

# University of Lincoln Parking Policy

## Introduction

This policy applies to any person bringing a vehicle onto University of Lincoln (UoL) property and to all vehicles used on UoL property. This policy is in accordance with the University's sustainable travel plan, aiming to reduce the number of single occupancy vehicles travelling to campus.

The policy applies 24/7 throughout the entire UoL estate, (excluding car parks managed by the Lincoln Science and Innovation Park, (LSIP) and the Brayford Trust) including Brayford, Holbeach and Riseholme campuses. Parking at Valentine Court, St. Mark's and The Gateway Student Accommodation are managed under a separate policy.

The term vehicle is defined as a motorised vehicle and includes scooters, mopeds, motorcycles, cars, vans, lorries, trailers, farm machinery, plant machinery, and motor homes, including caravans.

Access to UoL campuses, parking facilities and the wider UoL estate is at the discretion of UoL who reserve the right to refuse entry to any part of the UoL estate and to request users to remove their vehicles at any time and without prior notice. By entering onto the UoL property and parking a vehicle on UoL land, the driver of that vehicle agrees to comply with the terms and conditions detailed in this policy.

On all UoL sites pedestrians have priority at all times and therefore all vehicles entering UoL sites will be actively managed to ensure compliance with these terms and conditions.

Traffic signs and road markings on UoL property have the same meaning as that detailed in the Highway Code.

All vehicles parked on UoL property are left at the owner's own risk. The UoL takes no responsibility or liability for any loss of, or damage to, vehicles on the UoL estate or of any personal property left within such vehicles.

Any vehicle on UoL property found to be in breach of any aspect of this policy will be liable to enforcement action which may result in a parking charge notice (PCN) for the owner/user of the vehicle and, in the case of UoL staff and students, further disciplinary action if considered appropriate.

Car parking capacity is limited, and this policy does not guarantee parking for those authorised to use UoL parking facilities. Parking is allocated on a first come first served basis with the exception of visitor parking which must be pre booked by the visitor's sponsor. Parking bays cannot be reserved for staff, students, or tenants.

## General Regulations

Any person bringing or using a vehicle on UoL property is required to comply with the rules of the Highway Code. Drivers must comply with all road traffic signs, road markings and direction provided by UoL security staff employed on traffic management duties.

All drivers are expected to comply with the law regarding taxation, licensing, insurance, roadworthiness and reporting of incidents to the security team and/or police.

The maximum speed limit on UoL property is 15mph.

Vehicles, (apart from those displaying a disabled badge and University Parking Permit) are not to be left overnight on UoL property without prior permission from the Estates Department. Any unauthorised vehicle found parked on UoL property between 05.00 hours and 06.00 hours is liable to enforcement action.

Vehicles are only to be parked in designated parking bays, with the whole of the vehicle within the bay. Vehicles are not to be parked, wholly or partly on:

- Roads, irrespective of road markings.
- Pavements and pedestrianised areas.
- Landscaped areas and grass verges.
- Immediately adjacent to buildings (excluding service vehicles parked in designated service vehicle bays).
- In contravention of any rule/regulation contained within the Highway Code.

The University reserves the right to reserve and make car parking facilities unavailable on occasion. Advance notice will be given wherever possible.

Any vehicle parked on UoL property for more than 20 minutes, (other than pre booked visitors parking in designated visitor parking bays) must display a valid UoL parking permit, (or pay & display ticket when the car park is open to the public).

### **Parking Bay Categories**

To enable appropriate prioritisation and flexible use of parking facilities, the UoL employ the following categories of parking bay:

- Standard bays
- Disabled bays – Disabled badge holders only
- Service bays – Service vehicles displaying a contractors permit and courier/delivery vehicles (20-minute maximum stay) only
- Temporary accessible bays – Temporary accessible permit holders only before 10.00am
- Visitor bays – Pre booked and registered visitors only
- Electric vehicle charging bays – Electric vehicles on charge only
- Motorcycle bays – Motorcycles and all other motorised 2-wheel vehicles only
- Drop off bays (20 minutes maximum stay)
- Coach and mini-bus drop-off bays

### **Electric Vehicle Charging, (EVC) Bays**

There are 8 EVC points supporting 16 EVC bays on the Brayford Campus. Guidance on use of EVC points is available on the portal at the Estates [Parking page](#). EVC bays are situated in the following car parks:

- P4 Car Park – 2 x EVC bays
- P8 Car Park – 10 x EVC bays
- P9 Car Park – 2 x EVC bays
- P12 Car Park – 2 x EVC bays

### **Motorcycles**

Motorcycles, mopeds, scooters and all other motorised 2-wheel vehicles are to be parked in designated motorcycle parking bays. Motorcycles do not require to display a parking permit, but the vehicle must be registered with the Estates Department in accordance with the guidance at Appendix 1. Motorcycles parked in any area other than designated motorcycle bays and any motorcycle not registered with the Estates Department is liable to enforcement action.

## **Authorised Users**

Those authorised to use UoL parking facilities will fall into one of the following categories.

### **Disabled Badge Holders**

Disabled badge holders must hold a valid UoL parking permit, (or purchase a pay & display ticket when car parks are open to the public) or be pre-registered as a visitor to use UoL parking facilities. Disabled badge holders are not exempt enforcement action for failure to comply with this policy. Staff, (including contract staff) students and tenants holding a blue badge and valid UoL parking permit are entitled to use UoL parking facilities on a 24/7 basis. A disabled badge and UoL parking permit must be clearly displayed in the vehicle when parked in a disabled parking bay and when parking in any category of parking bay between 05.00 and 06.00 hours. Students using UoL parking facilities between 06.00 and 16.30 hours Monday to Friday must also display a disabled badge and student parking permit, irrespective of the category of parking bay used. A disabled badge does not entitle staff, students or tenants to use service or visitor bays at any time or to use temporary accessible parking bays between 06.00 am and 10.00 am Monday to Friday.

### **Staff, (including Contract Staff) and Tenants**

Staff and tenants are entitled to use UoL parking facilities between 06.00 and 05.00 hours daily. A staff or tenant parking permit must be clearly displayed in the vehicle. Requests for authority to park between 05.00 and 06.00 may be submitted to the Estates Support Desk. Such requests will only be authorised for short periods where overnight parking is necessary to support UoL business activities. Staff holding a temporary accessible parking permit and staff parking permit are entitled to use temporary accessible parking bays. Staff and tenants are not entitled to use service or visitor bays.

### **Students**

Students, (except those who hold a disabled badge) are entitled to use UoL parking facilities between 16.30 and 05.00 hours Monday to Friday and between 06.00 and 05.00 hours at weekends. A UoL student parking permit must be clearly displayed in the vehicle. Students are not entitled to use service or visitor bays.

### **Visitors**

Visitor parking is extremely limited and is available only to those visiting UoL in an official capacity on university business. Visitor parking must be booked via the Estates Support Desk a minimum 24 hours in advance by a member of staff from the college or professional services department sponsoring the visit. A vehicle registration number (VRN) should be supplied at the time of booking for each individual vehicle coming to park. VRNs are how vehicles are identified and failure to provide this information may result in a Penalty Charge Notice (PCN) being issued. The Estates Support team should be made aware of any changes to visitor VRNs as soon as possible to avoid a PCN.

A maximum of 5 visitor bays may be booked by a college or professional services department on any given day and bookings may be made up to one month in advance of the requirement. Designated visitor bays are marked with the letter V and the bay number. Visitors holding a disabled badge may use any disabled parking bay on the proviso visitor parking has been pre-booked and a disabled badge is clearly displayed in the vehicle. Any person entitled to hold a UoL parking permit or purchase UoL scratch cards is not entitled to use visitor parking bays.

### **External Contractor**

External contractors are entitled to use UoL parking facilities between 06.00 and 03.00 hours during the period detailed on their temporary contractors parking permit. The temporary contractors parking permit must be clearly displayed in the vehicle. External contractors are not entitled to use visitor parking bays.

### **General Public**

A number of UoL car parks, (P8, P9 and P10) are available to the public on a pay & display basis between the hours of 16.30 and 05.00 Monday to Friday and between the hours of 06.00 and 05.00 at weekends. A pay & display ticket must be clearly displayed in the vehicle. Additionally, Lincoln Performing Arts Centre, (LPAC) sell parking tickets for selected events when car parks are open to the public which are recognised in the same way as pay & display tickets.

## **Car Parks**

The following car parks are located on the Brayford Campus:

### **P1 – Staff, Visitors, Students, Disabled Badge Holders and Contractors**

P1 car park is located adjacent to One Campus Way and provides parking for staff, students, disabled badge holders, tenants and visitors.

### **P2 – Brayford Trust Permit Holders**

P2 car park is located between Courts 16 and 17 and provides parking for Brayford Trust permit holders only. UoL parking permits are not valid in P2 car park.

### **P3 – Disabled Badge Holders and Short Stay Bays**

P3 car park is located adjacent to Cygnet Wharf and provides parking for disabled badge holders and drop off bays, (20 minutes).

### **P4 – Staff, Visitors, Disabled Badge Holders and Contractors**

P4 car park is located to the south and west of Alfred Tennyson Building and provides parking for staff, visitors and disabled badge holders. Other than staff holding a disabled badge, (who may use the P4 disabled bays) staff parking in P4 car park is limited to those holding a red staff parking permit. Disabled bays in P4 may be used by staff, students and tenants displaying a permit and disabled badge on a 24/7 basis.

### **P5 – Brayford Trust Permit Holders**

P5 car park is located on East Drive and provides parking for Brayford Trust permit holders only. UoL parking permits are not valid in P5 car park.

### **P6 – Visitors, Disabled Badge Holders and Contractors**

P6 car park is located adjacent to David Chiddick Building and comprises 4 disabled bays and a single visitor bay. Disabled bays in P6 may be used by staff, students and tenants displaying a permit and disabled badge.

### **P7 – Enterprise/Sparkhouse Visitors**

P7 car park is located on the approach to Enterprise/Sparkhouse and provides parking for pre booked visitors to Enterprise/Sparkhouse only.

### **P8, P9, P10 – Staff, Students, Disabled Badge Holders, Tenants, Visitors, Contractors and the Public**

P8, (including the gravel area) P9 and P10 car parks are situated along the Boulevard and around the Sports Centre and provide parking for staff, students, disabled badge holders, tenants and visitors. These car parks are also available to the public on a pay & display basis between 16.30 – 05.00 Monday to Friday and between 06.00 and 05.00 at weekends.

### **P11 – Think Tank Staff, Tenants and Visitors**

P11 car park is located to the west of the Think Tank and is an LSIP car park operating under the LSIP parking policy. Access to P11 car park is controlled by Think Tank reception staff.

### **P12 – Staff, Students, Disabled Badge Holders, Tenants, Contractors and Visitors**

P12 car park is located adjacent to Charlotte Scott Building and provides parking for staff, students, disabled badge holders, tenants and visitors.

### **P13 – Staff, Students, Disabled Badge Holders, Tenants, Contractors and Visitors**

P13 car park is located adjacent to Joseph Banks Laboratories and includes parking bays along Green Lane. P13 provides parking for staff, students, disabled badge holders, tenants and visitors.

### **P14 – Staff, Students, Tenants and Contractors**

P14 is located at the western end of Ruston Way and provides parking for staff, students and tenants. The car park has an automatic barrier to control access and the four-digit PIN is available from security.

## **Coaches, HGVs and Minibuses**

Other than the event parking bays located between LAC and PDW, which are restricted for use by coaches and large vehicles directly supporting events at the LAC and The Engine Shed, there is no parking provision for coaches, HGVs or any vehicle that will not fit within the confines of visitor parking bays. Coach drop-off bays are located outside the Sports Centre and between LAC and PDW. Minibuses may use visitor parking bays on the proviso they are pre-booked, and the minibus will fit safely within a visitor bays. Long wheelbase minibuses should be booked into the larger visitor bays at the rear of the Sports Centre.

Please note, the area between LAC and PDW is the designated bus stop for the university shuttlebus service, Campus Linc, and should only be used by coaches or vehicles for dropping off, and not for waiting/parking in for any length of time.

## **Permits**

Staff and students must register their vehicle and obtain a parking permit before using UoL parking facilities. The vehicle registration and permit application processes are detailed at Appendix 1. Charges and the payment process for staff permits purchased via salary deductions are detailed at Appendix 2.

Tenants are entitled to hold tenant parking permits in accordance with the terms of their tenancy agreement. Tenants entitled to hold a UoL parking permit must register their vehicle

and obtain a parking permit before using UoL parking facilities. The vehicle registration and permit application processes are detailed at Appendix 1.

Temporary accessible parking permits may be issued to staff with temporary medical or mobility issues, subject to an occupational health assessment and PPC endorsement. Staff wishing to apply for a temporary accessible parking permit should contact the PPC Department.

Contractor parking permits and temporary contractor parking permits are available for use in vehicles directly supporting delivery of a service and are not to be used in private vehicles.

## **Events**

Requests to reserve staff car parking facilities to accommodate parking for attendees of specific events between 06.00 hours and 16.30 hours Monday to Friday will only be considered by Estates if the request is endorsed by the respective PVC, (or equivalent). Attendees of events are able to use car parks on a pay & display basis between 16.30 and 05.00 hours Monday to Friday and between 06.00 and 05.00 hours at weekends. Requests to provide free parking when car parks are open on a pay & display basis will also only be considered by Estates if the request is endorsed by the respective PVC, (or equivalent).

## **Enforcement**

Parking enforcement patrols are conducted 24/7 by University Security staff and UK CPS enforcement staff and PCNs will be issued in respect of any vehicle parked in contravention of this policy. A PCN could be issued for any of the following contraventions of the parking policy (although not limited to):

- A vehicle entering the car parks for a greater period than the designated 20-minute 'drop off period', without having a valid parking permit registered to the registration number of the vehicle or paying the daily parking charge via the online parking management system.
- A vehicle parked outside or not wholly within the confines of a designated marked bay.
- A vehicle parked in the incorrect category of parking bay or failure to display the requisite permit for the category of bay used.
- A vehicle parked in a disabled bay, without having a disabled badge and UoL permit clearly visible in the vehicle.
- A vehicle parked in a pre-booked visitor bay without the vehicle being registered as a visitor.
- A vehicle parked in a standard bay without a UoL permit with all details clearly visible in the vehicle.

The University does not have the authority to revoke PCNs issues by UK CPS enforcement staff and will not support appeals unless the notice has been issued in error. The appeals process for the PCNs is outlined via the issuer's terms and conditions.

Anyone using the University car parks are expected to behave in a reasonable and responsible manner showing due consideration to other users. Persistent offences may result in the withdrawal of a parking permit.

## **Appendix 1**

### **Vehicle Registration and Parking Permit Application Process**

#### **Registration**

When applying for a parking permit staff, students and tenants will be required to provide the registration number of their vehicle(s). Whilst up to 3 vehicles may be registered, only one vehicle at a time may be brought onto UoL property.

Parking permits are not required for motorcycles and similar two-wheel vehicles. However, staff students and tenants must forward the vehicle registration number of any such vehicle to [estatessupport@lincoln.ac.uk](mailto:estatessupport@lincoln.ac.uk) before bringing it on to UoL property.

#### **Staff Parking Permit Application Process**

Parking charges apply on the Brayford Campus (see Appendix 2 for details). There are no parking charges in force on Holbeach Campus (including the Food Enterprise Zone) and the Riseholme Campus. The Brayford Campus parking permit is valid on Brayford, Holbeach and Riseholme Campuses.

#### **Brayford Campus Parking Permit**

Staff, (including staff of contract partners employed permanently at the UoL) who wish to park on Brayford Campus may purchase either an annual parking permit or parking scratch cards but may not hold both simultaneously. Staff receiving a regular monthly income direct from the UoL will be required to pay for their annual parking permit through their salary. Staff who do not receive a regular monthly income direct from the university, (contract partners, associate lecturers, agency staff, casual staff etc) may purchase an annual permit via the online store.

#### **Paying for an Annual Staff Parking Permit via Salary**

Existing members of staff can apply for a staff parking permit using the following link:

[Application for staff car parking permit](#)

Once an application has been processed, (normally within 5 working days) a confirmation email will be sent advising that the permit is ready for collection from the Security Office in Minerva, or Lawress Hall Reception. Parking permits will not be posted or passed to your department for collection.

New starters will be given the opportunity to purchase a staff parking permit during the onboarding process. Those who opt to do so will be able to collect their parking permit from the Security Office in Minerva, or Lawress Hall Reception, on their first day of employment. Those who chose not to do so will be required to follow the process for existing staff if they subsequently decide to purchase a permit.

Staff requiring a replacement parking permit for a lost or damaged permit will be required to complete the application process again. When a replacement is issued the lost or damaged permit immediately becomes invalid.

## Buying an Annual Staff Parking Permit from the Online Store

Staff who wish to purchase an annual staff parking permit but who are unable to do so via salary may purchase a permit via the [University Online Store](#). Once the purchase has been processed, (normally within 5 working days) a confirmation email will be sent advising that the permit is ready for collection.

## Parking scratch cards

Parking scratch cards are available to staff who do not hold an annual parking permit from the [University Online Store](#). Scratch cards cost £1 and a minimum spend of £5 is required on any order. When applying for scratch cards, staff will be required to provide details of their employment including their post and place of work and their vehicle registration number. Once the purchase has been processed, (normally within 5 working days) a confirmation email will be sent advising that the scratch cards are ready for collection from the Security Office in Minerva, or Lawress Hall Reception. The date on which the scratch card is used must be scratched off and the card left clearly visible on the dashboard of the vehicle when parked on UoL premises.

## Holbeach Campus and Riseholme Campus Parking Permit

Staff, (including staff of contract partners employed permanently at the UoL) who wish to park on the Holbeach and/or Riseholme Campus only are entitled to a free parking permit which may be obtained by contacting [estatessupport@lincoln.ac.uk](mailto:estatessupport@lincoln.ac.uk). **The Holbeach/Riseholme parking permit is not valid on the Brayford Campus.**

## Tenant Parking Permit Application Process

Tenants are entitled to hold tenant parking permits in accordance with the terms of their tenancy agreement. Tenants who are entitled to park on Brayford Campus may purchase annual parking permits by contacting their respective reception at the either the Think Tank, ([thinktank@lincoln.ac.uk](mailto:thinktank@lincoln.ac.uk)) or Enterprise/Sparkhouse, ([enterprise@lincoln.ac.uk](mailto:enterprise@lincoln.ac.uk) or [sparkhouse@lincoln.ac.uk](mailto:sparkhouse@lincoln.ac.uk)) for advice on the application process. Tenants who wish to park on the Holbeach and/or Riseholme Campus only are entitled to a free parking permit. **The Holbeach/Riseholme parking permit is not valid on the Brayford Campus.**

## Student Parking Permit Application Process

Student parking permits are available free of charge to all students. Students requiring a parking permit should contact the Student Support Centre.

## Contractor Parking Permit Application Process

Permanent and temporary contractor parking permits are available for use in vehicles directly supporting delivery of a service. Applications for contractor parking permits are to be made to the Estates Support Desk.

## Individual Responsibility

All vehicles must display a valid University of Lincoln permit within the front windscreen with all details clearly visible at all times. It is the individual's responsibility to ensure that a valid permit is on display in the vehicle when parked in University car parks.

## **Appendix 2**

### **Paying for an Annual Staff Parking Permit Through Salary Deductions**

#### **Cost and Monthly Deductions**

Staff receiving a regular monthly income direct from the UoL will be required to pay for their annual parking permit through their salary. Charges are linked to staff grade apply to both full and part time staff. Part time staff that are 0.5fte or less will be charged the half rate and all staff above 0.5fte will be charged the full rate. The table below shows the annual and monthly charges for the bandings.

Staff Grade	Full Rate Annual	Full Rate Monthly	Half Rate Annual	Half Rate Monthly
2,3 and 4	£48	£4	£24	£2
5, 6 and 7	£72	£6	£36	£3
8 and 9	£108	£9	£54	£4.50
10 and above	£144	£12	£72	£6

#### **Individual Responsibility**

It is the individual member of staff's responsibility to advise PPC and Estates Support of any change in circumstances which may have implications for their entitlement to hold a staff parking permit or impact their salary deductions in any way. Changes that impact on the payroll transaction will be applied on the next available payroll following the submission of the change.

#### **Part Month Deductions**

Deductions will not be taken on a monthly pro rata basis. The determination to take the deduction will be based upon whether the requirement for the permit covers the greater proportion of the calendar month. In the event that the permit is required for the greater part of the month then the full monthly deduction will be taken. Consequently, where the permit is not required for the greater part of the month i.e. a starter at the end of the month or a leaver at the beginning of the calendar month, then no deduction will be applied.

#### **Changes to Monthly Deductions**

Should a change in grade be applied to an individual either increasing or decreasing their substantive post then any change to payment will be automatically applied to the payroll based upon the part month payment detailed above. For individuals occupying multiple posts at varying grade deductions will be calculated based on the highest graded post.

#### **Absence and Surrender of Staff Parking Permits**

Deductions will be taken from the payroll for all staff who have applied for a permit regardless of any absence. Staff are responsible for the management of the application/cessation process in line with their working pattern. This includes where an individual becomes absent from the University in the event of planned or unplanned leave, including for example maternity, sickness absence and sabbaticals. Retrospective



applications to withdraw permits will not be backdated beyond the payroll month when the notice is received. Should the event occur of there being insufficient pay to make the full deduction in any calendar month then any outstanding liability will be carried over and taken to the next pay period until the required amount can be deducted.