

University of Huddersfield

Parking Regulations

1. Scope

These regulations apply to all University staff parking permit holders, blue badge holders, contractors, visitors, staff, students and all other vehicles brought onto the University premises. The University reserves the right to prohibit or restrict parking on its premises as necessary.

2. Authorised parking

Vehicles are authorised to park in University car parks and locations within the following categories:

2.1. Staff fixed bay parking - chargeable

University staff allocated a personal fixed bay parking space or a shared bay space will be provided with a parking permit identifying the allocated bay number and car park location. These permits provide authorised parking in the allocated car park and bay Monday – Friday between the hours of 06.00 – 17.15. Estates and Facilities retain the right to move the location of the bay and/or car park at any time, providing adequate notice.

2.2. Out of hours parking – no charge

University parking facilities are available to staff and students without parking permits but with a valid student or staff ID card, free of charge in Firth Street and Queens Street South car parks after 17.15 and before 06.00 Monday – Friday and all day at weekends. Outside of these times vehicles without a permit for these car parks must be moved or they will be regarded as in breach of the parking regulations.

2.3. Visitor parking – no charge

A limited number of visitor parking spaces are available. These must be booked in advance direct with the University reception by University staff hosting the visitor, details available at hud.ac/parking. Only visitors who have received an approved and dated visitor parking permit are permitted to park. The permit must be clearly displayed and visitors may only park in their designated, numbered visitor parking bay.

2.4. Contractor parking – no charge

A limited number of contractor parking bays are available in a designated parking area for contractors who need to access vehicles during the working day to complete

essential University works, allocated on a first come, first served basis. These **must be booked in advance by the authorised University department arranging the contractor** by contacting the Estates and Facilities Helpdesk. Permits must be displayed at all times.

2.5. Motorbike parking – chargeable

Staff motorbikes are not required to display a permit however they must be registered on the University parking database and pay parking charges by payroll deduction and must be parked in designated motorbike parking areas. Where a member of staff has a parking permit for an allocated fixed parking bay, they may also register a motorbike as one of their designated vehicles and use the bay for motorbike parking.

2.6. Student ambulant parking – no charge

There are a number of ambulant student spaces available for students with disabilities. These spaces are managed by Student Services who allocate access following assessment with University Disability Advisors, and who issue the appropriate parking permits, details available at hud.ac/parking.

Permits must be displayed in the vehicle at all times when parked in a student ambulant bay.

2.7. Disabled parking – no charge

Staff, students or visitors who hold and display a council issued Blue Badge may park in designated disabled bays on campus. These are limited in number and are available on a first come, first served basis.

2.8. University owned vehicles – no charge

University owned vehicles must display an authorised University permit and only park in designated parking bays or drop off zones.

2.9. Hire cars – no charge

Hire cars delivered to the specified car park for University staff work travel and waiting to be collected or waiting to be returned.

3. Staff parking permits and parking allocations

- 3.1. All University of Huddersfield staff parking permits are issued as allocated fixed bay permits. Permits allow for exclusive use of the designated parking bay for the number of working days (Mon-Fri) agreed with the staff member when the parking agreement is made. Staff can apply for either a full time or a part time permit, dependent on their contracted working hours, as detailed in the parking charges schedule hud.ac/parking. Staff working full time hours i.e. 37 hrs per week (1.0 FTE), and wishing to apply for a permit providing access to a parking space 5 days per week can only apply for and be issued with a full time parking permit; 5 day part time permits will not be issued to staff working full time hours.
- 3.2. Staff may opt for a shared bay arrangement if they do not need access to a parking space 5 days per week, or if a full 5 days are not available when they reach the top of the waiting list. These spaces are allocated for full, fixed days only and flexible use arrangements based on varying days of the week are not possible.
- 3.3. Details of current staff parking charges are available at hud.ac/parking.
- 3.4. Staff working ad hoc contracts or staff who are hourly paid are not eligible to apply for parking permits.
- 3.5. Staff on term time only contracts may apply for a parking permit and will have deductions made in 12 equal instalments throughout the year, with charges calculated on a pro rata basis for the number of weeks contracted per year. These staff may not use their parking bay outside of their contracted working weeks.
- 3.6. Applications for all permits, including motorbikes must be made using the Parking Permit Application Form available at hud.ac/parking which must be fully completed stating the type of permit required, contracted hours and FTE. Applications for shared bays must state which days of the week the space is required.
- 3.7. Car/motorbike registration details will be required on all applications. If staff use more than 1 vehicle to travel to work up to 3 registrations for vehicles registered to the member of staff's household may be submitted on any application. This will also apply if staff car share with another member of University of Huddersfield staff.
- 3.8. A single waiting list is maintained for all categories of parking permit applied for, however it is the responsibility of the member of staff to specify what type of permit they require when they apply and to update Estates and Facilities if their requirements change whilst they are on the waiting list. Requests for specific car parks or locations will not be considered.

As applications are received, staff are placed at the bottom of the waiting list and as spaces are allocated, staff move up the list. As a parking space become available, it is offered to the member of staff on the top of the list. If a member of staff requiring a 5 day/week space reaches the top of the list and this is not available, they will be offered the option to share a space paying the appropriate day rate, on a short term

basis for the number of days available at the time and may remain on the waiting list in the same position; they will be offered the next 5 day/week space that becomes available. (NB, If staff turn down this option they will remain on the top of the list for their stated option when they applied.)

- 3.9. Permits will be issued in such a manner as to allow maximum parking capacity to be achieved within car parks, and requests that do not allow this may be declined. If a parking space is offered which fulfils the requirements originally stated on the application form and is turned down, an individual can only remain on the waiting list by moving to the bottom of the list.
- 3.10. Payment for parking permits is made by salary deduction only, in line with the University parking charge schedule. Staff who share will have salary deductions made at the appropriate day rate for the number of days they use the space.
- 3.11. Permit holders are permitted to allow work colleagues to use their parking space during short periods of leave such as annual leave, providing the correct permit is displayed. The permit holder will be responsible for creating and issuing the temporary permit for their colleagues to use and spaces cannot be used by colleagues without the permit. Permits can be produced by completing the Permit Transfer form available at hud.ac/parking.
- 3.12. Informal regular permit share arrangements without the approval of Estates and Facilities are not permitted and will not be acknowledged as any claim to a parking permit if the member of staff who pays for the permit gives up their parking space or terminates their employment.
- 3.13. Permit holders who go on maternity leave, sabbatical etc. may apply to rescind their permit on a temporary basis in line with the relevant terms and conditions by completing the appropriate form and submitting to Estates and Facilities. The permit holder will automatically be reallocated their parking space on their return to work, dependant on the correct notice period being provided.
- 3.14. Permit holders who wish to cancel their permit must give one month's notice in writing to Estates and Payroll. Payroll will stop any salary deductions at the end of the notice period. In the event of inadequate notice being provided a full month's deductions will be made.
- 3.15. Permit holders who wish to be removed from the car park waiting lists for any reason should e mail Parking Permits, parking.permits@hud.ac.uk.

4. Terms and Conditions

4.1. The following categories of vehicle are authorised to park within University of Huddersfield car parks and campus:

- Staff vehicles displaying a permit for a fixed numbered bay and parked in the correct allocated bay within the allocated car park.
- Vehicles displaying a local authority blue badge disability scheme permit and parked in a designated disabled parking bay.
- Student vehicles displaying a student ambulant permit and parked in a student ambulant bay.
- Visitor vehicles displaying a correctly dated and approved visitor permit and parked in the designated, numbered visitor parking bay.
- Contractor vehicles displaying a correctly dated and approved contractor permit and parked in a designated contractor parking bay.
- University of Huddersfield student or staff vehicles at designated, out of hours times and parked only in designated car parks.
- Hire cars delivered by the University appointed contractor and parked in the appointed hire car parking area.
- University staff motorbikes registered on the University parking database and parked in designated motorcycle parking areas.
- Authorised University owned vehicles displaying a University permit and parked in designated parking bays.

4.2. These regulations mandate that:

- 4.2.1. Parking permits must be clearly displayed and visible on or within the windscreen of vehicles (excluding motorcycles) at all times.
- 4.2.2. Vehicles must only be parked in clearly delineated spaces, in the allocated car park and numbered parking bay in line with the category of permit issued and must not be parked on yellow lines, hatched areas or areas designated as 'no parking' by signage, barrier or cone.
- 4.2.3. Vehicles must not cause an obstruction or park in such a way as to block buildings entrances and exits, access for emergency services etc. and must not park on the pavement or obstruct disabled routes.
- 4.2.4. Only drivers displaying a valid Blue Badge issued by their council for that vehicle will be eligible to park in designated disabled bays. The Blue Badge must be clearly displayed and visible at all times.

- 4.2.5. Parking permits are allocated to individuals and all payments for permits will be made through that individual's salary deduction. Parking spaces cannot be advertised or sublet during periods of absence or leave and staff found to have done so will have their permit withdrawn.
- 4.2.6. Parking permits are allocated to each permit holder for a fixed, designated bay for a fixed number of days per week, set and agreed when the permit is issued. It is not possible to allocate day rate permits for shared bays for variable days over a week. If staff require this level of flexibility, then a 5 day permit will be the most suitable option.
- 4.2.7. Parking permits are issued from Estates and Facilities and will be issued at the beginning of the month. Payments will be deducted for full months only.
- 4.2.8. Staff on term time only contracts may apply for a parking permit and will have deductions made on a pro rata basis for the number of weeks contracted per year. Staff may not use their parking bay outside of their contracted working weeks.
- 4.2.9. Work colleagues using the space of a staff permit holder on a short term basis, with their permission, must display the correct temporary permit and only park in the designated car park and numbered bay.
- 4.2.10. If a permit holder changes their working hours this may have an impact on their parking charges and they must notify Estates and Facilities. Staff with a day rate permit cannot be guaranteed an increase in the number of days they park, if parking is not available. Any amendment in parking charges either upward or downward will be made automatically by Payroll and applied from the first full month following the change.
- 4.2.11. Permit holders are responsible for providing up to date vehicle registration details if they change any vehicle registered to their parking permit, using the Registrations section on the parking portal, hud.ac/parking.
- 4.2.12. Permit holders are responsible for creating temporary parking permits if they wish to allow a work colleague to use their space when they are on short periods of leave.
- 4.2.13. Parking charges will be reviewed on an annual basis and will be uplifted on 1 August each year by the published rate of RPI available closest to that date. Staff will be notified in writing of planned increases, which will be automatically implemented by Payroll on the uplift date.
- 4.2.14. No vehicle parking will be available to staff permit holders on open days and other occasional special events and individuals will be required to make alternative arrangements for parking on those days. No discount will be given when no parking is available as a result of these events, but staff will be able to

claim back reasonable costs of alternative parking through the staff expenses procedures.

4.2.15. No out of hours vehicle parking will be available to staff or students on University Open Days and other occasional special events and individuals will be required to make alternative arrangements for parking on those days.

4.2.16. Extended periods of leave of absence:

Deductions will continue during leave periods or absence from the University premises with the following exceptions:

- **Adoption leave:**
- **Maternity/paternity**
- **Sabbaticals, paid and unpaid leave of 6 months or more duration**

Individuals can choose to rescind their permit for the period of their leave. Where individuals combine blocks of planned annual leave with any of the above listed categories of leave, this time will be included in the exemption. Their space will be temporarily re-allocated during this time and is therefore no longer available. Therefore, alternative parking arrangements will need to be made by individuals, at their own expense, if they wish to attend the workplace for any reason during their period of leave. Individuals must provide one month's notice of their return to work to have their permit reinstated. Salary deductions (full month rate) will commence in the month the individual returns to work.

Staff who choose not to rescind their permit during these periods of leave will continue to be charged at the full rate for the permit whilst they are on full pay. Where individuals move to statutory pay, deductions will reduce by the appropriate amount. Changes to deduction rates will apply to the full month in which pay status changes.

Sick Leave:

By its nature, the length of absence required for reasons of sickness is uncertain and therefore spaces cannot be reassigned. Where someone receives full pay sick leave deductions will be made at the full rate. Where individuals move to half pay sick leave, deductions will reduce by 50%. Where individuals move to no pay sick leave deductions will cease. Change to deduction rates will apply to the full month in which pay status changes.

4.2.17. If a staff permit holder no longer wishes to use their allocated parking space or leaves their employment with the University they will be required to provide one month's notice by completing and submitting the Notice of Termination form available at hud.ac/parking. Notice of termination should apply at the end of a month or full payment will be deducted for the month.

4.2.18. Permit holders who fail to comply with the University parking regulations and terms and conditions may have their permit withdrawn.

4.2.19. The University reserves the right to withdraw or amend this scheme at any time or to amend parking charges.

5. Management and enforcement

- 5.1. University Car Park Attendants have the authority to direct traffic on campus, regulate entry to the car parks, exercise control over parking and ensure compliance with the University's parking regulations.
- 5.2. Vehicles not parked in accordance with these regulations and the displayed terms and conditions will be issued with a Parking Charge Notice (PCN) by the University contracted enforcement agency who will assume responsibility for the collection of monies owed. If a PCN remains unpaid, the University's enforcement agency reserves the right to take legal action to recover outstanding charges.
- 5.3. All persons bringing their vehicle onto University grounds do so at the own risk; the University does not accept any responsibility for loss or damage to a vehicle, or its contents, whilst parked on University grounds.
- 5.4. The implementation, management and enforcement of the above regulations on behalf of the University and Vice-Chancellor shall be the responsibility of the Director of Estates and Facilities, their nominee and those authorised by him to do so.

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
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Compliance Checks:	A dedicated member of the Car Parking team performs daily checks of all University car parks ensuring patrons are complying with the regulations.
Related Policies/Procedures:	List any applicable University regulations/policies/ procedures that may impact upon the procedure.

REVISION HISTORY			
Version	Date	Revision description/Summary of changes	Author
V2.0	October 2020	Minor amendments of responsibility of allocating contractor parking.	Heather Kerrick
V1.0	September 2019	First draft of new policy	Heather Kerrick