

Scope: All staff and students	Effective Date: 1 <sup>st</sup> September 2022	Responsible Department: Estates Management and Development	Equality Impact Assessment Completed June 2022
Last Updated June 2022	Next Review Date June 2024	Associated links and web pages Available on web	



# PARKING POLICY

## 1. Introduction

This policy aims to effectively manage the very limited number of University parking spaces available, and to provide a basis for a University Travel Plan that takes into account our obligation to maintain an effective Carbon Management Plan and improve local air quality.

The policy applies to the main campus in York, plus residential sites and the Haxby Road Sports Campus and operates throughout the year, all day every day. All vehicles are parked at the owners' risk.

### Authorised Users

Only staff/student permit holders (temporary YSJ staff and visiting lecturers can apply for staff permits) are authorised to park in accordance with the policy. There is no automatic entitlement for staff or students to park at any site. Staff/students are not permitted to park in University parking spaces until a permit application has been received and approved.

### Restrictions

There is no parking for contractors. Where there may be a specific need this must be agreed in advance with Estates.

Events which are likely to entail the need for vehicles on site, deliveries, etc. should be discussed well in advance with Estates. Where this has not taken place, no guarantee can be made that this can be accommodated.

Provision for loading/unloading of standard deliveries will remain, but vehicles are not routinely permitted to drive beyond the coach/delivery bay between Skell and Fountains.

No parking is available for visitors. Visitors should be directed to the nearby public carparks. Should expenses be incurred these should be processed as per the Visitor Expenses process: <https://www.yorksj.ac.uk/staff/finance/forms/#expenses>.

## 2. Location of Parking Spaces

2.1 Parking spaces are available at The Grange (115 spaces), Limes Court (27 spaces), City Residence (29 spaces) and Haxby Road Sports Campus (100 spaces). These spaces are used to accommodate both staff and student parking. There is no car parking available at the Lord Mayor's Walk site other than for blue badge holders who have been issued with a permit.

2.2 Availability of parking at Union Terrace and local residential bays

2.2.1 Long term (monthly and annual) parking permits are available at City of York Council's Union Terrace car park.

2.2.2 Blue badge holders can park in local residential bays on Lord Mayor's Walk, St John's Street and on Garden Street as well as in the Union Terrace car park, all of which are directly adjacent to the campus.

2.3 Permit holders must only use designated parking bays and must not park elsewhere on campus. Blue badge bays are clearly marked and are only for the use of blue badge holders with a permit.

2.4 Motorcycle / scooter bays are situated to the rear of the Maintenance Yard and St Anthony's House for permit holders. Users must only use designated bays and are expected to park with due consideration to others, including consideration of potential noise disturbance.

### **3. Parking Permits**

3.1 All parking is on a first come first served basis and a permit (including a blue badge holder permit) does not guarantee a parking space.

3.2 From 2022/2023 details of permit holding vehicles will be kept electronically and no physical permits will be issued. Permits are not transferrable between vehicles and vehicle changes must be notified with minimum two working days' notice to Estates in order to avoid a penalty notice being issued.

3.3 Permits are not available for resident students unless they have a relevant disability, or medical condition, or in certain circumstances where they are enrolled on an academic course of study which requires the use of their own vehicle.

3.4 Permit holders must notify Estates of any change in personal circumstances which affects their point allocation. Failure to do so may result in a permit being withdrawn.

3.5 In the case of part-time staff/students, permits will have restrictions on the days that they may be used.

3.6 Agile Workers must indicate on their parking permit application how many days they anticipate they will be working on campus and will require parking. Permits will be issued on this basis (subject to the standard assessment criteria) and where actual usage exceeds the anticipated usage, the charge will be adjusted accordingly.

3.7 In exceptional circumstances a temporary permit may be issued at the discretion of the Estates Operations Team. This does not include permits for temporary staff or visiting lecturers who should either use public transport or apply for a full permit.

### **4. Disabled Users / Medical Conditions**

- 4.1 Staff/students who are blue badge holders will be guaranteed a permit free of charge, provided that evidence that they are a blue badge holder is supplied at the time of application. Permits do not guarantee a parking space.
- 4.2 Those requiring parking closer to the Lord Mayor’s Walk campus than the University parking sites due to other medical conditions but who are not blue badge holders should either apply for a blue badge (subject to eligibility) or seek alternative parking closer to the University. The closest available parking is at Union Terrace car park and can be applied for on a monthly or annual basis. Further information about City of York’s parking provision and charges and permit systems can be found on the City of York Council website: <https://www.york.gov.uk/parking-17>.

## 5. Car Share Permits

- 5.1 In order to encourage staff and students to commit to sharing vehicles, Car Share permits are available at significantly reduced costs.
- 5.2 To qualify for a Car Share permit staff and students should form a ‘car pool’ of at least 2 individuals who are eligible for a permit in their own right as per the points allocations below. The group should identify a lead individual.
- 5.3 The driver(s) of each vehicle used as part of the ‘car pool’ must complete the Car Share registration form. This form should then be returned to Estates.
- 5.4 One permit will be issued per vehicle in the ‘car pool’.
- 5.5 In the case of staff, deductions for payment will be taken from the salary of the designated lead driver. They are then responsible for collecting payment from the remainder of the group.
- 5.6 In the case of students, payment must be made by the lead individual. They are then responsible for collecting payment from the remainder of the group.

## 6. Motorcycle Permits

- 6.1 Motorcycle permits will be issued free of charge.

## 7. Points Allocation

Please read the notes below in conjunction with this table.

	CRITERIA FOR ASSESSMENT		POINTS
<b>A</b>	<b>Distance travelled from home</b> <i>Single journey</i>	25+ miles	4
		15+ miles	3
		10+ miles	2
		>4 miles	1
<b>B</b>	<b>Blue Badge Holder</b>		<b>10</b>

<b>C</b>	<b>Student driving on placement</b>	<b>5</b>
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**Notes:**

1. Blue badge holders who submit a permit application with proof of being a blue badge holder will be granted a permit free of charge.
2. Student driving on placement covers both students driving their own car on placements and those who have long-term hire vehicles from Enterprise.
3. Applications with 0 points will typically be refused a permit.

**8. Waiting List for Permits**

8.1 If all applicants cannot be issued with a permit, a waiting list will be established based on the number of points scored. This will not apply to blue badge holders.

**9. Parking Permit Charges**

Annual charges will apply and will be reviewed before the start of each academic year. This will include the month in which the permit is issued irrespective of whether this is a whole month or not.

The charges until further notice will be as follows:

Staff	0.6% of gross salary
	For part time staff this will be pro-rated for the number of days worked per week
	For staff with a formalised Agile contract this will be pro-rated for the number of days parking required per week
Students	£60
Staff Car Share:	0.3% of gross salary
Student Car Share	£30

A 25% discount will be applied to permits for low emission vehicles (as currently defined by the UK Vehicle Classification Agency: <100gCO<sub>2</sub>/km).

Charges for temporary staff will be based on equivalent annual earnings.

Payment procedure for students will be via the Online Store and persons not on the University payroll (including visiting lecturers) will be via cheque. Deductions from staff salaries will be made on a monthly basis.

Where students leave during the course of the year, other than at the end of the academic year, refunds will be made on the basis of whole terms remaining.

No refunds for either staff or students will automatically be given for periods of absence from the University. Line managers are asked to contact Estates ([estates.admin@yorks.ac.uk](mailto:estates.admin@yorks.ac.uk)) to discuss specific requests with the Estates Operations Team.

## **10. Penalties and Restrictions**

Penalties will be actioned where vehicles without a permit are parked anywhere on any University site. Parking charge notices will be issued automatically by Parking Eye to the value of £100, reducing to £60 for payment within 14 days of notification.

For vehicles with or without a permit, penalties will be actioned if a vehicle is blocking an emergency exit, parking outside a marked bay, causing other obstruction, or parking in a disabled bay without a Blue Badge.

Security staff will attempt to contact the owner of the vehicle and they will be required to move the vehicle immediately. Failure to remove a vehicle will result in the withdrawal of the permit in addition to incurring a parking charge notice.

We reserve the right to withdraw any permit in the event of non-compliance with the terms of this policy.

## **11. Contact Details**

Car parking is the responsibility of the Directorate of Estates Management and Development. For further information please contact [estates.admin@yorks.ac.uk](mailto:estates.admin@yorks.ac.uk).