

# **LTU Car Parking Policy AY 2017/18**

## **Our Approach**

The provision of car parking is an integral element of our Integrated Travel Plan and Environment Policy. Leeds Trinity will, insofar as resources permit, provide car parking spaces for staff and visitors where practically possible, whilst providing/encouraging use of public transport, a free shuttle bus, LTU Car Share Scheme, and electric car charging points to all LTU staff and students. Those who live close to campus will also be encouraged to walk or cycle to the University.

## **Availability**

Whilst there are parking spaces available across the majority of the academic year, there are times when there is considerably more demand on the University's car parking space than there are spaces available. Reductions in parking space availability may arise in order to accommodate University recruitment activities (e.g open days), key events (e.g graduation ceremonies) and/or estate development/maintenance projects.

Leeds Trinity has, therefore, introduced the measures outlined below to manage the use of car parking.

Parking is available at several locations on the campus:

- North Car Park
- East Car Park
- West Car Park
- South Car Park
- Tennis Courts
- Trinity Close Car Park
- Yarnbury Rugby Club

University users will have access to all parking spaces with the exception of those that are reserved. There will be no parking except in individually marked parking bays and you must ensure that your parking permit, blue badge, pay and display ticket or visitors permits are clearly displayed.

## **Parking Permits**

Staff permits are required to park a motor vehicle (other than a motor-cycle parked in the Cycle Bays) on campus between 8.30am and 4.30pm, Monday to Friday. For the purpose of this policy, the 2017/18 year is from 18<sup>th</sup> September 2017 to 29<sup>th</sup> June 2018.

Annual permits can be purchased by emailing [travel@leedstrinity.ac.uk](mailto:travel@leedstrinity.ac.uk) and requesting an application form or these can be collected from the Main Reception in The Atrium. The Application form can also be downloaded from the following web page:

<http://www.leedstrinity.ac.uk/aboutus/findus/Pages/CarParking.aspx>.

These staff permits are based on a rolling contract and you will be charged 0.5% of your monthly salary each month. The total cost will be capped at £300 pa.

Please inform [travel@leedstrinity.ac.uk](mailto:travel@leedstrinity.ac.uk) of any changes to your registration details.

*Please note that permits do not guarantee a parking space on campus.*

### **Pay and Display Tariffs**

This facility is available to all University users.

Pay & Display charges

(Applicable from: 8.30am - 4.30pm - Monday Friday).

<b>Length of stay</b>	<b>Charge (no change given)</b>
Up to 1.5 hours	£1.00
Up to 3 hours	£2.00
Up to 5 hours	£3.00
Up to 8 hours	£5.00

### **Enforcement (Methods, Times and Dates)**

Leeds Trinity (or nominated contractors) will issue Parking Charge Notices (PCNs – see below) on vehicles that:

- Fail to display the eligible permit and/or pay and display ticket, blue badge or visitors permit,
- On vehicles that are parked on yellow lines,
- In spaces reserved for Medical Emergency Staff.
- In accessible blue badge parking bays without displaying a blue badge.

All permits/tickets must be clearly displayed in the windscreen of vehicles during the hours of 8.30am and 4.30pm during the aforementioned term dates. Leeds Trinity may decide to alter these dates as required and will publish any such changes beforehand.

### **Parking Charge Notice (PCN) Levy**

- The PCN levy is £60. This will be reduced to £30 if paid up to 7 days after the notice date.
- The nominated contractor is responsible for the collection of unpaid PCNs and may use legal action where necessary to recover unpaid PCNs.
- The contractor will issue an appeal procedure along with every PCN issued.

### **Accessible Parking – Free of charge**

Leeds Trinity has designated car-parking spaces for car drivers that require accessible parking bays. Leeds Trinity will make all reasonable efforts to ensure these parking spaces are only used by drivers who display their blue badge permits.

Leeds Trinity will monitor the usage of these accessible parking spaces in order to decide whether or not to increase the quantity of these spaces.

If issues arise concerning the availability of the parking spaces, those concerned should raise the matter with the LTU Travel Department via [travel@leedstrinity.ac.uk](mailto:travel@leedstrinity.ac.uk).

### **Car Sharing Scheme**

- Nine spaces have been allocated for priority parking for car sharers (3 are situated in the Main Car Park and 6 at Fountains Court).
- These spaces will be open to registered car-sharers from early morning until 10:30am when they will revert to general use if not in use.
- Registered car-sharers will have to display their car-share permit and the spaces will be monitored by LTU's on-site Travel Contractor to ensure no single use drivers.

Student Applicants for car sharing:

- Must travel to campus by car.
- Must pair up with someone also travelling to campus by car to travel together.
- Both parties must produce documents proving their car ownership.

Staff Applicants for car sharing:

- Must both hold annual staff parking permits (each permit will be discounted by 50%) based on the applicants:
- Travelling to campus by car,
- Pairing up with someone also travelling to campus by car to travel together,
- Both parties producing documents proving their car ownership.

Participants abusing this facility may have their use of it curtailed.

Please contact [travel@leedstrinity.ac.uk](mailto:travel@leedstrinity.ac.uk) for further information and to apply.

### **Short-term drop off/pick up provision**

There will be 2 short-term drop-off/pick-up spaces for users of the Nursery, with a maximum 10 minutes waiting time allowed. These are located outside Concorde Building and are accessed via the Westgate entrance.

### **Reserved Areas for visitors**

Leeds Trinity welcomes visitors and provides parking arrangements through daily visitor permits which are available via the Main Reception located in the Atrium. Any misuse of these permits will result in a Parking Charge Notice (PCN) being issued. Please contact the Reception for further information on 0113 283 7100.

University staff are able to reserve car parking spaces (for visitors on University business only) via the reception team. The availability of these spaces is limited and allocated on a first come first served basis. Each request to reception must be made at least 2 working days in advance by e-mail.

### **Control Measures and Sanctions**

Regular inspections of car parks will take place between the hours of 8.30am and 4.30pm Monday to Friday in term time.

Vehicles that are in breach of the policy will be issued with a Parking Charge Notice (PCN)/fine. Appeals must be taken up directly with the Parking Enforcement Company (details included on the notice) **not Leeds Trinity University**.

### **Car Park Security**

Leeds Trinity does not accept any responsibility for damage or loss to vehicles or their contents on or off campus.

There is extensive CCTV coverage throughout the campus.

### **Off-campus parking**

Leeds City Council has introduced a restricted parking schemes on the roads surrounding the campus, namely:

- Brownberrie Lane,
- Westbrook Lane,
- Southway,
- Lee Lane West.

Please take care to comply with any signage on these streets. When parking off-campus drivers are expected to park carefully and with thought for the needs of local residents and the safety of road users and pedestrians. E.g. do not block driveways, access egress points, near or close to bus stops, pedestrian crossing points or on pavements etc.

**Yarnbury RFC:** Some parking is available for staff and students at Yarnbury RFC using a Yarnbury permit system. Parking is available Monday - Friday 8am - 5.30pm. This year the scheme will be administered by Leeds Trinity and if you require further information please contact [travel@leedstrinity.ac.uk](mailto:travel@leedstrinity.ac.uk).

Permit application forms can be found on line in the Car Parking Section of the Intranet or by contacting [travel@leedstrinity.ac.uk](mailto:travel@leedstrinity.ac.uk). Yarnbury permits can be purchased from the Online Store for £50 per term or £90 per year.

### **Disclaimer**

***LTU and Yarnbury RFC accept no responsibility for your vehicle or its contents.***