

Car Parking Management Strategy 2012-14

Loughborough University

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1 Executive Summary

1.1 What is a Car Park Management Strategy?

- 1.1.1 A Car Park Management Strategy (CPMS) is an integral part of any Travel Plan. It is one element of the plan which encourages the best use of the car.
- 1.1.2 From August 1st 2012, parking permits for staff, tenants and students will be based on the carbon emissions of the permitted vehicle, while users will also be given the ability to 'pay as you park' through an occasional user credit system.
- 1.1.3 There is currently an interim solution in place at the University for 2011/12 to prepare users for the new strategy, whereby staff, tenants and students apply for a parking permit online with charges generally around £60 for staff and tenants, and £120 for students.

1.2 Why does the University need a CPMS?

- 1.2.1 To inform the Travel Plan, staff and student travel surveys were conducted in Spring 2010 and the results showed that the existing car park charging system does not encourage staff or students to use different modes on different days. It also highlighted a need to invest in more sustainable modes of transport such as cycling and fair and equitable travel across campus for both staff and students.
- 1.2.2 With 67% of staff travelling by car currently and over 50% living within 5 miles there is considerable scope to reduce car use and single occupancy.
- 1.2.3 The new car park management strategy is closely linked to the Travel Plan, which aims to encourage active modes of travel and establish Loughborough as a leader amongst UK Universities in regards to a sustainable approach towards transport.
- 1.2.4 A summary of the key benefits of the CPMS include:
- To support the University-wide Travel Plan and invest in sustainable modes of travel for staff and students.
 - To reduce the University's carbon travel related emissions supporting the University Carbon Reduction Plan.
 - To support the delivery of a Landscape Strategy which promotes pedestrian and cycle access with the removal of car parking in congested areas.
 - To ensure the new policy is fair and equitable across staff, tenant and student groups.

1.3 Why are parking charges changing?

- 1.3.1 The car parking charges at the University have been unchanged for 4 years and do not cover the cost of maintenance to the car parking spaces. The charges are therefore rising to ensure that the current subsidy for staff and students is reduced.

- 1.3.2 Currently staff pay around 25p per day for parking but it costs the University £4 per space in maintenance and enforcement. The new charges will also align with the rest of the University sector, help provide funding for the travel plan and reduce the travel subsidy between car and non-car commuting modes.
- 1.3.3 Funding support for the travel plan measures include free bus travel across campus for students that currently pay. Staff currently travel across campus free on the bus and the University would want this to continue by reducing the amount of excess spending on car parking across the University.

1.4 How will the new policy be fair and equitable?

- 1.4.1 New charges will be identical for staff, tenants and students.
- 1.4.2 There will also be the removal of all designated parking bays for named posts as these are inequitable and are often unused causing frustration for staff attempting to park in congested areas.

1.5 Policy summary for 2012-14

- 1.5.1 The date for the introduction of the new parking policy will be for the academic year starting August 2012 and will be subject to review at the end of July 2014.
- 1.5.2 Permits will be available to apply for online using the current ParkIT system.
- 1.5.3 The pricing of permits is based on the table below and all charges are equitable for staff, tenants and students.

Table 1 2012 permit prices (for vehicles registered 2001 onwards)

CO ₂ emissions (g/km)	Permit category	Permit value (£)
<100	1	0
100-139	2	120
140-179	3	160
180-220	4	250
220+	5	300

- 1.5.4 Permit banding categories will apply to all types of motorised vehicles (including motorcycles).
- 1.5.5 Carbon emissions data is not available for vehicles registered before 1st March 2001. Where this is the case the cost of a parking permit will be based on the engine size of the vehicle.
- 1.5.6 The occasional user permit is available for staff and students who park 3 days a week or less, up to a maximum of 120 days per year for staff and 75 days per year for students. Credits will be sold in batches of 10 from the University online shop and credited against the user's vehicle registration details. An Automatic Number Plate Recognition system will allow users access

according to the number of credits they have purchased. If users require an occasional user permit this will be charged at £1 per day up to a maximum of 120 days. These will be sold in batches of 10.

- 1.5.7 As part of the consultation process, concern was raised over the impact of the lower earning and part time staff. As a result of this the university has agreed to offer employees on grades 1 and 2 parking at the current rate of £60 per annum at full time and £30 per annum for those working 20hrs a week or less. Staff in these grades will also be eligible to apply for an occasional user permit.
- 1.5.8 The University will continue to operate a system of free parking permits for blue badge disabled staff, tenants and students. Students who are recommended a parking permit by the Counselling and Disability Service (CDS) for disability-related reasons will also be given a free permit.
- 1.5.9 Visitor parking will remain free. This will be reviewed in 2014.
- 1.6 Further information
 - 1.6.1 Travel Pages FAQs <http://www.lboro.ac.uk/sustainability/travel/travel-plan.html>
 - 1.6.2 Traffic and Parking regulations <http://www.lboro.ac.uk/service/fm/security/traffic-parking.html>

2 Interim solution for 2011/2012

2.1 Overview

- 2.1.1 Staff, tenants and students are required to apply on line for their permits the 2011/12 academic year using an online permit portal called ParkIT. This is accessible through <https://parkit.lboro.ac.uk/SWM91ParkIt-war/indexStart.jsp>
- 2.1.2 Students can apply from 5th September and Staff and Tenants from 3rd October.
- 2.1.3 Special arrangements are in place to allow staff that do not routinely have access to a computer to apply online. These include providing supported access to computers to apply on line and sending hard copy letters on the state of applications as opposed to automated emails.

2.2 Staff

- 2.2.1 Over Summer 2011, the University announced that the new charging structure for car parking on campus would be delayed for one year, and that it will now come into effect on 1 August 2012.
- 2.2.2 Until the new scheme is introduced, the present parking permit charges will continue to operate as normal and existing charges and payment arrangements will remain in place.
- 2.2.3 The yellow parking permit that staff were issued in 2010 will remain valid until 31 October 2011. In order to obtain a permit for the period after that (up to 31 July 2012), staff need to apply online from 3 October 2011.

2.3 Tenants

- 2.3.1 Tenants apply for a parking permit in a similar way to staff although they will need to create a user ID and password when they first log into the ParkIT system.

2.4 Students

- 2.4.1 Students can apply for permits from 5 September 2011 with applications online only.
- 2.4.2 Students living out-of-hall with an LE11 postcode will not be issued with a campus parking permit. First year students living on campus will also not be issued with a permit.
- 2.4.3 It is also important for students to note it is compulsory for any student bringing a vehicle to Loughborough (whether they apply for a permit or not) to register it with the University (this is done through the normal student registration process).

2.5 Permit types

- 2.5.1 The tables below show the type of permits that are currently available for staff, tenants and students, along with the level of charges payable to the University for 2011/12.

Table 2 Staff & Tenant Parking Permits

Type of Permit	Cost of Permit	Criteria
Full time Staff – monthly payroll	£60 per year (£5 per month)	Fee deducted via salary monthly (either monthly or 4 weekly)
Part time Staff (less than 37hrs) – monthly payroll	£30 per year (£2.50 per month)	Fee deducted via salary monthly (either monthly or 4 weekly)
Disabled Staff (Blue badge holders only)	Free	Submit blue badge number
Motorcycles	£24 for Full Year permit	Fee deductible via Salary
Unpaid Staff / Volunteer	Free	Applicant will have University ID number
Tenants (employer pays)	£60 per year (full) or £30 for half year	Must be on the tenant (payable) drop down list
Tenants (employer does not pay)	Included in rental agreement	Must be on the tenant (non-payable) drop down list

Table 3 Student Parking Permits

Type of Permit	Cost of Permit	Criteria
Resident in Halls (On campus and Unite)	£120 for Full year permit or £60 for Half year permit	First year students living in halls of residence are not eligible for a parking permit.
Non Resident Students (Who live outside of Loughborough)	£60 for Full year permit or £30 for Half year permit	Any students that live within LE11 are not eligible.
Evening and Weekend Permit	£60 for Full year permit or £30 for Half year permit	Any student that does not live in University halls of resident is eligible.
Researchers (with a Student ID)	£60 for Full year permit or £30 for Half year permit	Must supply researcher contract to the Security Admin office.
Disabled Students (Blue badge holders only)	Free	Must submit blue badge number
Temporary Permits	£10 per Week	Maximum of 2 weeks per application. Includes medical temporary permits AND first two weeks/ last two weeks of each term. LE11 restrictions also

		apply. Please contact Security Admin office for details.
Sub wardens (student)	£60 for Full year permit or £30 for Half year permit	Must supply sub warden contract to the Security Admin office.
Sub-wardens (researcher with a Student ID)	£30 for Full year permit or £15 for Half year permit	Must supply sub warden contract to the Security Admin office.
Motorcycles	£24 for Full Year permit	One off annual payment

2.5.2 All staff fees are deducted from monthly salaries or from service charges for tenants, while student Parking fees are charged to the Students account.

2.5.3 All external visitors are exempt from parking charges.

3 Background to the new policy for 2012-14

3.1 Rationale

- 3.1.1 The University's strategic plan includes a commitment to leading environmental change in sustainability. This includes developing and implementing the sustainability of the campus. The University also has to meet targets set by the Higher Education Funding Council for England (HEFCE) for carbon reduction.
- 3.1.2 The new car parking management strategy will support this in several ways, perhaps most significantly in linking the cost of permits to a vehicle's carbon emissions, and thereby encouraging the use of more efficient, less polluting cars. Occasional use permits will also be issued in addition to the current annual permits, giving staff and students the ability to pay as they park. This will provide a further financial incentive (in reduced parking costs) of using alternative modes of transport and hence help to fulfil the aims of the Travel Plan. The new system will also need to allow visitors and service vehicles entry to and from the site.
- 3.1.3 The University also has obligations as part of planning permissions granted by Charnwood Borough Council. Charnwood Borough Council's Scrutiny Panel on Loughborough University entrances and parking policies reported in February 2010. The panel's recommendations to the University included actions in respect of Green Travel and car parking strategy and the implementation of a new Car Parking Management Strategy would enable the University to demonstrate significant progress against this action.
- 3.1.4 The original proposals presented in earlier papers to the Executive Leadership Team (ELT) and the Operations Committee (OC) evidenced 26 leading Universities parking policies that had been researched as part of the proposals to create a new policy. Additional research reviewed other University's parking charges and LU has the second lowest average permit charges across staff users.
- 3.1.5 A rise in permit fees was proposed by the ELT to ensure adequate income for implementation of the Travel Plan. The permit fees were remodelled in line with this request and presented to the Unions as part of the consultation.
- 3.1.6 ELT and OC requested feedback be presented to them post consultation with the Unions regarding implementation of the Car Park Management Strategy. The first Union meeting was held on 2nd February allowing an 8 week consultation period. A number of presentations were also conducted in this period to key user groups and colleagues. To date approximately 150 comments on the proposals have been received. The final consultation meeting was held on 29th March and the process highlighted a number of key issues which were discussed by ELT at the April meeting. These have been subsequently discharged and the ELT and University Council signed off the emissions based strategy to be implemented for 2012-14.

3.2 External influences

- 3.2.1 Planning Policy Guidance (PPG) 13, 2001 introduced a statutory requirement for travel plans to be produced by developers, in order to reduce travel impacts. Subsequent developments by the

University have put travel planning high on the agenda, e.g. SportPark and East Park Design Centre.

- 3.2.2 It is worth noting that in a recent study by the centre for sustainable futures, Moving Forward: From Travel Plan to Transport Policy, 20th February 2009 Loughborough University was placed 43rd out of 64 universities with travel plans. The study used 41 best practice elements of which LU scored only 9.
- 3.2.3 Those Universities in the top 10 of this study all have dedicated transport staff to manage their plans and strong parking management strategies. These posts are nearly always self funding via car park charging.
- 3.2.4 There are also financial implications for the University not meeting it's commitment to reducing commuting and business travel related emissions. The Higher Education Funding Council (HEFCE) is currently undertaking a piece of work for their Carbon Reduction Plan which will require all UK Universities to monitor transport related emissions (Scope 3) as part of their wider carbon footprint. Funding for Universities is now dependent on proactively taking steps to reducing their carbon emissions and as such an emissions based parking policy directly tackles transport related emissions (probably around 20% of all emissions generated by the University).
- 3.2.5 The CPMS supports the delivery of the Council's objective of delivering a Landscape Strategy which promotes pedestrian and cycle access with the removal of car parking in congested areas. The Strategy also promotes an effective method for the University to operate in order to deliver teaching, research and enterprise.
- 3.2.6 It will ultimately enable the University to satisfy legal obligations and prevent restricted development of the estate and delivery of the estate strategy from continuing problems with gaining planning permission related to perceived car parking problems.

3.3 Internal Influences

There are several Strategic & Operational Objectives met which are detailed below:

- 3.3.1 The University strategic plan 2006 – 2016 states “a commitment to leading environmental change in sustainability, to use our expertise in transport and sustainability to make a major contribution to the sustainability agenda in the east midlands. To enhance the sustainability of the campus by the adoption of appropriate techniques and technologies to make Loughborough one of the UK's leading exemplars of sustainability in the academic sector.”
- 3.3.2 The University is investigating implementation of a 5 minute service across campus to include an on campus shuttle bus. This would form part of the Travel Plan and is already designated as a work stream within the CPMS Project Management Board. It is however reliant on income generated from the revenue through the CPMS.
- 3.3.3 The new strategy will improve Corporate Social Responsibility and in particular relations with local residents and the “Swamped by Cars” action group by ensuring the University can

demonstrate progress against actions recommended by Charnwood Borough Council's Scrutiny Panel and is committed to addressing community relations issues.

- 3.3.4 The Transport Sustainability Group has responsibility for reducing single car occupancy and to promote the minimisation of car travel to, from and across the campus.
- 3.3.5 Although the University is showing a commitment to these objectives it is not currently investing in the actions required to effect the change and "walk the talk". The University is investing in the travel plan to promote a range of sustainable incentives but the new CPMS is needed provide more of an impetus to changing travel behaviour and directly tackling transport related carbon emissions.

4 Permit policy for 2012-14

4.1 Emissions charging and permit bandings

- 4.1.1 All staff, tenants and students who wish to park their car on campus will be required to apply for a car parking permit.
- 4.1.2 The annual cost will vary depending on whether the applicant for a permit is a full time user (5-7 days per week) or an occasional user (3 days a week or less).
- 4.1.3 The date for the introduction of the new system will be for the academic year starting August 1st 2012 and will be subject to review at the end of July 2014.
- 4.1.4 Staff will still be able to pay monthly via deductions from their salary and a car parking max scheme is being made available to help reduce the net cost to employers.
- 4.1.5 Students will pay for their parking permits via their Student account while tenants' permits will be paid by their direct employer unless not within contract in which case they will pay.
- 4.1.6 Permits will be available to apply for online using the current ParkIT system.
- 4.1.7 The pricing of permits is based on the table below and all charges are equitable for staff, tenants and students.

Table 4 2012 permit prices (for vehicles registered 2001 onwards)

CO₂ emissions (g/km)	Permit category	Permit value (£)
<100	1	0
100-139	2	120
140-179	3	160
180-220	4	250
220+	5	300

- 4.1.8 Permit banding categories will apply to all types of motorised vehicles (including motorcycles).
- 4.1.9 Carbon emissions data is not available for vehicles registered before 1st March 2001. Where this is the case the cost of a parking permit will be based on the engine size of the vehicle. This will become less relevant as time passes and older cars are replaced.
- 4.1.10 The permit bands using pre 2001 data are based on a sample size of over 40 of the most efficient vehicles available up to 2001. Accordingly, the conversions are in the favour of permit applicants as, for example, if most petrol 1200cc vehicles emit over 150 grams CO₂ per km but one, more efficient Ford Fiesta, only emits 139 grams CO₂ per km, then all 1200cc vehicles would be put in the lower band.

- 4.1.11 Diesel engines generally emit less carbon than petrol ones when comparing similar engine sizes. There is also a higher efficiency range of diesel engine sizes compared to petrol ones at 180-220 grams CO₂ per km. This has also been factored into the conversion table below.

Table 5 Pre-2001 permit charges

Permit value (£)	Engine size cc (Petrol)	Engine size cc (Diesel)	CO ₂ emissions (g/km)	ParkIT CO ₂ indicative value (g/km)
0	Under 801	Under 1001	<100	75
120	801-1200	1001-1400	100-139	120
160	1201-1600	1401-2000	140-179	160
250	1601-2300	2001-2500	180-220	200
300	2301+	2501+	220+	240

4.2 Occasional user permit

- 4.2.1 The occasional user permit is available for staff and students who park 3 days a week or less up to a maximum of 120 days per year for staff and 75 days per year for students. Credits will be sold in batches of 10 from the University online shop and credited against the user's vehicle registration details. The Automatic Number Plate Recognition system will allow users access according to the number of credits they have purchased.

- 4.2.2 If users require an occasional user permit this will be charged at £1 per day up to a maximum of 120 days. These will be sold in batches of 10.

4.3 Car Parking Max for staff

- 4.3.1 A salary sacrifice happens when an employee gives up the right to part of the cash remuneration due under his or her contract of employment. The provision of a car parking place close to your place of work does not give rise to a taxable benefit. Therefore, instead of asking employees to pay for the right to park on site, the employees agree to a variation in their contract to reduce their gross salary, and the car parking becomes free. The employee swaps taxable income for a tax free benefit. As a result, the employee saves income tax and national insurance. The saving to each employee will vary depending on the carbon emission of their car and their tax rate.

- 4.3.2 Where an occasional user permit is chosen, staff can opt into salary sacrifice but in order for the sacrifice to be effective staff cannot opt in and out casually i.e. they would need to commit to buying a certain number of credits a year in advance and would only be able to change this on the occasion of certain lifestyle events rather than they need to buy more or fewer car park credits.

- 4.3.3 As part of the consultation with the unions a reduction in permit price was agreed. It is anticipated the majority of users will fall into the lower two bandings so by way of concession the £140 and £180 bands have been reduced to £120 and £160 respectively. The tables below show indicative examples of how much employees would have to pay depending on their rate of Income Tax payable.

Table 6 Lower Rate Salary Sacrifice

CO ₂ emissions (g/km)	Car parking price	Tax Rate	NI Rate	Net cost to employee of car parking
<100	£0	-	-	-
100-139	£120	20%	10.40%	£83.52
140-179	£160	20%	10.40%	£111.36
180-220	£250	20%	10.40%	£174.00
220+	£300	20%	10.40%	£208.80

Table 7 Higher Rate Salary Sacrifice

CO ₂ emissions (g/km)	Car parking price	Tax Rate	NI Rate	Net cost to employee of car parking
<100	£0	-	-	-
100-139	£120	40%	2%	£69.60
140-179	£160	40%	2%	£81.20
180-220	£250	40%	2%	£145.00
220+	£300	40%	2%	£174.00

4.4 Low earners and part-time staff

- 4.4.1 As part of the consultation process, concern was raised over the impact of the lower earning and part time staff. As a result of this the university has agreed to offer employees on grades 1 and 2 parking at the current rate of £60 per annum at full time and £30 per annum for those working 20hrs a week or less. Staff in these grades will also be eligible to apply for an occasional user permit. Staff on these grades will not be allowed to enter into the salary sacrifice scheme.

4.5 Disabled Users

- 4.5.1 The University will continue to operate a system of free parking permits for blue badge disabled staff, tenants and students. Students who are recommended a parking permit by the CDS for disability-related reasons will also be given a free permit.

4.6 Visitors

- 4.6.1 Visitor parking will remain free. This will be reviewed in 2014.
- 4.6.2 Agency staff and staff on short term contracts will be provided with a Visitor Permit. After 3 months they must apply and pay for a regular user permit to cover the remaining period of employment.

4.7 Car sharers

- 4.7.1 As a car sharer staff, students and tenants will still be subject to the same permit fees. Car sharers will be eligible for the occasional user permit if they car share at least 2 days a week in their car. If car sharers use just one car between groups then they can arrange to split the cost of just one permit between each other. They will still also be eligible for the guaranteed ride home scheme.

4.8 Wardens

On Campus Wardens

- 4.8.1 Wardens that live on Campus and have a dedicated driveway will be able to apply for a car park permit for free. If these Wardens wish to park elsewhere on Campus they will be required to purchase a full price permit in line with the new emissions based charging system. Wardens that live on Campus will also be issued with one additional permit if required for use by a partner, spouse etc living at the same address. Where possible the second vehicle should park on the driveway. If this is not possible the permit will allow parking in the Hall to which they are responsible.
- 4.8.2 The University will still collect the emissions data for vehicles and a permit will be issued that identifies it is a warden vehicle and will also display the Hall to which individuals are responsible.
- 4.8.3 The exception to this will be made for the Robert Bakewell warden where due to the absence of a drive with the accommodation provision a designated space will be provided next to John Phillips.

Off Campus Wardens

- 4.8.4 Currently the travel Team has been made aware of four Wardens that live off Campus in the following Halls:

Hazelrigg & John Philips

Butler Court

Elvyn Richards

Faulkner Eggington

4.8.5 These wardens will be able to gain free access to the campus to park in a designated parking bay at their respective Hall. A permit will be issued to identify the vehicle belongs to a warden and will show the relevant Hall but these wardens will be required to access campus as a visitor for free and will only be able to park in the designated space at their respective Hall. The access will be monitored and Security will check whether these wardens are coming onto campus in the day and parking. If this is found to be the case or the vehicle is found parked elsewhere on campus they will be required to purchase a full price permit in line with the new emissions based charging system.

Sub Wardens

4.8.6 Sub Wardens will be able to apply for a parking permit for free and this will allow them to park in the car park at the Hall at which they live. The permit will identify the vehicle as a Sub Wardens vehicle and the Hall for which they are responsible. There will not be a designated space and Security will monitor to ensure the vehicle is not parking elsewhere on campus. If the vehicle is found parked elsewhere on campus they will be required to purchase a full price permit in line with the new emissions based charging system.

4.8.7 All wardens will be subject to the parking enforcement regulations in line with the new strategy.

4.9 Fleet/ Departmental Vehicles

4.9.1 These vehicles will be issued with permits on site through the parking administration team. Loughborough University is lowering its road vehicle emissions and improving campus sustainability after investing in two new electric trucks. The University has also recently retired seven of its standard fleet vehicles as part of its sustainability strategy.

4.10 Summary of new permits

4.10.1 The table below shows the types of permits available and their associated charges.

Table 8 Summary of permits available

User	Permits available	Charge
Staff and Tenants	Annual Permit	Emissions based
	Occasional User Permit	£1 per day
	Low earners (LU employed staff only, Grades 1 & 2)	£60 Full time £30 Part time
	Motorcycle Permit	Emissions based
	On site, off site and sub wardens	Free for dedicated warden spaces only

	Disabled User	Free
Students	Annual Permit	Emissions based
	Occasional User Permit	£1 per day
	Motorcycle Permit	Emissions based
	On site, off site and sub wardens	Free for dedicated warden spaces only
	Disabled User	Free
Staff contractors	Contractors permit	Free up to 3 months
Visitors	Temporary permit	Free
Fleet Vehicles	Fleet permit	Free

5 Enforcement

5.1 Overview

In line with Loughborough University's (LU) Traffic and Parking Regulations the following apply when staff, tenants and students are applying for permits:

- 5.1.1 All users of University and associated University Park roads, including car users, motorcyclists and bicycle users, are required to comply with the provisions of the Highway Code and with the University's Code of Conduct on Traffic and Parking in the University and associated University Park. For more information [click here](#)»
- 5.1.2 Staff, students, tenant and visitors may not park on roads in the University and associated University parks.
- 5.1.3 The maximum speed limit for vehicles on the University and associated University parks is 15 miles per hour (unless otherwise stated) and vehicles must at all times be driven in accordance with the Highway Code and with due care and consideration for all vehicular traffic, pedestrians, University property and wildlife. Drivers must treat pedestrian crossings on the Campus in the same way as those located off campus.
- 5.1.4 All users of vehicles on the University and associated University Parks must comply with traffic signs and notices which may be displayed either permanently or from time to time and with instructions from Security Officers or other employees having appropriate authority.
- 5.1.5 All vehicles used on the University and associated University Parks must be registered in terms of the Vehicles (Excise) Act 1974 and all drivers must hold a current insurance policy providing cover against third party risks (Section 143 Road Traffic Act 1988).
- 5.1.6 Access to the University and associated University Parks will be controlled throughout the calendar year by means of entry barriers at the main entrances. These barriers will be automatically operated to allow staff with a valid Permit onto University and associated University Park roads in addition to visitors and other delivery / service vehicles.

5.2 Issuing of permits

- 5.2.1 Staff, tenants and students wishing to park a vehicle at the University or associated University Parks will be required to register their vehicle and display a valid Permit for that year on the top or bottom left hand corner of the vehicle windscreen whenever the vehicle is driven or parked on the University or associated University Parks. The University will only issue one permit per applicant so the Permit should be displayed in the driver's primary vehicle.
- 5.2.2 Permits denote a holder's entitlement to gain vehicular access to the designated car parks and no other but do not provide guaranteed access to a car parking space. All parking at the University and associated parks are on a right to roam basis.
- 5.2.3 Applicants must hold a full driving licence and appropriate insurance. Provisional licence holders are not eligible to apply for a permit.

- 5.2.4 An applicant who joins during the Permit year will be issued a permit within two weeks of their application by LU.
- 5.2.5 Motorcyclists are also required to register their vehicle or display a Permit.
- 5.2.6 Agency staff and staff on short term contracts will be provided with a Visitor Permit. After 3 months they must apply and pay for a regular user permit to cover the remaining period of employment.
- 5.2.7 Visitors who will only be spending a limited time on campus will be issued with a Temporary Visitor Permit which must be displayed in the vehicle windscreen. This also applies to Holywell Park.

5.3 Regulations

The following regulations apply to all staff, students, tenants and visitors across the whole University campus (also relates to LU policy relevant to SportPark, Version effective from 4 October 2010).

- 5.3.1 Any vehicle parked other than in a specified parking space or in a car park for which the appropriate current Permit is not held, or in any manner likely to cause an obstruction or a danger to other users, will be noted and a traffic infringement warning sticker placed on the vehicle informing the owner that they have breached the University's Traffic and Parking Regulations (see <http://www.lboro.ac.uk/service/fm/security/traffic-parking.html> , (hereinafter referred to as 'The Regulations'). The time and date of the issue of warning will be recorded by LU security. The Regulations are in force 24 hours per day, 365 days a year.
- 5.3.2 After one warning, if there is a further breach of the Regulations within that year the user will be issued with a Civil Parking Notice. If there are further breaches permits for that year will be invalidated and vehicular access will be denied. Any permit holder found illegally parked in a space for those with disabilities will receive an immediate ban from parking on University and associated University Parks car park for the remainder of the car parking year.
- 5.3.3 Non-permit holders who infringe the Regulations will be traced via the DVLA immediately. Where the infringement is for parking in a space for those with disabilities, the individual will receive an immediate ban from parking on the University and associated University Park car park. If the infringement is for any breach other than as described above, the individual will be notified that any further breach will result in being banned from parking on the University and associated University Park car park. It is the responsibility of Tenants to advise their staff accordingly.
- 5.3.4 Permit holders who have been banned and who continue to flout the Regulations in a given year may also be banned from bringing a car onto University and associated University Park roads or applying for a Permit in the subsequent year.
- 5.3.5 The University reserves the right to request confirmation of vehicle ownership in the form of a V5 registration document, MOT certificate or original insurance certificate. Individuals giving

false information to obtain a permit and/or gain vehicular access onto the University and associated University Parks shall not be permitted vehicular access to onto the University and associated University Parks for the remainder of the parking year.

5.3.6 The University Authorities do not accept responsibility for damage to or loss from vehicles driven or parked on onto University and associated University Park car parks.

5.4 Definition of Motor Vehicles

5.4.1 A motor vehicle is defined as any motorised conveyance. A motor vehicle which is not registered for use on public roads shall only be used on onto University roads and car parks with the written consent of the Chief Operating Officer.

5.4.2 All persons using or parking a motor vehicle on University premises do so entirely at their own risk whether to themselves, their passengers, the motor vehicle or its contents. The University will not be responsible for any loss of or damage to any motor vehicle or to anything thereon or contained therein.

5.4.3 Learner drivers are not permitted to drive on University onto University and associated University Parks without the written consent of the Chief Operating Officer.

5.5 Unauthorised Motor Vehicles

5.5.1 Any motor vehicle which, in the opinion of the University, is causing an obstruction or a safety hazard or is found to have been apparently abandoned within the University grounds will be liable to be removed. In cases of apparent abandonment, the University authorities will take all reasonable steps to obtain the registered owner's particulars, and if ownership is established, the owner will be requested in writing to have the vehicle removed within 28 days. Failure by the owner to do so will result in arrangements being made for its disposal. Any expenses incurred in the removal or by the abandonment or disposal of such a vehicle will be met by the registered owner.

5.5.2 In a case where ownership of any motor vehicle cannot be established the University reserves the right to dispose of the vehicle. The University Authorities will not be held responsible for any loss or damage in respect of abandoned vehicles.

5.6 Discipline, Penalties and Appeals

5.6.1 Fines are imposed as penalties up to a maximum of £200 for all vehicles entering the site. Vehicle owners are required to pay and a failure results in their swipe card access being withdrawn and them being prohibited from using University and associated University Park car parks. In exceptional circumstances, temporary exclusion from use of an otherwise authorised motor vehicle on the University and associated University Parks.

5.6.2 Appeals against any denial of vehicular access must be made within 7 days of the date on the letter of notification.

5.6.3 Disputes relating to these Regulations shall be referred in writing to the Security Manager in the first instance. Where the dispute cannot be resolved by this route, the user may appeal in writing to the Director of Facilities Management whose decision shall be final.

5.7 Visitors

5.7.1 Visitors to the University who commit breaches of parking, such as not parking in a specified parking space or unauthorised to park on site may have a traffic infringement warning notice issued for a first offence. For subsequent offences within the same University calendar year, a Civil Parking Notice may be issued under The Regulations.

5.7.2 Visitors may also be banned from the University campus or from bringing a motor vehicle or bicycle onto the campus on the recommendation of the Security Office.

5.8 Exemptions

5.8.1 Temporary exemption may be granted from specific requirements of these conditions and the Code of Conduct on Traffic and Parking in the University and associated University Parks on the recommendation of the Security Office.

5.8.2 Permit applicants are deemed to have accepted these conditions once their application has been made.

5.9 Future improvements to enforcement

5.9.1 The University has to introduce an Automatic Number Plate Recognition (ANPR) system to control entry to and from the site, with entry giving automatic access to the on-site car parking provision. The ANPR will be able to recognise the different user groups, having full and varying levels of partial access.

5.9.2 The ANPR system will also be able to record daily entries for members of staff using occasional user permits and therefore allows the University to promote a 'pay as you park' principle on site.

5.9.3 The system will also help to improve the security of the site and reduce the number of people abusing the current parking policy by not paying for permits.

5.9.4 Improved signage will also be erected in all car parks and at the University entrances over the coming months.

6 Monitoring and responsibilities

6.1 Monitoring

6.1.1 Loughborough University will be able to supply the following key performance indicators to Leicestershire County Council, submitted as part of regular progress reports on the travel plan and the car parking management strategy. These are defined in the table below.

Table 9 Monitoring performance indicators

Indicator	Data source	Review frequency
Total number of parking permits issued	Security Admin Office	Monthly
Permits issued by permit type	Security Admin Office	Monthly
Permits issued by emissions banding	Security Admin Office	Monthly
Number of staff, tenants and students driving to work each day, especially commuting during the 8-9AM peak period	Security Admin Office	Every 3 months
Total number of staff parking for 1,2,3,4 and 5 days per week	Security Admin Office	Every 3 months
Main travel mode	Staff travel survey	Bi-annual

6.1.2 ANPR systems will give LU the ability to record the entry and exit times of vehicles entering the University alongside the number and frequency of visits by each vehicle.

6.2 Responsibilities

6.2.1 The following table shows the responsibilities of staff at the University to deliver the actions contained within this strategy.

Table 10 Action responsibilities

Task	Responsibility	Reviewer
Issuing of permits	Security Admin Office	Corporate Services Manager
Management of permit application form and database	Parking Manager	Sustainability Manager
Issuing of tenant permits quotas	Tenant managers	Sustainability Manager
Reporting of monitoring data	Sustainability Manager	Leicestershire CC
On site patrols and enforcement	LU Security	Corporate Services Manager
Staff appeals	Appeals Panel	Director of Facilities
Policy review	Sustainability Manager	Executive Leadership Team