

Parking Regulations

Purpose and Context

This policy will allow the University to optimise the management of parking on and around campus by implementing regulations which meet the various needs of staff, students, contractors and visitors to our campus.

Scope

These regulations apply to all University staff parking permit holders, Blue Badge holders, contractors, visitors, staff, students and all other vehicles entering onto the University premises.

Schedule 1: shows all parking locations by user designation.

Schedule 2: provides a complete list of parking charges by user group along with hours of operation stating when permits are valid, or charges are applicable.

1.0 ANPR (by Automatic Number Plate Recognition)

Parking restrictions are enforced in the following car parks, Firth Street, Queen Street South, Haslett/Spark Jones, Wakefield Road, and Southgate on a 24/7 basis throughout the year by Automatic Number Plate Recognition (ANPR) cameras operated by the university's parking management contractor, First Parking.

First Parking's Privacy Policy can be found at <https://firstparking.co.uk/privacy-policy/>.

2.0 Authorised Parking

Vehicles are authorised to park in university car parks and locations with the following categories:

2.1 Staff fixed bay parking permit – chargeable.

University staff allocated a personal fixed bay parking permit will be allocated a fixed 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 22:00.

Estates and Facilities retain the right to move the location of the bay and/or car park at any time, providing a minimum of 2 months' notice.

2.2 Staff licence to hunt parking permit – chargeable.

University staff allocated a licence to hunt parking permit allows the holder a licence to 'hunt' for an available bay. It does not guarantee that a parking bay will be available. These permits provide authorised parking in the allocated car park Monday – Friday between the hours of 06:00-22:00.

Licence to Hunt permits will be issued at a permit to space ratio considering absence, leave and agile working practices.

2.3 Out of hours parking – chargeable.

University parking facilities are available to the public after 18:00 and before 06:00 Monday – Friday and all-day Saturday and Sunday in the Firth Street, Wakefield Road, Haslett/Sparck Jones and Queen Street South car parks. A proportion of Southgate car park, not allocated for staff parking, is available for public parking 24 hours a day Monday – Sunday.

The visitor must pay for their car park using RingGo.

A location code will be displayed in each car park to identify its location when using RingGo.

Users will be charged a small convenience fee per transaction for the use of the RingGo cashless payment system.

For simple step by step instructions on how to use RingGo please visit <https://ringgo.co.uk/how-it-works>

2.4 Visitor parking – chargeable

We have a small number of bays dedicated to visitor parking where spaces are pre-booked for visitor parking. These must be booked in advance direct with University reception by University staff hosting the visitor, details available at hud.ac/parking. Only visitors who have received an approved permit are authorised to park. Visitors may only park in their designated, numbered visitor parking bay. The visitor must pay for their car park using RingGo.

The University has a small number of Executive visitor bays at the Main Reception, managed by the Vice Chancellors Office.

2.5 Contractor parking – chargeable

A limited number of contractor parking bays are available in designated car parks 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 Control Hub. Only contractors who have received an approved permit are authorised to park. Contractors may only park in their designated, numbered contractor parking bay. The contractor must pay for their car park using RingGo.

2.6 Motorbike parking – chargeable

University staff allocated a motorbike permit allows the holder a licence to park in the designated motorbike shelters located in Wakefield Road and Percy Shaw Car Park. These permits provide authorised parking in the allocated shelters Monday – Friday between the hours of 06:00-22:00.

2.7 Student ambulant parking – free of 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 approve the appropriate parking permits, details available at hud.ac/parking.

The permits give the holder a 'licence to hunt' for a bay in the car parks with the allocated student ambulant bays. It does not guarantee that a parking bay will be available. These permits provide authorised parking in the allocated car park and bay Monday – Friday between the hours of 06:00-22:00.

2.8 Staff and Student Disabled parking – free of charge

Staff and Students who hold and display a council issued Blue Badge may apply for a Disabled Licence to Hunt permit to park free of charge on the University campus. There are limited number of disabled bays and are available on a first come, first served basis. Evidence of a current Blue Badge will be required to obtain a permit and access will be granted until the expiry of their Blue Badge. The Blue Badge must be displayed at all times within their vehicle when parking on campus. Fraudulent use of Blue Badges will be reported to the local authority.

2.9 Staff Fixed Bay Disabled Parking – chargeable

Staff Blue Badge holders may opt to pay for a personal, disabled fixed bay parking space, with a parking permit identifying the allocated bay number and car park location. The permit provides authorised parking in the allocated bay Monday – Friday between the hours of 06:00 – 22:00. The Blue Badge must be displayed at all times within their vehicle when parking on campus. Fraudulent use of Blue Badges will be reported to the local authority.

2.10 Public and Visitor Disabled Parking – chargeable

Disabled visitors and members of the public may park in designated disabled bays on campus and in University car parks. These are limited in number and are available on a first come, first served basis. Blue Badges must be displayed at all times within the vehicle. Parking must be paid for using RingGo.

2.11. 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 for agreed time limits.

2.12. Hire cars – no charge.

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

3.0 Staff parking permits and parking allocations

- 3.1. University of Huddersfield staff parking permits are issued as either allocated fixed bay permits or licence to hunt permits. Permits will be only offered on full time basis which will allow users to access the car parks Monday – Friday 06:00-22:00. All staff who are granted either a fixed or licence to hunt permit will have salary deductions via payroll made in 12 equal instalments throughout the year. Staff who hold a Blue Badge and opt for licence to hunt will be guaranteed a permit, free of charge.
- 3.2. The University offers a small number of permit only, disabled parking bays. Staff who are Blue Badge holders may apply for a permit to allow for exclusive use of a designated disabled parking bay. Permits will be only offered on full time basis which will allow users to access the allocated bay Monday – Friday 06:00-22:00. Staff on term time only contracts may apply for a parking permit and, charges will however be calculated on a full-time permit basis.
- 3.3. Staff working temporary contracts or staff who are hourly paid are not eligible to apply for parking permits.
- 3.4. Applications for all staff 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 requested. Applications for shared bays will no longer be considered.
- 3.5. 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 may be submitted on any application.
- 3.6. A 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. It is not possible to request specific car parks or locations.

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 becomes available, it is offered to the member of staff on the top of the list.
- 3.7. 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.
- 3.8. Permit holders who go on maternity leave, family leave 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 a minimum of 1 months' notice being provided.

- 3.9. 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.
- 3.10. Permit holders who wish to be removed from the car park waiting lists for any reason should email Parking Permits, parking.permits@hud.ac.uk.

4.0 Terms and Conditions

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

- Staff vehicles with the appropriate permit for a fixed numbered bay and parked in the correct allocated bay within the allocated car park or area.
- Staff vehicles with the appropriate permit for a licence to hunt car park and parked in a bay within the allocated car park or area.
- 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 approved and parked in the designated, numbered visitor parking bay with the appropriate payment made.
- Contractor vehicles approved and parked in the designated, numbered Contractor parking bay with the appropriate payment made.
- University of Huddersfield student, staff or general public vehicles at designated times as per Schedule 2 and parked only in designated car parks with the appropriate payment made.
- 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. 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.

- 4.2.2. 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.
- 4.2.3. 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.
- 4.2.4. Staff 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.
- 4.2.5. **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.**
- 4.2.6. Parking charges will be reviewed on an annual basis and any uplift will be applied on 1 August each year. Staff will be notified in writing of planned increases and the rate of increase, which will be automatically implemented by Payroll on the uplift date.
- 4.2.7. 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.
- 4.2.8. 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.
- 4.2.9. Extended periods of leave of absence:

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

Family leave – Adoption/Maternity/paternity/parental

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.

- 4.2.10. 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.
- 4.2.11. Permit holders who fail to comply with the University parking regulations and terms and conditions may have their permit withdrawn.
- 4.2.12. The University reserves the right to prohibit or restrict parking on its premises as necessary and to move the location of car parks at any time, providing a minimum of 2 months' notice.
- 4.2.13. The University reserves the right to withdraw or amend this scheme at any time or to amend parking charges.

5.0 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 the University's 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.

Parking enforcement is in operation at the University to enforce the Parking Policy. Enforcement is in the form of Parking Charge Notice (PCN) ticket issuing. Enforcing parking helps to ensure a fair and efficient parking system and maintains access for all our parking users, maximising the number of parking spaces available.

The penalty charge fee for a PCN is £70, reduced to £35 if payment is received within 14 days.

The University of Huddersfield Car Parking Team patrol and issue PCN's to vehicles in contravention to the Parking Terms and Conditions of Use in all parking areas not covered by ANPR. In car parks that are covered by ANPR, vehicles that park in contravention of the Parking Terms and Conditions of use will be issued a 'Notice to Keeper' (PCN) via the post.

First Parking LLP carry out all PCN processing and debt collection functions on behalf of the University of Huddersfield. Photographic evidence is taken and sent directly onto First Parking for processing, either via manual patrols or the ANPR cameras.

Fixed camera ANPR enforcement is in place at:

- Haslett/Spark Jones
- Wakefield Road
- Southgate
- Queen Street South
- Firth Street

It is vital that all vehicles parking in these areas have been authorised / paid to park to avoid a PCN being issued through the post.

Security staff are not involved in the administration of taking payment for PCNs. Appeals and payments for PCNs should be made directly to First Parking, as instructed on the PCN notice.

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
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Privacy Impact Assessment:	TBC
Approved by	Senior Leadership Team committee
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Consulted with (Departments / Area of Service / Job Title):	Director, Human Resources Director, Marketing and Communications
Author:	Assistant Director of Estates and Facilities
Owner (if different from above):	Director of Estates and Facilities
Document Location:	Parking-Regulations.pdf (hud.ac.uk)
Compliance Measures:	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:	

REVISION HISTORY			
Version	Date	Revision description/Summary of changes	Author
V5.0	June 2024	Major changes to the regulations following consultation with an external car parking consultant and user feedback.	Assistant Director of Estates and Facilities
V4.0	October 2022	Inclusion of chargeable reserved disabled bays.	Assistant Director of Estates and Facilities
V3.0	October 2021	Minor amendments and removal of points relation to Electric Vehicles until such a time that they become available	Assistant Director of Estates and Facilities
V2.0	October 2020	Minor amendments of responsibility of allocating contractor parking.	Assistant Director of Estates and Facilities
V1.0	September 2019	First draft of new policy	Assistant Director of Estates and Facilities

Schedule 1: University of Huddersfield Car Parks by User Designation

	Licence to Hunt spaces	Fixed permit holders	DISABLED	PRMIT DISABLED	VISITOR	Student Ambulant	ELECTRIC	M/CYCLE	ESTATES	CONTRACTOR	Public car parking out of care hours
Harold Wilson VIP			√		√						
ST PAULS STREET			√	√					√		
QSB									√		
PERCY SHAW LH (RAMP)	√										√
PERCY SHAW (FRONT)			√		√						√
PERCY SHAW RH (RAMP - old hire car)	√										√
QSS MAIN	√										√
COMMERCIAL STREET											
HASLETT / SPARK JONES	√		√			√				√	√
FIRTH STREET		√	√								√
BUSINESS SCHOOL			√						√	√	
SAND STREET		√									
ATKINSON HOLT		√									
WAKEFIELD ROAD		√	√			√				√	√
SOUTHGATE	√		√		√						√

Schedule 2: List of Parking Charges

Staff Parking	Charges	Notes
Staff full time Fixed Bay permit (including disabled fixed bay)	£70 per month	Mon – Fri 06:00 – 22:00
Staff Licence to Hunt permit	0.81 – 1.0 FTE £46/month 0.51 – 0.8 FTE £36/month 0.5 and below FTE £26/month	Mon – Fri 06:00 – 22:00
Disabled Blue Badge	Free of charge	At all times. Blue Badge holders must hold a permit to receive free parking. Blue badges must be displayed at all times.

Student Parking	Charges	Notes
Ambulant and disabled student	Free of charge	Mon – Fri 06:00 – 22:00 Permits, approved by Student Disability Services are required to receive free parking. Blue badge holders must display blue badges at all times

Campus Visitors and Contractors	Charges	Notes
Booked University visitor parking	£2 for up to 4 hours, £4 full day	Mon – Sun 06:00 – 22:00, except for Public Holidays
Booked University contractor parking	£2 for up to 4 hours, £4 per day	Mon – Sun 06:00 – 22:00, except for Public Holidays

Public Parking	Charges	Notes
Firth Street, QSS, Haslett/Sparck Jones and Wakefield Road After 18:00 – 06:00 Mon-Fri & weekends , except for Public Holidays	Monday - Sunday 18.00 – 06.00 Per visit £1.50 Saturday 06:00 – 18:00 Up to 2 hrs £2.50 Up to 5 hrs £5.00 Up to 12 hrs £6.00 Sunday 06.00 – 18.00 £1.50 (maximum stay 4 hrs)	Charges apply (18.00 – 06.00 Mon - Fri and all hours Saturday and Sunday except for Public Holidays)
Southgate – Public Parking section of car park - at all times , except for Public Holidays	Monday – Friday 06.00 – 18.00 Up to 1 hour £1.20 Up to 2 hrs £2.50 Up to 5 hrs £4.10 Up to 12 hrs £5.00 Saturday & Sunday 06.00 – 18.00 Up to 2 hrs £2.50 Up to 5 hrs £5.00 Up to 12 hrs £6.00 Monday - Sunday 18.00 – 06.00 £1.50 per visit	Charges apply at all times, except for Public Holidays

