

Student Parking Policy

Introduction

This policy provides clear guidance on the University's provision of car parking.

1. The University has a limited number of parking spaces available for use by Staff, Students and Visitors. A permit system is in place for parking in University Car Parks, anyone parking without a value permit may be issued with a parking penalty notice.
2. This policy outlines what parking provision is available at both City and Coach Lane Campus, and the guiding principles which will be used to allocate permits.

General Principles & Definitions

3. Definitions:
 - **Private Bay** - a designated car parking space will be allocated to an individual at an agreed cost for use Monday to Friday
 - **Hunt and Park** - a permit will be allocated to an individual which allows the recipient the opportunity to park in a designated area on a first come, first served basis and does not guarantee a space will be available. Permits are likely to be issued on a ratio of 1:3 (for every 100 spaces 300 permits will be issued).
 - **Disabled Permits** – holders of authorised disabled parking badges will be required to apply for a University Car Parking Permit to park in designated spaces.

Use and Permits

4. Fees

City Campus

Private Bays	£1200 per annum
Hunt and Park	£300 per annum
Disabled Permits	No Charge

Coach Lane Campus

At Coach Lane the following Pay and Display rates will apply.

Day	Time	£
Monday – Friday	08:00-23.59	Up to 2 hours £1.00
		Up to 4 hours £1.50
		Day Rate £2.00

5. Methods of Payment
 - An online payment either in one or two installments

6. Allocation of Permits

There are 90 student permits available which will be issued to students based on the distance travelled, this will be based on a student's term time address.

In the event of a change in parking policy, which results in a reduction of spaces, or permits to be made available, permits will be withdrawn on the basis of last in first out.

7. One virtual permit per holder will be allocated, with the facility via the new management company's online portal to update vehicle registrations when required.

8. Weekend Parking at City Campus

Private bay holders will have a number of bays available to them on a weekend and Bank Holidays but on a hunt and park, first come first served basis.

Pay and Display parking marked at the CCE and Lipman car parks will be available for all staff, students and members of the public for pay and display at a cost of £1 per hour or £4 per day.

9. Works on Campus

Campus Services may require use of parking bays for contractor compounds whilst building works are completed. Private Bay holders will be reallocated alternative parking for the affected period.

10. Complaints

A Complaints procedure is available upon request.

This document was updated on 17 August 2016 and will be continuously reviewed as needed.