

# University of York

## Parking Terms and Conditions

### Introduction

The University of York Sustainable Transport Plan ('the plan') is designed to manage traffic and travel to and from The University in an environmentally responsible manner, and thereby make a significant contribution to the quality of life in The University and the wider community. The management of car parking at The University is an important part of this process. The following Car Parking Terms and Conditions are intended to support the overall aims of the plan and ensure that resources for car parking are used to their maximum effectiveness and to the benefit of all members of The University community.

Details of the charges for all car parking permits, for the Pay & Display system and the overall charging structure can be found in Appendix 1.

Paper copies can be obtained from the Mailroom and Transport Manager [nigel.smith@york.ac.uk](mailto:nigel.smith@york.ac.uk)

All parking enquiries can be directed to [parking-permits@york.ac.uk](mailto:parking-permits@york.ac.uk) or [transport-team@york.ac.uk](mailto:transport-team@york.ac.uk)

## 1 The Parking Scheme

1.1 The City of York Council has capped car parking at The University of York at the 1998/99 level of 1520 spaces on Campus West and 1500 spaces on Campus East. It is essential, therefore, that this resource is managed as efficiently as possible.

1.2 The University will regulate car parking as follows:

1.2.1 On the Campus West and Campus East, parking is only permitted for those holding the appropriate Parking Permit under the University of York Parking Permit System (detailed in Section 2).

1.2.2 A separate scheme operates for residential areas where parking is only permitted to those holding the relevant Permit under the Residential Parking Permit System (detailed in Section 5).

Version Control	
Owner:	Sarah Frankland
Version:	21
Comment	Amended permit locations
Date:	21 07 2020

1.2.3 A separate scheme operates for The University’s city campus at The King’s Manor (detailed in Section 6).

1.2.4 A separate scheme operates for car sharing at Campus West (detailed in Section 3).

1.2.5 A number of allocated spaces are available for ‘post 0930 Hours’ staff (detailed in Section 4).

1.3 Any vehicle parked on University premises must comply with the provisions of the relevant Parking Permit System or the P&D. Failure to comply with the provisions of these systems may result in Parking Charge Notice (PCN) being issued, and/or a Permit being withdrawn irrevocably. Sanctions for non-compliance with these terms and conditions are detailed in Section 12.

1.4 Emergency vehicles are the only vehicles exempt from the requirement to hold a Parking Permit for parking at the University of York.

1.5 The management of car parking for people with disabilities is detailed in Section 9.

1.6 The University’s car parks are designated according to their category of use:

1.6.1 **Staff Car Parks (see paragraph 2.3)**

Only Authorised Staff holding a valid Permit, or Authorised Visitors (see paragraph 2.11) with valid virtual parking may park in Staff Car Parks.

1.6.2 **General Car Parks**

Anyone, whether staff, student or visitor, may park in a General Car Park on payment of the appropriate P & D fee as displayed in that car park. Holders of a Parking Permit or Hanger Permit may park in a General Car Park, and if displaying a valid Permit, the P & D fee is waived.

1.6.3 [Removed](#)

1.6.4 **Short Stay Parking**

Short stay parking bays are available, at no charge, in close proximity to certain buildings, for loading and unloading purposes only. Parking in these areas is restricted to between 30 minutes and 1 hour, dependent on their location, and return prohibited within one hour on any University car park. This also applies to parking on the cluster at Campus East.

1.6.5 **Heslington Hall**

<b>Version Control</b>	
<b>Owner:</b>	Sarah Frankland
<b>Version:</b>	21
<b>Comment</b>	Amended permit locations
<b>Date:</b>	21 07 2020

No parking is allowed within the forecourt of Heslington Hall without displaying a specific Heslington Hall Hanger Permit or Virtual Permit. These permits are only available to Heslington Hall departments and can be purchased from the Parking Permits Help Desk. [parking-permits@york.ac.uk](mailto:parking-permits@york.ac.uk)

#### 1.6.6 Residential Car Parks

Parking at residences is allowed for residents who hold a special residential permit. These are valid for Garrowby Way and Campus West.

#### 1.6.7 Holmefield Lane (Westmoor Lane)

1-7 Westmoor Lane residents have a legal right to park on Holmefield Lane. Each residence is authorised to hold one University 'Special Residence Permit' for parking in this designated Holmefield Lane parking area. Only those holding one of these permits are authorised to park there.

#### 1.6.8 Car Sharing Parking Areas

Certain areas may be designated as car share parking (see Section 3).

#### 1.6.9 Off – campus locations

These areas require a Periphery Permit (see Section 5).

#### 1.6.10 Motorcycles, scooters and mopeds

Motorcycles, scooters and mopeds must not be parked in designated car bays, bicycle sheds or bicycle parking areas, except where special written provision has been made by the Mailroom and Transport Manager. Details of parking permit requirements are covered under paragraph 2.10.

1.6.11 Parking on campus Monday to Friday is authorised only for activities connected with The University's operations.

## 2 The University Campus and Off Campus Parking Permit System Permit List

- 2.1 General visitors to The University are expected to P&D or Pay by phone.
- 2.2 Authorised Staff and Authorised Students may apply for an annual Parking Permit on payment of a fee. Details of the Applications System and Parking Charges are dealt with at Sections 10 and 11 respectively.

Version Control	
Owner:	Sarah Frankland
Version:	21
Comment	Amended permit locations
Date:	21 07 2020

2.3 Authorised Staff means all current employees of The University, visiting academic staff attached to The University Departments, Centres, Institutes or Colleges (DCIC), NSLC (limited spaces available), NHS and HYMS staff.

2.4 Only Authorised Students are permitted to apply for a student parking permit.

The University will NOT issue student parking permits to the following:

2.4.1 All students resident on the Campus (East or West except Halifax College), unless specific authority is obtained from the Director of Student Support or his/her nominee or studying a course involving travel to placements (full details see the transport web pages).

2.4.2 All undergraduates and postgraduates residing within the York outer ring road.

2.5 Unless otherwise stated on the Permit, Undergraduate Student Permits only entitle the holder to park on the South, Halifax College, Fairfax House, Sports Centre Extension, Field Lane, Kimberlow Lane car parks. The Campus & Kings Manor permit entitles the holder to park on the South, Halifax College, Fairfax House, Sports Centre Extension, Field Lane, Kimberlow Lane and Kings Manor car parks. Graduate Student Permits entitle the holder to park in any of the pay and display car parks on Campus East and West.

2.6 Authorised Visitors, for the purpose of these terms and conditions, will include

2.6.1 Conference organisers and delegates

2.6.2 Visitors using Bed and Breakfast

2.6.3 Contractors/Consultants retained by The University (while working on University premises)

2.6.4 Members of the general public attending University events or visiting the grounds for recreational purposes

2.6.5 Invited guests of The University at departmental discretion

2.6.6 Casual workers who are not University employees

2.6.7 Lay Members of The University

2.6.8 Emeritus Professors and Honorary Research Fellows

## 2.7 [Temporary/Casual Staff Employed by The University](#)

Temporary/Casual Staff employed by the University will be required to P & D/Pay by phone or get a temporary permit through Human Resources.

Version Control	
Owner:	Sarah Frankland
Version:	21
Comment	Amended permit locations
Date:	21 07 2020

## 2.8 Emeritus Professors (EP), Honorary Research Fellows (HRF)/Honorary Appointments to HYMS (HAHYMS)

EP, HRF and HAHYMS may P&D or, where appropriate (see paragraph 2.11.1), departments may provide a Visitor Hanger Permit these can be purchased from the Parking Permits Help Desk, [parking-permits@york.ac.uk](mailto:parking-permits@york.ac.uk) or if eligible will be provided with a free of charge parking permit – authorisation is required from the Head of Department.

## 2.9 Contractors/Consultants and University Tenants

Contractors/Consultants and University Tenants (where car parking is not part of the lease arrangement) will be required to purchase a contractor permit for a non-refundable annual charge, Contractor Monthly permit, Contractors Daily Hanger Permit or P&D.

## 2.10 Motorcycles, Scooters and Mopeds

Motorcycles, scooters and mopeds may park free of charge in designated motorcycle bays. It is requested that the owner registers their vehicle with the Parking Permit Helpdesk. Helpdesk is situated in the Information Centre, Market Square. ([parking-permits@york.ac.uk](mailto:parking-permits@york.ac.uk)).

## 2.11 Hanger Permits/Virtual Permit

Authorised Visitors may park in General Car Parks or Staff Car Parks, as appropriate, if they display a Hanger/Virtual Permit provided to them by the appropriate DCIC or Conference Office. Hanger/Virtual Permits may be purchased by Departments to issue to authorised visitor but must not be sold on. Any such action renders the permit invalid. The Sustainable Travel and Transport Manager, or nominated representative, is to audit Hanger Permit purchases to ensure compliance with these Regulations.

### 2.11.1 Types of Hanger Permit

The following types of hanger permits are authorised:

#### Visitor Scratch Out Permits/Virtual Permit

These permits are valid for up to 24 hours on the day of use only, and may be used in both Staff and General Car Parks These permits may be purchased by DCICs for specific guests/VIPs etc. who are invited in support of The University's operations. Paragraphs 2.6.1 and 2.6.6, staff and students are excluded. These permits are designed to give DCICs a facility to assist special and specific visitors in accessing The University without contravening the spirit of The University's Sustainable Travel Plan, and are not to be used for general visitors.

#### Conference Hanger Permits

These permits may be used in General Car Parks. They are authorised for use by conference guests for the duration of the conference, obtainable only through the Conference Office.

Version Control	
Owner:	Sarah Frankland
Version:	21
Comment	Amended permit locations
Date:	21 07 2020

These hangers must be displayed for the duration of the stay. Conference Office to purchase from the Parking Helpdesk.

#### Heslington Hall Hanger Permit

These are 24 hours on the day of use only. These permits are valid in all car parks except Kings Manor Out-of-Hours, Car Parks with Barriers and Special Residence areas, but are specifically for use in Heslington Hall courtyard.

#### Sports Centre West

Sports Centre daily permits are obtainable only through the Sports Centre General Office. These permits can only be used when using the West Sports Centre facilities. These permits allow the user to park in the Sports Centre car park, South, West and Psychology car park. These permits must be displayed for the duration of the stay. Parking in the above areas is restricted to 2 hours maximum stay with return prohibited within three hours.

#### Occasional Hanger

Aimed at staff who usually cycle/bus/walk. This Permit is issued to staff who **do not** have a standard annual parking permit.

2.11.2 Hanger Permits, which will detail the duration of the Permit, must be obtained by DCICs or Conference Office from the Parking Permit Help Desk, [parking-permits@york.ac.uk](mailto:parking-permits@york.ac.uk). Charges for Hanger Permits are comparable to those under the P & D system.

2.11.3 Hanger permits are not valid after the end date.

Visitors/Heslington Hall permits may be exchanged after the expiry date, contact the [parking-permits@york.ac.uk](mailto:parking-permits@york.ac.uk) help desk. Please note an admin charge of 50p per hanger will be charged to cover printing costs.

#### 2.13 Transfer of Permits

Permits are issued to specific vehicles whose registration number is endorsed on the permit. In order to promote car sharing, permits may be specifically authorised for shared use at one Permit charge, and be transferrable between multiple specified vehicles (maximum of three) whose registration numbers are endorsed on the Permit.

#### 2.14 Entitlement to Free Parking Permits

2.14.1 Certain vehicles are entitled to free parking permits – details of this scheme can be found in Section 9, for drivers with disabilities and special needs.

2.14.2 Where parking permits are free, registration is still mandatory and exempt vehicles must display a valid Parking Permit.

Version Control	
Owner:	Sarah Frankland
Version:	21
Comment	Amended permit locations
Date:	21 07 2020

### 3 Car Sharing – UoY Campus

- 3.1 University 'Car Share Permit' are able to park in any car park except Heslington Hall.
- 3.2 Only personnel eligible for a 'Staff Permit' may apply. Such applications are to accompany the normal 'On-Line Staff Parking Permit Application Form'.
- 3.3 The principle of this system is to reduce the number of vehicles on University property. Applicants are required to prove that the application includes at least two persons who would normally use a car to attend The University, for their application to be successful. At least two persons must be in the car at the time of parking. Checks will be made to ensure compliance.
- 3.4 Where a driver has failed to comply with spirit of this system more than three times in a rolling calendar year, then the facility will be withdrawn.

### 4 Post 0930 Hours Arrivals

- 4.1 Due to the widening use of flexible hours in support of staff with, e.g. child care arrangements, part of Car Park C (post 0930 arrivals) South Car Park, Alcuin, Car Park West and Car Park D will be designated specifically for post 0930 hours arrivals.
- 4.2 These spaces must be vacated by 2300 hours daily and are not to be utilised before 0930 hours daily. Otherwise, vehicles will be in contravention of these terms and conditions and liable to restrictions, as detailed in Section 12.
- 4.3 To maintain this facility, permit holders are to respect these parking spaces and to look at parking in other locations if they arrive on campus before 0930 (i.e. no queuing).

### 5 The Residential Parking Permit System

- 5.1 Residential Parking permits are available to residents of the accommodation specified below. Applications for these permits, unless otherwise specified, must be made to the Parking Permit Help Desk located at the Information Centre or email [parking-permits@york.ac.uk](mailto:parking-permits@york.ac.uk), who will liaise with the lessee. Due to the limited parking available, permits will be issued on a first come, first served basis (see Section 1.6.5).
- 5.2 [Campus West Resident Permit](#)

<b>Version Control</b>	
<b>Owner:</b>	Sarah Frankland
<b>Version:</b>	21
<b>Comment</b>	Amended permit locations
<b>Date:</b>	21 07 2020

5.2.1 These Permits are issued free, one per household, to residents in family housing on the Campus or those renting garages on Campus West for parking only in limited, designated areas associated with the accommodation/garage. The permit will detail the property to which it belongs and the areas where parking is permitted. These permits are not transferable, unless specified on the Permit and are not valid for any other University location.

### 5.3 Garrowby Way (Halifax College) Resident Permit

5.3.1 These Permits are issued free, one per household, to residents in family housing in Garrowby Way for parking only in limited, designated parking in the Halifax College. These Parking Permits will detail the property to which the permit belongs and the areas where parking is permitted. These Permits are not transferable, unless specified on the Permit and are not valid for any other University location.

### 5.4 Removed

### 5.5 Don't Renew (Staff Only)

5.5.1 Only allowed if member of staff does not renew their current car parking permit.

If a car share permit is not being renewed then the gift is allowed per person as long as they are registered on the permit – only available in the first three months at the start of the transport year April to June.

If issued then a member of staff applies at a later date for a car parking permit it should be refused or the member of staff repays the gift.

### 5.6 Flexible Use Permit (Staff only)

This permit will allow you to park in any of the University managed car parks.

When using this permit the following terms and conditions apply:

- All details must be completed on the front of the hanger in full, in permanent ink (any completed in pencil will not be accepted as a valid permit)
- Each permit is valid for one days use only. The permit must not be reused.
- Only vehicles registered to the permit holder can use this permit.
- The permit is non transferrable.
- The permit must be clearly displayed and visible from the outside
- This permit is only available if no other permit is registered to the vehicle

Version Control	
Owner:	Sarah Frankland
Version:	21
Comment	Amended permit locations
Date:	21 07 2020



Vehicles not displaying a valid permit as indicated above or not parked in a designated car park bay are liable to be issued with a Parking Charge Notice.

### 5.7 Campus West Periphery Staff Permit

This permit will only allow you to park in the following car parks: Fairfax House, Halifax College and Eden’s Court. There are limited permits available. If the permit has been over-subscribed the permits will be issued on a random basis from the total applications.

## 6 The UoY Campus and King’s Manor Permit System

### 6.1 The UoY Campus and Kings Manor Staff Permits

6.1.1 UoY & King’s Manor Staff Permits are issued only to ‘Authorised Staff’ (see paragraph 2.3) and their main office is based at King’s Manor or with regular work commitments such as Estates Staff, Catering Staff. Permits are not transferable, unless specified on the Permit.

6.1.2 These Permits authorise the use of Staff only and Permit holder only Car Parks at both King’s Manor and the Campus East and Campus West, at King’s Manor only during working hours (Monday to Friday 0800 hours to 1800 hours). They are not valid for other University locations.

6.1.3 Permit holders if required to work at King’s Manor outside of normal working hours will need to apply for a King’s Manor WE permit, this is FOC for existing permit holders only, this permit will only be valid while the holder is at work at King’s Manor.

6.1.4 UoY & King’s Manor staff permits are only valid while the holder is at work at King’s Manor.

6.1.5 Failure to comply with these terms and conditions may invoke action as detailed at Section 12.

### 6.2 King’s Manor Out-of-Hours Permits & Out of Hour Hangers

6.2.1 ‘Authorised Staff’, Emeritus Professors and Honorary Research Fellows may make use of The King’s Manor car park during off-peak periods for leisure use, subject to the availability of a parking space, and on condition that they display a King’s Manor Out of Hours Permit.

Version Control	
Owner:	Sarah Frankland
Version:	21
Comment	Amended permit locations
Date:	21 07 2020

6.2.2 These Permits are valid for use from 1800 to 0800 Monday to Friday and all day Saturday, Sunday and Bank Holidays.

6.2.3 These Permits are not transferable and are not valid in other University locations.

6.2.4 King's Manor Out-of-Hours Permits are available from the Parking Permit Help Desk which is located at the Information Centre on payment of a non-refundable annual charge.

### 6.3 Use of Disabled Parking Facilities at King's Manor

6.3.1 Disabled Permits are only authorised for use at King's Manor when the holder is a King's Manor member of staff working at King's Manor.

6.3.2 University staff holding an authorised disabled permit wishing to park outside Normal working hours must also display a King's Manor Out-of-Hours Permit.

6.3.3 Disabled Visitors – see Section 9.

### 6.4 King's Manor Visitor Permits

6.4.1 Car parking for visitors is limited and is on a first come first served basis.

6.4.2 Non King's Manor based University staff and visitors attending meetings at King's Manor must display a valid 'day' permit these are available from the Departmental Administrator.

6.4.3 Car Parking for events, conferences and weddings etc. must be pre-arranged and shown in the event booking. Conference Hanger permits are required – these are available from the Conference Office.

### 6.5 Student Parking at King's Manor

6.5.1 Parking at King's Manor is not permitted for students unless their department is based at King's Manor or specific authority is obtained from the Director of Support Office or his/her nominee. Where authority is granted, these permits are not transferable, unless specified on the Permit.

6.5.2 These permits authorise the use of King's Manor car parks only and are only valid during working hours (Monday to Friday 0800 to 1800 hours).

Version Control	
Owner:	Sarah Frankland
Version:	21
Comment	Amended permit locations
Date:	21 07 2020

6.5.3 Permit holders are required to inform King’s Manor Reception when parked while studying at King’s Manor outside of normal working hours. King’s Manor student permits are only valid while the holder is at study at King’s Manor. Failure to comply with these terms and conditions may invoke action as detailed in Section 12 and 13.

## 7 The Pay & Display System

- 7.1 General Car Parks operate a P & D System. Authorised Staff and Students may forego the right to a Parking Permit and purchase a P&D ticket on use, should they prefer. All non-Permit holders must P&D on use.
- 7.2 There will be no P&D/pay by phone charges between 1800 hours and 0800 hours on weekdays. Weekend parking is free.

## 8 General Criteria for the Usage of Car Parks

- 8.1 The General Criteria for Usage apply to each and every University car park.
- 8.2 Parking in University Car Parks is permitted only if the user clearly displays a valid Permit, holds a virtual permit or a valid P&D ticket in the vehicle. It is the vehicle user’s responsibility to ensure that all permits and P&D tickets are clearly displayed in the front windscreen of the vehicle, or that the details on a virtual permit are up to date. Permits authorise the holder to park on University property, but do not guarantee a parking space. Users should note that certain Permits (for example Hanger Permits) may specify the times/location where parking is permitted.
- 8.3 ~Removed
- 8.4 Mini buses parked on campus are only entitled to park by the Sports Centre. Coaches parked on campus are only entitled to park in dedicated bays at Field Lane Campus East free of charge – notification is required contact parking-permits@york.ac.uk.
- 8.5 The Mailroom and Transport Manager may authorise parking areas to be temporarily cordoned and dedicated for specific and temporary operational purposes.
- 8.6 To facilitate access to University lectures or classes, concerts or entertainments, or sporting activities during ‘off peak’ periods (i.e. between 1800 hours and 0800 hours on weekdays, and between 1800 hours on Friday until 0800 hours Monday), the University reserves the right to specify car parks, of whatever category, will be free of charge or the need to display permits.

Version Control	
Owner:	Sarah Frankland
Version:	21
Comment	Amended permit locations
Date:	21 07 2020

Such car parks will be signed as being free of charge between certain dates at off peak times. Users must still comply with all other requirements of these terms and conditions.

- 8.7 Access to all University premises, including car parks of whatever category, is by permission of the University. The University retains the right to refuse entry to car parks, and to require users to leave car parks and remove their vehicle, at any time and at its own discretion.
- 8.8 Vehicles must be properly parked within authorised parking areas designated by white lines.

Parking is strictly forbidden.

- 8.8.1 In a location where a notice clearly prohibiting parking is displayed, for example outside emergency exits, plant rooms, delivery areas or an emergency access routes.
- 8.8.2 On yellow lines, areas hatched with yellow or white lines, or areas denoted with red or green road markings.
- 8.8.3 In an area marked as temporarily or permanently allocated for use by visitors or, for example, in connection with maintenance or construction work.
- 8.8.4 On grassed areas, on foot and cycle pathways or turning circles.
- 8.8.5 In areas temporarily cordoned and dedicated by the Mailroom and Transport Manager for specific and temporary operational purposes.

Failure to comply may result in sanctions, as detailed in Section 12.

- 8.9 All vehicles carrying a Permit, of whatever category, must have a current road fund licence and be roadworthy or the Permit is invalidated.
- 8.10 Vehicles without a current road fund licence must not be parked anywhere on University premises, and if so parked are liable to be issued with a PCN.
- 8.11 Permits are not transferable except when specifically authorised for shared use.
- 8.12 No alterations or changes must be made to the Permit. This will render the Permit invalid. Changes should be notified to the Parking Permit Help Desk ([parking-permits@york.ac.uk](mailto:parking-permits@york.ac.uk)) which is located at the Information Centre for amendment or replacement of the Permit. Copies of the permit are invalid and if used, the vehicle is liable to be issued with a PCN or removed.
- 8.13 Travel and Transport Team and Security Services Staff are authorised to direct traffic on University property, regulate entry to car parks, exercise control over parking and ensure compliance with the University's Parking term and conditions.

Version Control	
Owner:	Sarah Frankland
Version:	21
Comment	Amended permit locations
Date:	21 07 2020

- 8.14 No responsibility or liability is accepted by The University, its employees or agents for damage to or loss of any vehicle or its contents parked on University property.
- 8.15 People who fail to comply with these regulations risk having to pay a PCN and/or having their Permit revoked, as outlined in Section 12.
- 8.16 To ensure that users of The University’s car parks are reminded of their responsibilities under these terms and conditions, and the sanctions for failing to comply with these conditions, The University will, as it thinks fit, provide adequate road signage and road markings within car parks, along access routes and at entrance points to University property, subject to planning constraints.

## 9 Drivers with Disabilities, Medical Conditions and other Special Circumstances

- 9.1 University Disability Permits will be issued free on application to members of The University community who hold a national disability permit (a ‘Blue Badge’).
- 9.2 The requirement to P&D is waived for those holding a National Disability Permit. Members of University staff and eligible students who have a National Disability Permit should also register for a University Permit under the Campus Parking Permit system.
- 9.3 University Disability Permits or Campus Permits, as appropriate, will also be issued free of charge to staff and students who have a disability or medical condition as approved by the Academic Registrar, the Director of Student Support or the Head of Facilities Services Delivery.

Special Drivers with Disabilities Only Parking bays are provided within each main car park and at locations close to certain key buildings. These spaces are dedicated for the use of vehicles displaying a Blue or Orange Badge University Disability Permit.

- 9.4 Parking at King’s Manor is restricted (see paragraph 6.3 and 6.4.2).
- 9.5 Drivers with disabilities should comply with all other provisions in relation to parking.
- 9.6 Campus permits will be issued to students who have special circumstances, for example dependent children, as approved by Student Support.

<b>Version Control</b>	
<b>Owner:</b>	Sarah Frankland
<b>Version:</b>	21
<b>Comment</b>	Amended permit locations
<b>Date:</b>	21 07 2020

## 10 Applications for Parking Permits

- 10.1 Staff must complete a Staff Parking Application Form (which is available online <https://parking.york.ac.uk/default.asp>) and sign the necessary declaration. Should you require a hard copy application form, please contact the Parking Permit Help Desk ([parking-permits@york.ac.uk](mailto:parking-permits@york.ac.uk)) located at the Information Centre (ext 2057). In order to facilitate the planning of transport costs, i.e. to evaluate customer requirements, certain information is required during the application process. Accordingly, failure to complete the form fully will negate the application.
- 10.2 On application for a Student Parking Permit (which can be applied for online), the applicant must produce originals of the following:
- Proof of student identity
  - Proof of term time address with postcode

### 10.3 **Transport Year**

The University's staff transport year is from April until March. The University's Student transport year is from October until September. All permits must be renewed for each transport year. It is the responsibility of the applicant to ensure a permit is held and that the details on this permit are correct. Staff that wish to cancel their permit must inform the parking permits help desk and also are required to inform the Finance Department.

## 11 Communication

- 11.1 Parking Permit Help Desk reserves the right to contact Permit Holders throughout the Transport Year to share information of specific importance, i.e. renewal reminders, car park closures etc.
- 11.2 Contact information for members of staff and students will not be disclosed to any other third parties.

## 12 Parking Charges

- 12.1 The Transport and Planning KSM Group will review annually the overall charging regime, procedures for payment for car parking, levels of charging for both Permits and P&D/Pay by phone, and the inception point of Permit charges as part of the annual review of the overall effectiveness of The University of York Sustainable Transport Plan and make recommendations for approval.
- 12.2 Details of all current charges are available in Appendix 1 below, or on application. Additionally, current P&D/Pay by phone fees are displayed in each car park and on the travel and transport web pages.

Version Control	
Owner:	Sarah Frankland
Version:	21
Comment	Amended permit locations
Date:	21 07 2020

### 12.3 Free Parking Permits

Campus Parking Permits will be free for multi-occupancy passenger carrying vehicles with a maximum of twelve seats – e.g. mini-buses – operated by DCICs and by The University Students' Union, and student societies and for all University owed vehicles.

12.4 Residential Parking Permits will be free for:

12.4.1 Residents on University property where parking is included in the tenancy agreement. The permit will specify the area in which parking is permitted.

12.4.2 Personnel hiring a garage. The permit will specify the area in which parking is permitted.

12.5 Those who believe that they are entitled to a free Permit must still apply in accordance with Section 10. If there is dispute over whether an applicant is entitled to a free Permit, the Information Centre Security and Parking Helpdesk will refer the application to the Head of Facilities Services whose decision shall be final.

12.6 Fees for Parking Permits issued to Authorised Students will be levied as an annual charge payable on application.

12.7 Annual charges are not refundable in any circumstances.

## 13 Sanctions for Non Compliance with these Terms and Conditions

The driver of each vehicle who park a vehicle on University land are required to conform to the terms and conditions outlined for use of the car parking facilities. By entering onto the University property and parking a vehicle, the driver of that vehicle enters into a contract with the University and agree to comply with the terms and conditions for use.

The car parks are patrolled by the University Travel and Transport team to ensure all drivers are complying with the terms and conditions for parking.

Parking Charge Notices (PCNs) will be issued to drivers who are found to have parked their vehicles in breach of the terms and conditions.

PCNs will be issued for the following reasons:

1. No Parking Permit On Display or valid virtual permit
2. Parked outside of parking bays or causing an obstruction
3. Incorrect permit for car park
4. Expired University Permit
5. Invalid Permit for Day
6. Expired P&D Permit
7. Parked causing an obstruction/danger

Version Control	
Owner:	Sarah Frankland
Version:	21
Comment	Amended permit locations
Date:	21 07 2020

8. Not parked in a designated space
9. Invalid permit for vehicle registration number
10. Permit or hanger not clearly displayed
11. Parked for longer than permitted
12. Parked in a disabled bay without displaying a valid disabled badge
13. Parking in a reserved bay
14. Parked in a restricted bay before 09:30
15. Parked on Double Yellow Lines
16. Re-parked in the same parking place or car park within one hour of leaving

A PCN is payable at the rate of £95.00 and must be paid by no later than the 28<sup>th</sup> day beginning on the day that the PCN is issued. A discounted amount of £50.00 will be accepted as final payment if that payment is received by the university in 14 days from the date of issue of the PCN.

These charges are not a penalty, but are a pre-estimate of the actual losses (liquidated damages) which are recoverable under UK contract law. In order to recover an unpaid Parking Charge, the University reserve the right to take legal action against the driver of the vehicle. If the driver is unknown, the details of the registered vehicle keeper will be obtained from the DVLA and the parking enforcer will write to the vehicle keeper requesting the details of the driver. In such a situation the registered keeper will be obliged under the Protection on Freedoms Act 2012 (POFA 2012) to supply the contact details of the driver. If the keeper refuses to supply this information, then under POFA 2012 we have the right to pursue payment for the parking charge from the registered keeper of the vehicle.

13.1 Failure to comply with these terms and conditions may result in the:

- 13.1.1 Withdrawal of an individual’s authorisation for an existing Parking Permit.
- 13.1.2 Withdrawal of an individual’s authorisation for a Parking Permit in the future
- 13.1.3 Withdrawal of an individual’s permission to access all University car parking facilities, now and in the future
- 13.1.4 The issue of a Parking Charge Notice

13.2 To assist in the management of parking on University property, the issue of PCNs will be operated under the direction of the Mailroom and Transport Manager.

13.3 The University reserves the right to issue a PCN to any vehicle, including cars, motorcycles, scooters and mopeds, parked in breach of these terms and conditions.

13.3.1 The collection of fees in respect of PCN – the University may make use of an external contractor to process the parking charge notices.

Version Control	
Owner:	Sarah Frankland
Version:	21
Comment	Amended permit locations
Date:	21 07 2020



13.3.2 PCN may only be removed by the driver of the offending vehicle.

- 13.4 The University reserves the right to affix a 'Warning Notice' to vehicles displaying a valid Parking Permit on the first occasion of a breach of these terms and conditions for which the issue of a PCN would be the appropriate sanction. On a second breach of these terms and conditions, the vehicle will be issued with a PCN without further warning. The use of a warning notice is discretionary and would usually be issued for a minor infringement of the parking regulations. A PCN, instead of a Warning Notice, will be issued for infringements such as parking in a manner that endangers others; prevents access for emergency vehicles or parking in disabled bays.
- 13.5 The University reserves the right to have vehicles parked in breach of these terms and conditions towed away at the owner's expense after being issued a 28 day warning notice.
- 13.6 The University reserves the right to dispose of vehicles abandoned on University premises.

## 14 Implementation and Management of these Terms and Conditions

- 14.1 The implementation and management of these terms and conditions on behalf of The University and Vice Chancellor shall be the responsibility of the Director of Estates and Campus Services with operational management delegated to the Mailroom and Transport Manager.
- 14.2 Appeals against PCN should be made to at <http://www.openparking.co.uk> and the University may make use of an external contractor to process the parking charge notice. If you are not satisfied with the outcome, you can make a further appeal to the Independent Appeals Service (IAS)

The Independent Appeals Service provides an Alternative Dispute Resolution (ADR) scheme for disputes. The University may engage with the IAS ADR service at our discretion should further dispute arise over this charge in the future.

Please note: If you wish to challenge the validity of this charge then you must use the appeals procedure. Other issues can be dealt with under the complaints procedure. If you wish to complain, you MUST complain directly in the first instance by writing to us at the address detailed on your Parking Charge Notice. If you are not satisfied with our response, then you may refer your complaint to the IPC. Further details can be found at [www.theIPC.info](http://www.theIPC.info)

- 14.3 Other Complaints and representations should be directed to the Mailroom and Transport Manager in the first instance. Where it is not possible to resolve the situation in this way the case will be referred to the Director of Campus Services for a final decision.
- 14.4 Staff car parking on University property is not covered by The University's Disciplinary and Grievance Procedures.

Version Control	
Owner:	Sarah Frankland
Version:	21
Comment	Amended permit locations
Date:	21 07 2020

- 14.5 Student car parking, where matters fall outside the remit of these Regulations, will be referred to the Academic Registrar in compliance with the Student Disciplinary procedures.

## Appendix 1 – 2019/20 Car Parking Charges

Type of Permit/Duration	Price
Staff Car Parking Permit	0.6% of annual salary
Staff Periphery Permit	£30.00
Contractors/Consultants and University Tenants	£400.00
Contractors/Consultants and University Tenants 28 day permit	£40.00
Student Car Parking Permit	£35.00
Halifax College Student	£35.00
King's Manor Out-of-Hours	£100.00
Conference/B&B Hanger Permits day	£5.00
Visitor Hanger Permits	£5.00
Pay & Display – 1 hours	£1.30
Pay & Display – 2 hours	£2.50
Pay & Display – 3 hours	£3.80
Pay & Display – 4 hours	£5.00
Pay & Display – 10 to 24 hours	£8.00

Version Control	
Owner:	Sarah Frankland
Version:	21
Comment	Amended permit locations
Date:	21 07 2020

Pay & Display – Evening 6.00pm to 8.00am	Free
Parking Charge Notice	The Parking Charge Notice is £95.00. A discounted amount of £50 will be accepted if paid within 14 days. If not payment needs to be within 28 days and the parking charge will increase to £95.00.

Formatted: Space After: 0 pt, Tab stops: 2.5 cm, Left

Version Control	
Owner:	Sarah Frankland
Version:	21
Comment	Amended permit locations
Date:	21 07 2020