

Leeds Trinity University Car Parking Policy

Academic Year 2023/24

Our Approach

Leeds Trinity University will, insofar as resources permit, provide car parking spaces for staff, students and visitors where practicable. The University will also encourage the use of public transport, provide electric car charging points, and a free Shuttle Bus to all University staff, students and visitors. Those who live close to campus will be encouraged to walk or cycle to the University.

Availability

Reductions in parking space availability may arise in order to accommodate University recruitment activities (e.g. Open Days), key events (e.g. Graduation ceremonies) or estate development/maintenance projects.

The University has introduced the measures outlined below to manage the use of car parking.

Parking is available at several locations on the campus (see Appendix 1):

- | | |
|------------------------------------|--------------------------------------|
| • Main Car Park | 74 spaces |
| • Sports and existing Tennis Court | 207 spaces (incl. 2 accessible bays) |
| • Westgate and all rear car parks | 156 spaces (incl. 6 accessible bays) |
| • Reserved Area | 23 spaces (incl. 3 accessible bays) |
| • Trinity Close | 15 spaces (incl. 4 accessible bays) |
| • Yarnbury Rugby Club | 150 spaces |

Parking will only be permissible in individually marked parking bays and you must ensure that your parking permit, Blue Badge, Pay and Display ticket, visitors permit, or scratch card is clearly displayed within your vehicle.

Parking Permits

Staff permits are required to park a motor vehicle (other than a motorcycle parked in the cycle bays) on campus for the hours of duty Monday to Friday 08:30 – 16:30. Staff permits can be purchased by emailing Travel@leedstrinity.ac.uk and requesting an application form. This permit can be used on any site including Trinity Close as an overflow.

Non-residential student Yarnbury permits can be purchased via the Online Store and are charged at £60 per term or £100 per academic year. This permit allows parking at Yarnbury Rugby Club **ONLY**. Permits must be on show at all times. Resident students are not authorised to purchase a Yarnbury permit. The gate to the Yarnbury car park will be opened at 06:00 each weekday and vehicles should be removed no later than 21:00. No overnight parking in this area is allowed.

Resident Mentors are permitted to purchase a permit for the main campus car parks at a cost of £150 per year. Resident Mentor permits are subject to proof being shown of a car insurance policy that includes business use.

Scratch cards are available for Student Ambassadors, temporary staff members, casual staff members and Visiting Lecturers. Scratch cards can be purchased from the main Reception at a cost of £1 per card. This then entitles the holder to park for one day on campus. They can be bought in advance and multiple cards can be purchased at one time.

Aramark/Student Union/Nursery permits are required to park on campus between the hours of Monday to Friday 08:30 – 16:30. An application form will need to be submitted to Travel@leedstrinity.ac.uk and permits can be purchased via the Online store. Permits are paid for in advance either monthly (£7), quarterly (£21) or annually (£84). Failure to purchase or display a valid permit may result in being issued a PCN which will be enforced.

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

Visitor Parking Permits

University staff can reserve individual car parking spaces. These spaces are for visitors on University business only. The availability of these spaces is limited and allocated on a first come first served basis. All requests must be made via Reception@leedstrinity.ac.uk at least two working days in advance. A space can only be reserved if a name, car registration and date is provided. Please note that there is no guarantee during peak time that a space can be reserved.

Events Parking

The car parks are currently oversubscribed. Should you have an event taking place Monday to Friday, between 08:30 and 16:30, it is highly unlikely parking will be available. From 16:30 onwards parking for events can be accommodated.

For all events taking place where parking is required, this must be coordinated with the Travel team with as much advanced notice as possible. This is to include date, time and number of spaces required. If the provision of parking is possible, Travel will provide a one-time use permit which guests must display in their windscreen whilst on site. For all parking provided, the cost will need to be covered by the organising department. The costs for events parking is in line with the Pay & Display charges.

Please contact Travel@leedstrinity.ac.uk for more information.

Pay and Display Tariffs

This facility is available in all areas on campus (NOT Yarnbury). There are six payment machines situated around campus. Pay and Display can also be paid for via the RingGo app. Leeds Trinity University location is: 24753.

Monday to Friday 08:30 – 16:30

Length of stay	Charge (no change given)
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

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

- Fail to display an eligible permit or Pay and Display ticket, Blue Badge or visitors permit
- Are parked on yellow lines, hatched no parking areas, grass verges footpaths, or parking in such a way as to cause an obstruction or danger to other users of the campus
- Are parked in spaces reserved for taxis and buses
- Are parked in an accessible Blue Badge parking bay without displaying a Blue Badge
- Are not parked correctly in the marked bays

All permits/tickets must be clearly displayed on the dashboard of vehicles during the hours stated.

Parking Charge Notice (PCN) Levy

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

Total Parking Solutions contact details: Total Parking Solutions Ltd, PO Box 7135, Kettering, NN16 6BP. Telephone: 01536 680107.

Blue Badge Holders

Leeds Trinity University has designated accessible car parking spaces for car drivers that hold a Blue Badge. Spaces available can be found in the breakdown above on page 1. The University will make all reasonable efforts to ensure these parking spaces are only used by drivers who display their Blue Badge.

Control Measures and Sanctions

Regular inspections of car parks will take place all year round. Vehicles that are in breach of this policy will be issued with a Parking Charge Notice. 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 University 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 have introduced restricted parking schemes on various roads surrounding the campus.

Please take care to comply with any signage in these areas. 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. park responsibly and do not block driveways, access egress points, near or close to bus stops, pedestrian crossing points or on pavements, or close to corners that may restrict visibility or cause an obstruction.

Contractor Parking

The University recognises the importance of providing parking facilities for use by contractors where this is essential for undertaking their work.

Contractors are required to detail their exact space requirement at the pre commencement meeting. Permits will be issued on a contract-by-contract basis and as a rule will be limited to a maximum of 4 permits per contract. Exceptions can be discussed to support much larger projects where capped parking limits will be detrimental to the delivery of the project. In these cases, an area of parking will be cordoned off.

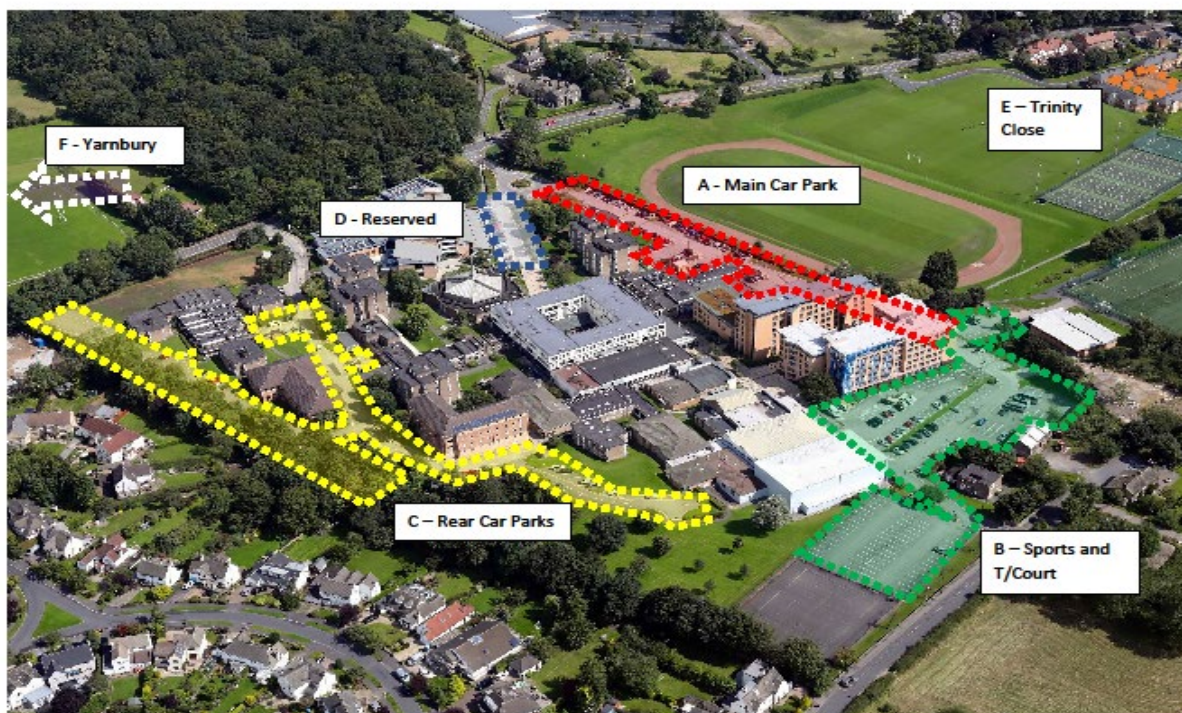
Contractors will be issued with a parking permit with their permit to work, and the location where vehicles can be parked will be agreed prior to issue of the permit and documented within the contractors pre contract information. If contractor vehicles are found to be parked out of their allocated space/area, they will be classed as parked non-compliantly and will be subject to issue of PCN.

Contractors should note that all permit-holders, including subsidiary companies, subcontractors and suppliers, must abide by the University's Parking Terms and Conditions as laid out in this policy.

In order to park in a University car park, contractor permit-holders must display a valid parking permit in their vehicle at all times.

Disclaimer: Leeds Trinity University and Yarnbury Rugby Club accept no responsibility for your vehicle or its contents.

Appendix 1- Car Park Areas map



Car Park Capacities

Area	No of spaces
A – Main Car Park	74
B – Sports and Tennis Court	207
C – Rear Car Parks	156
D – Reserved Area	23
E – Trinity Close	15
F – Yarnbury	150
Total excluding Yarnbury	475
Total including Yarnbury	625

Frequently Asked Questions

1. I am a resident student, where can I park my car?

Unfortunately, due to very limited space on campus we have no onsite parking available for resident students. Resident students can utilise the Pay and Display (or via the RingGo app) facility to park in the main campus car parks, the charges for which are as follows:

Monday to Friday: 08:30 – 16:30

Up to 1.5 hours	£1
Up to 3 hours	£2
Up to 5 hours	£3
Up to 8 hours	£5

From 16:30 – 08:30 the car park is free.

2. I live at Trinity Close, can I park in the car park here?

There are a limited number of permits that residents at Trinity Close can purchase to park at Trinity Close. The cost of this permit is £150 for the academic year and they are available on a first come first served basis.

3. If my lectures run over the stated car park opening times can I still park at the Yarnbury Rugby Club?

The Yarnbury car park opens at around 06:00 hours and closes at around 21:30 hours, to allow for early and late lectures. The times stated on the Online shop refer to active parking charging hours only.

4. What times does the Shuttle bus run?

The Shuttle bus runs Monday to Friday, term-time only. The first bus runs at 07:30 hours and the last bus is at 18:45 hours. There are 3 routes that run; Horsforth train station, the Morrisons loop, and the shopping loop (Headingley and Kirkstall Bridge).

5. Do I need to Pay and Display after 16:30 hours?

No, the campus car parks are free after 16:30 hours until 08:30 hours.

6. Do I need to Pay and Display on a weekend?

No, the campus car parks are free all weekend until 08:30 hours on Monday morning.

7. I am going on Placement and need my car, what can I do?

Please contact the Travel team at Travel@leedstrinity.ac.uk for information.

8. Where are the accessible bays?

Sports and existing tennis court	2 accessible bays
West gate and all rear car parks	6 accessible bays
Reserved area by the main Reception	3 accessible bays
Trinity Close	4 accessible bays

9. Do I need a permit or to Pay and Display to park in an accessible bay?

No, it is free to park in an accessible bay providing you have a valid Blue Badge on display.

10. How much will I be charged for my staff permit?

Staff are charged 0.5% of their annual salary, the cost of which is spread across 12 months and deducted from your salary on a monthly basis.

11. Where can I find an application form to apply for a staff permit?

Contact the Travel team at Travel@leedstrinity.ac.uk

12. Will I receive a new staff permit every year?

Yes, staff must reapply for their permits each year.

13. What if I get a new car?

Please inform Travel of your new car registration details at Travel@leedstrinity.ac.uk

14. What if I forget to put my staff permit in my car?

You are liable to get a PCN. If you forget your permit please contact Travel@leedstrinity.ac.uk at your earliest convenience.

15. Can I use my staff permit on more than one car?

Yes, you can have two different car registrations on your permit. But please note you will only be issued with one permit so you must remember to transfer your permit to the vehicle you are using on that day.

16. I am a casual/temporary/visiting lecturer member of staff, am I eligible for a staff permit?

No, you must use the scratch card system.