**UNIVERSITY OF LEEDS CAR PARKING POLICY**

**(2024)**

# Introduction

The University of Leeds car parking policy seeks to provide guidance in relation to the Terms and Conditions for the benefit of our staff, students, and visitors.

The policy supports the aims to:

* Maximise the limited car parking resources available
* Reduce congestion in and around the University sites
* Reduce car journeys to University sites
* Prevent unauthorised use of University car parks

The University has developed extensively, and with cc 9,000 staff and cc 38,000 students, the car parking capacity is not sufficient to provide parking for all who wish to drive and therefore there is a need to control and manage the car parking facilities. All monies generated from use of the car parks and permits are ring-fenced and used to maintain systems and facilities, make further improvements to campus and other sustainable transport activities.

The policy applies to all staff, students, contractors, and visitors and covers the parking of all motor vehicles on University land.

The University of Leeds are Approved Operators of the International Parking Community (IPC).

# General Information

* 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.
* ‘Core hours’ relate to 7am to 5pm, Monday to Friday.
* Occasional restrictions to the use of parking areas may be exercised to cater for the parking needs of an event or to maintain access for necessary work to take place.
* There is a 40-minute grace period in the Orange Zone area to drop off/pick up where required, in a safe and considerate manner.
* All drivers must accept the University Car Parking Terms and Conditions prior to receiving their permit or parking on campus.
* Parking zones at the University are Yellow, Red, Purple, Orange, Grey, Maroon, Pink, Brown, Blue, Green, and other defined areas owned and operated by the University of Leeds. Restrictions apply to University of Leeds owned and operated parking areas.
* Although every effort will be made to ensure that permit holders are able to park, the issuance of a permit does not guarantee a parking space. 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.

# Staff Day Parking

Staff can purchase discounted day permits for the Orange Zone through the permit application system. This allows management of the user’s available permits and days booked. Please note that these day permits are not transferrable, and the booking of a day permit does not guarantee a parking space.

Staff can purchase up to 220 day permits per calendar year but can only purchase a maximum of 40 days of parking in advance at any one time. A help guide is available on the website.

Staff day parking permits are paid for via payroll. Day Permits can be booked in up to 4 weeks in advance, but no later than the day of requirement. Day Permits can be cancelled up to 23:00 on the day of parking if they have not been used.

# Staff Parking Permits

Owing to a significant increase in demand, it has been necessary for the University to temporarily pause the issuing of new car parking permits. Colleagues applying for a permit will be placed on a waiting list and informed as soon as there’s availability.

The appropriate permit tariff will be deducted from the holder’s salary at one twelfth of the annual fee per month once a permit has been awarded. Charges for periods less than a year will be calculated pro-rata per complete month*.* All tariff levels are subject to periodic review.

Staff permits are currently valid for use in the Orange, Red, Yellow, Maroon, Pink, Blue, Purple and Grey Zone car parks.

Please note, staff permits are not valid for parking in the Green or Brown Zones.

Only one vehicle per permit may be parked on campus at any one time. University staff are only able to hold one permit at a time.

If you change your vehicle, you can go onto the online parking system and amend your vehicle details. Parking permits are **not** transferable. A fee of £5.00 is payable to replace a lost, damaged, or stolen barrier card. In the instance of loss of any key fobs a replacement fee of £25 will be charged.

The pricing system is based on your annual salary. Full details can be found in the Pricing Schedule published on the Car Parking website.

It is not possible to guarantee that permits will be renewed, this will be dependent on space availability. Permit holders will be contacted prior to their permit expiry if it is to be withdrawn.

Individuals wishing to cancel their annual parking permit can do so by contacting the Car Parking Team. Any reductions from pay will be ceased after their next monthly pay.

# Staff Evening and Weekend Parking

Staff who wish to park outside the core hours can do so free of charge providing their vehicle(s) is registered against their PermIT profile.

Parking on an evening or weekend cannot extend into the core hours without holding a valid staff permit or staff day parking booking.

# Student Evening and Weekend Parking

University of Leeds students can park free of charge outside the core hours. Registration is required. Please visit the Car Parking website for more details.

Students are not permitted to park during the core hours, unless a Blue Badge Permit is held (see Accessible Parking).

# Visitor Parking

The University allows a limited number of spaces for visitors. Staff wishing to book in a visitor will need to use the online parking system: https://permIT.leeds.ac.uk. Booking in advance is recommended, however visitor bookings can be made the same day that parking is required, providing there is availability. Please refer to the Visitor Parking help guide on the Car Parking website for further information.

# Contractor Parking

All contractors are eligible to park on campus providing they are authorised to do so by their University point of contact and it forms a necessary part of their undertaking on the University’s premises.

Annual contractor permits are available via Estates Services. 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.

Contractors and Consultants must comply with University’s rules for parking. This is outlined in the University of Leeds Car Parking terms and conditions.

Contractors who do not hold an annual contractor permit will be considered as visitors, and should be booked by their host within the University.

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

# Event Parking

Departments organising events or open days should notify the Car Parking Team 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.*

We reserve the right to decline parking requests for conferences and events on campus. There is a limited number of parking spaces on campus, so parking cannot be guaranteed.

# Accessible parking

There are two different procedures for disabled staff members or students when applying for a University parking permit. Which procedure to follow will depend on whether a local authority “Blue Badge” is held.

**Blue Badge holders –**

* **Staff** - can apply using the online system. The Car Parking team will need a copy of the relevant Blue Badge (both sides) before a permit will be issued.
* **Students** – Blue Badge holders should contact the Car Parking team (carparking@leeds.ac.uk) for an application form.

**No Blue Badge –**

* **Students** – Please contact Disability Services who will consider campus parking arrangements as part of an assessment.

# 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 and associated entitlements will be withdrawn upon retirement.

# Barrier Cards

If you wish to park in a barrier-controlled zone you will need to contact the Car Parking team. 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 Facilities Directorate Reception when individuals leave the University, when a permit is cancelled, or 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) access for a non-permit vehicle is liable to have their parking privileges withdrawn and disciplinary action may follow.

If you require instruction on how to use your barrier card or experience any difficulties with the operation of the card, please contact the Car Parking Team (carparking@leeds.ac.uk).

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

# Unacceptable Conduct

The following are examples of unacceptable behaviour:

1. Making a false statement to obtain a permit
2. Parking without having a valid permit
3. Parking in a zone other than for which a permit is valid
4. Parking in breach of the Terms and Conditions of parking
5. Operating a motor vehicle unsafely (speeding or recklessness)
6. Causing obstruction to other vehicles
7. Misuse of barrier card
8. Abusive behaviour towards University staff and other users

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.

# 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 issues Parking Charge Notices (PCN) where the conditions of parking are breached. The University also operates a vehicle registration recognition system.

To give further strength to the enforcement activity aimed at improving safety, the following powers are granted:

1. The Support Services Manager or his nominee is authorised to decline any further vehicular access to the campus once the car parks become full.
2. The Support Services Manager or his nominee is expected, where practical to authorise the use of 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.
3. 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.
4. 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.

# 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 ensure compliance with the University’s parking regulations.

# 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.