inconsistency these Conditions 1 to 11 shall apply.

3. Exclusions

- a. Whilst the University endeavours to protect Vehicles from theft **the University does not accept any liability for theft of or damage to a Vehicle**. In addition unless caused by the negligence of the University the University shall not be responsible for any injury caused to individuals.
- b. Use of the University's car parking facilities is entirely discretionary. Users may be denied use of some or all of the facilities at any time. Facilities may change or be suspended without notice.
- c. The capacity for parking of Vehicles on Campus is limited. The University cannot offer a guarantee of a parking space. The University will provide no refund of any fees paid if spaces are not available.

4. Permitted Users

- a. Unless agreed to the contrary by the Facilities Directorate, during Peak Hours Vehicles may only be present on Campus if the User has a Permit. Permits are issued by the Facilities Directorate. Certain parts of Campus are areas enforced by Automatic Number Plate Recognition ("ANPR Areas"). Presently this is all of Orange Zone, see carparking.leeds.ac.uk/maps-of-campus/. Your Permit only allows you to park in designated areas indicated on the Permit.
- b. Users without a Permit wishing to bring Vehicles on Campus outside of Peak Hours must be members of staff and must have authorisation from the Facilities Directorate

- c. Permits are granted to contractors, staff and visitors. Permits are conditional upon payment being received and further limitations apply. Information on Permits available and further conditions relating to Permits are detailed under the Car Parking Policy.
- d. In particular the following should be noted as present conditions:
 - i. staff with Staff Parking Permits are only permitted to park in General Parking Bays in the allocated Parking Zone, or in the case of a Blue Badge Permit holder in Disability Bays.
 - ii. without authorisation from the Facilities Directorate students are not allowed to have Vehicles on Campus unless they have a valid Temporary Parking Permit or Blue Badge Permit.
 - iii. visitors are only permitted to park in General Parking Bays in the orange Parking Zone or if a Blue Badge holder in disability bays.
 - iv. contractors must also comply with Contractors Rules and Regulations at carparking.leeds.ac.uk/ and limit their parking time in loading bays to the very minimum required to offload (taken to be less than 20 minutes).
 - v. Users with Temporary Parking Permits are only permitted to park in General Parking Bays in the allocated Parking Zone. Users with a local authority Blue Badge also require a separate Permit and may park in disability bays on Campus or if those bays are full General Parking Bays anywhere on Campus.
- e. Official University liveried vehicles on University business require a Permit and may park anywhere within a parking bay on Campus.
- f. External organisations who occupy University premises and have authority for use of limited car parking spaces as part of their lease must display a valid Permit and must park in their designated zone on Campus.
- g. Emergency services Vehicles responding to an emergency do not require a Permit and may park anywhere within a parking bay on Campus.

5. Use of Permits

- a. All Permits for all Vehicles that are not motorcycles or scooters must be fully and clearly displayed on the front windscreen of the relevant Vehicle at all times. If not properly displayed the University will assume that no Permit has been granted.
- b. Where the Vehicle is a motorcycle or scooter then the User must have their Permit about them at all times, making the Permit available to immediate

inspection upon request by a University representative. Where a User fails to provide a Permit upon request it will be assumed that no Permit has been granted.

- c. All Permits remain the property of the University and shall be immediately returned upon request by the University.
- d. Permits will only be issued to and may only be used by drivers of the vehicle listed on an approved application. The driver of the vehicle must be the approved Permit holder. Users may not transfer the use of their Permit to another individual. Permits may only be used for authorised Vehicles.
- e. Permits may only be shared where approved as part of a University authorised sharing arrangement.
- f. If a Permit is lost or stolen then the User must immediately report the matter to the Facilities Directorate and then apply and pay for a replacement in accordance with the Car Parking Policy.
- g. Where a visitor has been granted a day ticket following acceptance through the University's online parking registration system if indicated on acceptance of a place the visitor will not be required to show a Permit.
- h. Please see the Car Parking Policy for further supporting details.

6. Parking of Vehicles

- a. All Vehicles may only be parked in Campus Car Parks and within dedicated, marked Parking Bays (where appropriate). See Car Parking Policy for further information.
- b. Vehicles must not be parked to encroach upon others' space or obstruct other's use.

7. General Behaviour

- a. All Users are to be courteous towards others and shall not cause damage or harm to others. For examples of unacceptable conduct please see the Car Parking Policy.
- b. If there is concern about someone's behaviour or a collision or accident User's should report this to University Security.
- c. Users must have:
 - i. a full UK driver's licence
 - ii. valid insurance to operate their vehicle
 - iii. an up to date MOT for their vehicle
 - iv. properly taxed their vehicle.

8. Termination, Suspension and Cooling Off

- a. If payment for a Permit is required and not received the User may without notice have their Permit terminated or suspended.
- b. The University reserves the right to immediately without notice terminate or suspend User's rights (deny access to parking facilities and revoke/suspend Permits) if a User fails to comply with these Conditions.
- c. In accordance with statutory rights Permit holders may cancel their Permits without cost if they cancel within 14 days of agreeing to take up their Permit. Notices of cancellation should be in writing. Please send cancelling emails to carparking@leeds.ac.uk.

9. Enforcement

- a. Users must not contravene the rules below. Contravention of rules contained within (b) below may lead to a PCN requiring payment of the £80.
- b. Any infringement listed below will constitute a breach of these Conditions and the User may be issued with a PCN (requiring payment of the £80 PCC) on the first and every time they commit an infringement. Infringements:
 - vii. Authorised contractors, visitors and permit holders, must prominently display a valid permit or daily ticket in the front of the vehicle
 - viii. Non-permit holders are forbidden to park in a University car parking zone unless prior arrangements have been made with the Facilities Directorate or have been issued with a pre-paid ticket.
 - ix. It is the responsibility of all permit holders to ensure that accurate and up-to-date details of their Vehicles are registered with the Facilities Directorate.
 - x. Permits and barrier cards must be returned to the Facilities Directorate if you dispose of your vehicle, cease working for the University or no longer require your permit.
 - xi. It is prohibited to transfer a permit or ticket to another vehicle, which is not owned by the permit holder unless they are registered to car share.

- xii. Vehicles must be parked in their designated parking zone as indicated on their permit. Visitors and staff purchasing daily tickets may only park in Orange Zone unless authorised to do otherwise by the Support Services Manager or his nominee(s).
 - xiii. Parking anywhere other than a clearly marked parking space for which the driver has a valid permit.
 - xiv. Parking on yellow lines, hatched areas, grass verges, loading bays, pavements, and areas marked for emergency services.
 - xv. Parking in such a way as to block fire escape routes or cause obstruction or inconvenience to other users.
 - xvi. Parking which blocks the entry or exit of other vehicles.
 - xvii. Parking in disabled bays without a valid Blue Badge permit.
 - xviii. Parked causing obstruction to University property or other Vehicles.
 - xix. Parking within a time restricted area for greater than the advertised time limit (e.g. for more than 20 minutes in a Nursery drop off and collection bays).
 - xx. Parking in any area that at the absolute discretion of the University is considered to be causing risk, nuisance, damage or danger to other users, the University or its property.
- c. Enforcement is undertaken in accordance with the British Parking Association (BPA) Code of Practice.
 - d. The Parking Charge Notice will be issued by nominated University Staff. All follow up action, including payment collection and appeal management will be undertaken by the University and the University's nominated debt recovery contractor, details of which can be found on the Parking Charge Notice. Please note if a PCC is not paid on time the User may incur further fees relating to collection of that debt.
 - e. The University reserves the right to contact the DVLA to obtain the registered keepers details of any vehicles parked on University property. Should the driver of a car issued with a Penalty Charge Notice not be identifiable, then the Parking Charge Notice will be issued to the Vehicle owner.
 - f. Altering, tampering, duplication or forging of Permits by University staff is deemed to be unacceptable behaviour and may result in disciplinary action and the withdrawal of parking rights or a period of withdrawal from one week to three months.

- g. Where a member of staff has in the opinion of the University significantly breached these Conditions then the University reserves the right, in addition to termination of suspension of parking rights, to take disciplinary action against that member of staff.
- h. The University reserves the right to take whatever lawful steps it sees fit to address any Vehicle that is parked in contravention of these Conditions. Vehicles believed to be abandoned and/or dangerously parked may be reported to the local authority or Police requesting removal.

10. Appeals and Complaints

- a. In the event of a dispute over the issue of a Parking Charge Notice, the User has a right of appeal; full details can be found on the Parking Charge Notice or on the Car Parking website at carparking.leeds.ac.uk/.
- b. Generally any complaints relating to car parking issues should be sent to Facilities Directorate.

11. Salary Sacrifice

- a. Members of University staff purchasing an annual Permit may enter into a salary sacrifice arrangement with regard to payment. A member of staff may be required to provide proof of status as an employee. For the avoidance of doubt staff employed by University subsidiary companies and those on honorary contracts are not deemed to be University staff.
- b. Where a member of staff ceases their employment with the University or is subject to what is deemed to be another life-changing event salary sacrifice arrangements may be terminated by the University. For guidance on what is a “life-changing event” please see the Car Parking website at carparking.leeds.ac.uk/. It is the responsibility of members of staff to notify the Facilities Directorate by email at least one month in advance of their employment ceasing or reliance being placed on a “life-changing event”. On termination payment commitments for that month will continue. This means that if payment for the Permit is to be terminated part way through a month payment for that month will be deducted still in full.
- c. For the avoidance of doubt under salary sacrifice a member of staff may not freeze or temporarily suspend salary sacrifice arrangements. The only grounds for termination during the period of the Permit are as stated under b above.

- d. Under salary sacrifice payments for an annual Permit will be divided into 12 equal instalments and will be automatically deducted from staff salary.
- e. Where the University believes any changes in tax rules make it no longer practicable to run the salary sacrifice scheme for Users it may upon notice immediately terminate salary sacrifice arrangements.

12. General

- a. These Conditions may only be varied with the written consent of the Facilities Directorate.
- b. Members of staff have no rights to require a parking facility from the University. Staff do not have any rights to Permits or parking as part of their contracts of employment.
- c. These Conditions constitute the entire terms and conditions relating to parking at the University.
- d. If Users have any queries relating to these Conditions please address them to the Facilities Directorate and look at the Facilities Directorate website carparking.leeds.ac.uk/ where further information is available.