

Online Day parking

User terms and conditions

These terms and conditions supplement the general car parking terms and conditions that can be accessed at www.leeds.ac.uk/carparking. Please also see the “Customer help guide for car parking online” which can also be accessed at www.leeds.ac.uk/carparking.

- 1.1 All users must book car parking by registering on the Park IT system and purchasing packages of credits. Each credit allows for one day of parking from Mon –Fri 7am-5pm.
- 1.2 Only staff on the University payroll may use the online day parking facility.
- 1.3 Users will be able to book a car park space four weeks in advance of the date they require and only if they have sufficient credit on their account.
- 1.4 Payments for packages will be deducted from the following months salaries.
- 1.5 If after purchasing a package a user wishes to cancel they will have 14 days in which to give written notice of their cancellation. Notices to be sent to carparking@leeds.ac.uk. If any credit has been used this will be deducted but otherwise a full refund will be given.
- 1.6 Only the User who booked the car parking may cancel using their online Park IT account.
- 1.7 A cancellation of a booking will not be accepted unless at least 24 hours notice has been given before the date of use. Please see the “Customer help guide for car parking online” on how to cancel a booking.
- 1.8 The University may immediately cancel any booking where a User covered by that booking has breached any of these Conditions or the general Car Parking Terms & Conditions.
- 1.9 The capacity for parking at the University is limited. The University cannot offer a guarantee of a parking space. A booking does not guarantee a parking space. Only if a user confirms by email or telephone within 20 minutes of arriving on University premises that there is no parking available will a refund be issued on a booking. Email address to be used is carparking@leeds.ac.uk, telephone number to be used 0113 3435491.
- 1.10 Users will be able to purchase up to 220 credits per calendar year. Users may role forward to the next year any unused credit.
- 1.11 Any misuse of the online day parking facility may result in the cancellation of a package and removal of User access to the Park IT system. If in any month more than 5 bookings are cancelled then after further warning this may be deemed misuse.
- 1.12 Save for where either (a) 1.5 applies or (b) a user is no longer a member of staff, once a package of credit has been purchased a user has no right to cancel their package and no refunds will be given. Users are generally expected to use their package of credits without refund for unused credits.