

## CAR PARKING POLICY DOCUMENTATION

Student Car Parking Policy

2020/21

Effective 1<sup>ST</sup> October 2020

# Student Car Parking Policy for 2020/21

## 1. Introduction

Lancaster University has very frequent bus services to the city centre (15 per hour during term time weekdays) and excellent routes for walking and cycling. Most students find they do not need a car. For more details on travel to campus please see the [Travel Website](#) and the latest information on the [COVID Travel Advice webpage](#).

Access to parking is regulated to limited student categories to ensure that those students who really do need a car are eligible for a car parking permit. These are shown in Section 10. Please also see Section 9 on Termly Parking Permits.

Please also refer to the Car Parking Policy Principal Document for additional policy information, including the policy on parking at Chancellor's Wharf. This document is available on [Policy and Enforcement webpage](#).

## 2. General Notes and Requirements

Please note the following general requirements:

- Students without a permit should not park on any public roads surrounding the University campus in the interests of road safety and local residents.
- Permits are for the South West Campus Parking Zone on Alexandra Park only and cost £140 for the full year (12 months).
- Annual permits expire on 30<sup>th</sup> September 2021. The permits do not have the expiry date printed on them this year.
- The South West Campus Parking Zone does not include the car parks of the Lancaster House Hotel which are privately managed and enforced.
- Any supporting letters will need to provide proof that the stated criteria are satisfied.
- The copying of permits is strictly prohibited and will result in the person being banned from parking on campus.
- Only eligible students will be able to obtain *annual* car parking permits.
- Each applicant is responsible for ensuring that their evidence arrives at the Parking Office in the Security Lodge. Electronic delivery is recommended: [car-parking@lancaster.ac.uk](mailto:car-parking@lancaster.ac.uk)
- Places of employment within the urban core area can normally 'reasonably be reached by public transport', unless work starts before 08:30 (09:45 on Sundays) or finishes after 23:30.

- Overseas students who arrive on campus with a car registered in their home country will need to take note of the [advice on the Student Parking webpage](#).
- Student users of plug-in electric vehicles are subject to the same eligibility criteria as student users of other fuel type vehicles. The price charged for a Plug-in Electric Vehicle Permit is £224 as it includes an allowance for electricity consumed at the campus charging points throughout the year.

### 3. Enforcement

For the academic year 2020/21, parking enforcement in the South West Campus Parking Zone on Alexandra Park for the failure to clearly display a valid permit or pay and display ticket will recommence on Monday 12<sup>th</sup> October 2020 (Week 2). Further details on parking enforcement can be found [here](#).

### 4. Cost

- Annual Student Parking Permit (South West Campus Parking Zone on Alexandra Park): **£140**
- Annual Chancellor's Wharf (Virtual) Permit (not valid on campus): **£140**
- Termly Student Permits (South West Campus Parking Zone on Alexandra Park or Chancellor's Wharf): **£54 per term**

### 5. Student Staff

Students not resident on campus who are employees of the University or a tenant based on campus working for more than 8 hours per week every week during term-time (between 08:00 -18:00 Monday – Friday) may apply for parking permit. This will be an Alexandra Park Permit valid only in the South West Campus Parking Zone on Alexandra Park for the duration of the employment. Evidence will be required. The employment must be likely to continue for at least two terms. Parking must be in connection with the employment.

This does not apply to student staff on substantive employment contracts with the University. In such cases, the Student Parking Policy does not apply.

### 6. Students that live on North Campus or South Campus with children aged 5 years or under

Such students are eligible for a Staff Parking Permit and to upgrade this permit to be able to park in the Visitor Parking Zone as well. Please contact the Parking Office in Security to arrange: [car-parking@lancaster.ac.uk](mailto:car-parking@lancaster.ac.uk); 01524 592179.

## 7. Summer Vacation

Restrictions on permit eligibility for students do not apply in Summer Vacation periods. In these instances, students can purchase a Summer Vacation Permit for the SW Campus Parking Zone on Alexandra Park, priced at £54. Note that parking enforcement continues through all vacation periods, including summer.

## 8. Scratch cards:

Students are not permitted to buy or use one-day parking scratch cards.

## 9. Termly Parking Permits:

From November 2020 to September 2021, Termly Parking Permits are available to all students regardless of eligibility. During this period, the eligibility criteria applies only to annual parking permits. This is a temporary arrangement due to Covid-19. Student Termly Permits are priced at £54 each. These are available by contacting the Car Parking Office on 01524 592179 or [car-parking@lancaster.ac.uk](mailto:car-parking@lancaster.ac.uk).

## 10. Categories of students eligible for a parking permit:

Due to Covid-19, please do not visit the Car Parking Office in person. Please contact them by telephone (01524 592179) or by email ([car-parking@lancaster.ac.uk](mailto:car-parking@lancaster.ac.uk)). Thank you.

Please note that from November 2020 to September 2021 these categories apply only to *annual* Student Parking Permits.

Category	Apply to:	Permit Location and Cost
1. Blue Badge Holders and students with temporary reduced mobility or medical conditions that impact on mobility.*	<b>Car Parking Office</b> , Security Lodge, 01524 592179 <a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a>	Dependent on disability/condition No charge.
2a. Campus residents where the illness or disability of an immediate family member (parent/legal guardian, spouse, brother or sister) necessitates frequent visits home.  (Note: This is offered on compassionate grounds)	<b>Car Parking Office</b> , Security Lodge, 01524 592179 <a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a>	South West Campus Parking Zone (Alexandra Park) only. £140 p.a.
2b. Students where the illness or a disability of a dependent family member necessitates frequent visits home. The family member must be	<b>Car Parking Office</b> , Security Lodge, 01524 592179 <a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a>	South West Campus Parking Zone

dependent on the student for support and the medical evidence will need to confirm this. (Note: This is offered on grounds on dependency)		(Alexandra Park) only. £140 p.a.
2c. Campus residents that have lost an immediate family member (parent/legal guardian, spouse, brother or sister) in death within the last 6 months.	<b>Car Parking Office</b> , Security Lodge, 01524 592179 <a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a>	South West Campus Parking Zone (Alexandra Park) only. £140 p.a.
3. Any student with children aged 16 or under.	<b>Car Parking Office</b> , Security Lodge, 01524 592179 <a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a>	South West Campus Parking Zone (Alexandra Park) - £140 p.a.  (If resident on north/south campus - Staff Zone at £224 p.a.), plus Visitor Zones if child is aged under 5 years).
4. Campus residents which are required to attend frequent (at least every 3 weeks) medical appointments or medical treatment in an area which cannot reasonably be reached by public transport	<b>Car Parking Office</b> , Security Lodge, 01524 592179 <a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a>	South West Campus Parking Zone (Alexandra Park) only. £140 p.a.

5a. Campus residents with regular term-time employment in excess of 10 hours per week who cannot reasonably reach their employment by public transport. Students working on Campus will not be eligible for a parking permit.  Employment by an immediate family member (parent/legal guardian, grandparent, spouse, brother or sister) cannot be included.	<b>Car Parking Office</b> , Security Lodge, 01524 592179 <a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a>  with evidence - letter on headed paper from employer confirming hours of work and that work is during term-time and 1 x monthly or 2 x weekly current payslips (with times of work if night work)  <ul style="list-style-type: none"> <li>• Random sampling of employment applications with employers will be conducted to ensure fairness of process.</li> <li>• Places of work must be less than 75 miles from campus.</li> </ul>	South West Campus Parking Zone (Alex Park) £140 p.a.  Staff Zone (£224 p.a.) if required to be at work between 11pm and 6.30am.
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<p>5b. Campus residents with regular (most weeks throughout the year) course related activity that can't reasonably be reached by public transport. This does not apply to off campus students.</p>	<p><b>Car Parking Office</b>, Security Lodge, 01524 592179  <a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a>  Letter signed by Head of department, including required frequency of activity.</p>	<p>South West Campus Parking Zone (Alexandra Park) only.  £140 p.a.</p>
<p>5c. Campus residents with regular volunteer work in excess of 5 hours a week which cannot reasonably be reached by public transport. This does not apply to students that live off-campus.</p>	<p><b>Car Parking Office</b>, Security Lodge, 01524 592179  <a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a>  Letter signed by provider of volunteer work confirming the individual's good or long standing assistance and work over at least 5 hours per week most weeks during term-time.</p>	<p>South West Campus Parking Zone (Alexandra Park) only.  £140 p.a.</p>
<p>6. Campus residents who have brought their car with them by ferry from their home overseas.</p>	<p><b>Car Parking Office</b>, Security Lodge, 01524 592179  <a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a></p>	<p>South West Campus Parking Zone (Alexandra Park) only.  £140 p.a.</p>
<p>7. Any student whose term-time address is off-campus and outside the defined urban core area.  See the Urban Core Area document on the <a href="#">Student Parking webpage</a>.</p>	<p><b>Car Parking Office</b>, Security Lodge, 01524 592179  <a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a>  Proof of term-time address.</p>	<p>South West Campus Parking Zone (Alexandra Park) only.  £140 p.a.</p>
<p>8a. Campus residents who are pursuing training or development as an excellent athlete representing their country or Great Britain and whose need extends beyond what is provided at the University. It requires the student to attend training/competition and other associated meetings on a regular basis and cannot be reasonably be reached by public transport.</p>	<p><b>Car Parking Office, Security Lodge, 01524 592179</b>  <a href="mailto:car-parking@lancaster.ac.uk">car-parking@lancaster.ac.uk</a>    Letter written and signed by the National Governing Body / Head Coach.</p>	<p>South West Campus Parking Zone (Alexandra Park) only.  £140 p.a.</p>
<p>8b. Campus residents who would regularly, with the use of a vehicle, transport other members of their University club or society to enable them to participate in the group's key activity where that activity by its very nature cannot be performed on</p>	<p>Please complete an application form available from the Students' Union Activities Office – <a href="mailto:su.activities@lancaster.ac.uk">su.activities@lancaster.ac.uk</a></p>	<p>South West Campus Parking Zone (Alexandra Park) only.  £140 p.a.</p>

campus, e.g. canoeing, mountaineering, sailing, kiting, etc.		
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\* Category 1: Varying permit lengths for this type of permit apply to reflect the sometimes temporary nature of the mobility impediment or sick dependent relative. This temporary approach to permit eligibility provides a fairer and more appropriate way to manage the need, based on temporary mobility or sickness issues. This is addressed through the issuing of termly permits.