UNIVERSITY OF LEEDS CAR PARKING POLICY  
(2012-2013)

1. University Transport Plan
The University Transport Plan is designed to consider all issues arising from the use of vehicles of all kinds on University property and by University people on the wider community. A detailed review of transport operations including car parking, safety and environmental factors is undertaken regularly and is considered by the Transport Policy Review Group. Fundamentally, the Transport Review exists in order to ensure the implementation of the current version of University’s Transport Plan. This plan promotes environmental sustainability and is essential to enable the University's Estate Strategy and Capital Project development programme to progress through Section 106 planning agreements.

It is essential that optimum use and control of space is achieved, by good management of all aspects of traffic and parking facilities. It is important that the principle is substantiated that ALL who use the car parking facilities must pay the full operating costs for that which they use. The operating costs include car park resurfacing and other improvements; and the Transport Plan implementation costs. Car parking capacity is considerably lower than demand and this will reduce further as site developments occur. The Transport Plan promotes measures to provide viable choices for staff that reduce the demand for parking spaces. The plan contains proposals for improvements that aim to provide better safety and security for car park users and their vehicles.

2. Visitors Parking
The University has up to 150 paid for parking spaces for visitors that may be pre-booked through the process laid out below. Visitors who are not pre-booked or who are in excess of our provision may be required to use local public car parks.

   Bookings should now be made online using the pre-formatted document http://carparking.leeds.ac.uk/. The form has been designed so that all essential information is filled in before it can be submitted. The form has a mandatory field in which an account code must be entered for the booking to be accepted.

   A pre-paid ticket will then be left at the Main Barrier (Woodhouse Lane) for collection by the visitor on arrival.

VIP Parking requests are to be made by e-mailing carparking@leeds.ac.uk
3. Essential Contractor Parking
As a result of demand outstripping supply in all categories of car parking at the University of Leeds it is essential that every step possible is taken to reduce the number of vehicles parking on the main campus site. Further to this it has been decided that all vehicles using parking facilities should without exception contribute to their upkeep.

Due to the genuine needs related to contractor parking it is not possible to set a ceiling figure and blindly adhere to it. The controls put in place require to be properly qualified and the approach that is most appropriate is to look at every application on a needs based case by case process.

Every application for a permit is to be supported by an approval form properly and judiciously authorised by one of a limited number of signatories. For Estate Services contractors the approved signatories are appointed and listed by the Head of Maintenance and Operations with changes to this list being done in writing. Faculties, Schools or Departments employing contractors directly and without the involvement of Estate Services should liaise directly with the Head of Security and Support Services or his nominee to arrange for any essential parking.

Contractor Permit Categories
Long Term Permits – are issued to contractors who work, in most cases, full time at the University. A typical contract will require them to supply a full time service in a variety of locations against a contracted specification. The use of a vehicle as the only viable means to carry spares, tools, and materials is essential in order to grant such permits.

Fixed Term Permits – are issued to contractors for work of a fixed term nature. More often than not the work will be on a fixed site where it is impractical to create a yard for the company where materials and tools may be stored. The common feature once again is that the vehicle is the only viable method of carrying tools and other items essential for the completion of contracted work.

Short Stay Passes – are issued to contractors who arrive having made no prior arrangements to park as an essential part of undertaking work. Such passes are without fail issued to vehicles arriving with a need to drop off essential personnel, tools or materials. No driver stating a need to drop off items is turned away. The passes are endorsed with the arrival time of the vehicle. No charge is made for these passes.

Emergency Response / Call Out Engineers are never turned away at the main University entrance but it is possible to speed their entry if it is known that they are attending by telephoning the Car Park Administrator on 35491

Consultant parking should be pre-arranged by those meeting with architects and other specialists visiting campus but drivers will have to pay the day rate.
4. Event Parking
Departments organising events or open days should notify Security well 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 well in advance. (Normally at Woodhouse 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 off site parking unless proper arrangements are made in advance.

5. Parking Permits for Disabled People
There are two different procedures for disabled staff members or students when applying for a University parking permit. Which procedure you should follow will depend on whether or not you hold a local authority “blue badge” (formerly known as an “orange badge”).

If you do hold a “blue badge”, contact the Car Parking Administrator by telephone: 0113 343 5491 or by email: carparking@leeds.ac.uk to arrange a time for you to visit the car parking office. When you visit, you should bring along:
- Your current “blue badge” (the original, and not a photocopy), and
- Details of your vehicle (including colour, make, model and registration number).

If you do not hold a local authority “blue badge” and would like to apply for a University disabled permit please complete and return the Application for a campus Disabled Parking Permit Form.

If you are not registered disabled but would like to be considered for a temporary parking permit on the grounds of ill health or exceptional circumstances please contact the Car parking office on 0113 3435491 or email carparking@leeds.ac.uk

Car Parking
Helpdesk
Campus Support Services
Estate Services Building
University of Leeds
Leeds
LS2 9JT

Arrangements for disabled drivers can include the establishment of a designated parking space where the impairment of mobility justifies such provision. Disabled ‘blue badge’ visitors may use any of the disabled bays on campus once they have confirmed their business at the University. Faculties, Schools and Departments may make prior arrangements for disabled visitors by contacting the Parking Office by the usual means.
6. Retired Staff
Retired staff who are re-engaged for more that 50 days per annum may opt to retain their car parking permits on payment of the relevant full VED tariff. Such an entitlement should be supported in writing by the permit holders head of department. Without such support parking permits will be withdrawn upon retirement and retired staff will need to pay the normal daily parking fee and show their identity card if they wish to park.

7. Day Ticket Parking
All Day Tickets are sold subject to space availability. When the campus is congested and the need exists to limit the number of vehicles being allowed access it is the Day Ticket sales that are suspended. Given the need to reserve some spaces for permit holders who have prepaid for their right to park it may be that there are still some empty spaces when sales of Day Tickets are suspended.

Parking is unavailable for students or for members of the public with no business at the University.

Subject to the availability of space staff members may be allowed to purchase a Day Ticket to park upon payment of the daily fee and upon production of a valid University ID Card. Those not in possession of a valid University ID Card will be refused access.

Subject to the availability of space visitors able to prove through the production of appropriate documentation that they have bona fide business at the University may be allowed to purchase a Day Ticket. Such sales are to be on a single visit basis and parking for repeat or longer term arrangements should be arranged with the Parking Office.

PARKING CONDITIONS FOR UNIVERSITY MEMBERS OF STAFF

8. Parking Permits
Permits issued run from the 1st October each year and are valid until 30 September of the following year. The appropriate permit tariff will be deducted from the holders salary at one twelfth of the annual fee per month. (Charges for periods less than a year will be calculated pro-rata per complete month.) All tariff levels are subject to annual review. Duplicate permits will not be issued and those with more than one vehicle must transfer the issued permit from one authorised vehicle to another as required. Under no circumstances should permits be copied.

9. Acceptance of Terms
Accepting a parking permit shall be deemed to be an acceptance of the parking policy and conditions of the University as noted on the forms concerned.
10. Renewal of Parking Permits
Where numbers of parking spaces are being reduced by development of land on the main campus it is not possible to guarantee that permits will be renewed. In normal circumstances however, all permit holders will be contacted in early August by email or letter and asked to let us know by the 1st of September whether the details we have on file are correct or whether there has been in any change of vehicles or circumstance. Individuals will also be asked to let us know if they wish to discontinue their allocation of a permit for any reason. New permits will then be sent out for 1st of October unless the response received states otherwise. Permit holders may ordinarily expect to be granted renewal of the permit for the zone to which they have previously been allocated. If a permit is paid for by cheque/cash or departmentally then a renewal form will be sent through the internal mail for payment details. Failure to re-apply before 15th October may be taken as an indication that renewal is not required.

11. VED Related Parking Permit Charges
Permit charges continue to be linked, as referred to in the University Green Transport Plan, to the rates paid for Vehicle Excise Duty (VED – Commonly known as ‘road tax’ and shown on vehicle ‘tax discs’). This is done to honour of commitment to reward those who choose to use vehicles that are less damaging to the environment – it is NOT an attempt to raise additional revenue from permit holders.

In order to make the administration of this initiative workable the wide range of rates charged by the DVLA have been grouped into four permit bands and these are shown in the table at Annex A.

Individuals wishing to claim a discount should ensure that they fill out the application form with the appropriate information and include a copy of their tax disc with the returned documentation. Incomplete applications will be returned to the applicant. Any dispute or appeal about the tariff band allocated should be submitted in writing to the Campus Support Services Manager.

If a permit holder changes vehicles a new form complete with supporting copy of the tax disc should be submitted as soon as possible. Any change in the monthly tariff will be reflected as soon as possible in the amount stopped from salary.

12. Suspension of Parking Permits
Under particular circumstances where a period of known absence is going to exceed two months a permit may be suspended and payments temporarily ceased. Such acceptable circumstances include:
- Maternity leave
- Extended sickness
- Extended absence for domestic or other purposes

In all of the above circumstances individuals giving a months notice may suspend their use of a permit and cease the usual monthly payments from salary. Barrier cards will be disabled for the period of the suspension. The permit may then be issued as a temporary permit to another user. With the same amount of notice a user may regain their entitlement to park and payments will once again be stopped from salary.
13. Car Sharing
Car sharing is encouraged by the University as a means by which the volume of cars in the City might be reduced and as a means of minimising the impact that the University has on the environment. The University is a partner in a scheme that operates on a city wide basis where participants from a number of organisations can register their details on a vast database and reduce the cost and environmental impact of their daily travel by sharing a vehicle with others. See www.carshareleeds.com for more information.

14. Permit Sharing
In addition to the external scheme the University encourages a Permit Sharing arrangement where employees are able to combine points on their applications with other University colleagues and share a permit. All participating car registrations must be provided on the applications, however only one permit will be issued between the drivers involved. The appropriate fee will be divided by the number of Car Sharers and will be deducted from the employees’ salaries accordingly. It is the responsibility of car sharers to display the permit in the car which they are parking at the University. Further information on the Permit Share Scheme can be found by telephoning extension 35491.

15. Change of Vehicle, Lost or Stolen Permits
Notification regarding changes of vehicle, lost or stolen permits should be made promptly in writing to the Car Parks Administrator. Parking permits are not transferable. A fee of £5.00 is payable to replace a lost, damaged or stolen permit. In the instance of loss of any key fobs an administration fee will be charged.

16. Displaying a Parking Permit
A valid permit must be clearly displayed on the windscreen of all vehicles parking on or entering campus. Only one vehicle per permit holder may be parked on campus at any one time.

17. Cancellation of Parking Permits
Individuals wishing to cancel their parking permits should do so in writing stating the date for cancellation and giving a month’s notice to the Car Parking Administrator. Any stoppages from pay will be ceased on the date given or at the earliest opportunity after receipt of such cancellation.

18. Barrier Cards
On the first issue of a permit, 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 the Car Park Administrator when individuals leave the University or a permit is not renewed. A fee is charged to replace a card that is not returned, lost, damaged or stolen. Details of lost or stolen barrier cards should be notified promptly to the Car Park Administrator. Barrier cards are not transferable. Any permit holder allowing another driver who is not entitled to utilise their barrier card to gain access for a non-permit vehicle is liable to have their parking privileges withdrawn and disciplinary action to follow.

A barrier card is issued to allow access to a permit holder and must not be used to admit other vehicles to the car park. Cards are programmed to admit one vehicle only within a period of time. 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 Park Administrator on extension 35491.
All barrier cards have been programmed to cease operation of the barrier(s) on 30 September unless the car park fee has been paid and the permit renewed. Upon any cancellation of a parking permit the barrier card issued will be made inoperative on the date of cancellation and should be returned to the Car Parks Administrator.

19. Parking Zones
Parking zones at the University are Green, Red, Purple, Brown, Orange, Blue, Black, Maroon, Pink and Visitors. Parking within these zones is restricted to permit holders between 8.00 am and 5.00 pm on working days, Monday to Friday. Occasional restrictions to the use of parking areas may be exercised outside of these hours in order to cater for the parking needs of an event or in order to maintain access for necessary work to take place.

20. Space Availability
Although every effort will be made to ensure that permit holders are able to park the issue of a permit does not guarantee a parking space. Permit holders are asked to exercise patience until a parking space becomes available. The University reserves the right to deny access to the parking zones on safety grounds if, in the opinion of the Campus Support Services Manager, or his nominee, the zones are over-congested.

21. Damage or Loss
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.

22. Pedestrianised Areas
Vehicles are not to be used or parked on grassed, paved or pedestrianised areas.

23. Unacceptable Conduct
The following are examples of unacceptable behaviours:

a. Making a false statement to obtain a permit
b. Parking without displaying a current permit or valid ticket in the vehicle
c. Parking in a zone other than for which a permit is valid
d. Parking in a prohibited area, on double yellow lines or in a hatched area
e. Operating a motor vehicle unsafely (speeding or recklessness)
f. Operating an unroadworthy or uninsured vehicle
g. Operating a vehicle without an appropriate licence
h. Causing obstruction to other vehicles
i. Misuse of barrier card
j. Abusive behaviour towards Security Staff
k. Members of staff parking as VIP visitors.

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.
24. 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. In order to give strength to the enforcement activity aimed at improving safety the following powers are granted.

a. The Campus Support Services Manager or his nominee is authorised to decline any further vehicular access to the campus once the car parks become full.

b. The Campus Support Services Manager or his nominee is expected, where practicable to authorise to use 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.

c. The Campus Support Services Manager is authorised to withdraw, without refund, 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.

d. The Campus 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 three serious parking offences.

25. 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, collect parking fees and generally ensure compliance with the University's parking regulations.
Annex A

Tariffs (Including VAT)

Annual Permit – Motorcar, van, 3 wheeled & quad vehicles  See VED table below
Annual Permit - Solo 2-wheeled motor cycles, scooters  £36.00
Daily parking fee (three and four wheeled vehicles)  £5.00
Daily parking fee (solo motor cycles)  £1.00
Departmental vehicles owned by the University  £202.00
Replacement barrier cards  £5.00
Replacement permits  £5.00

VED Table

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<td>£336.00 (High CO2 Rate)</td>
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