

Leeds Trinity University Car Parking Policy - Academic Year 2020/21

For the purpose of this policy, the below procedures will be in operation from Monday 14 September until Wednesday 23 December 2020, when it will then be re-visited and evaluated to meet the Covid-19 guidelines at the time.

Our Approach

The provision of car parking is an integral element of our Integrated Travel Plan and Environment Policy. Leeds Trinity University will, insofar as resources permit, provide car parking spaces for staff, students and visitors where practically possible, whilst also encouraging the use of public transport and providing a free shuttle bus and electric car charging points to all University 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.

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

Parking is available at several locations on the campus (see Appendix 1): (however please note in red, current spaces available. These are reduced due to Covid-19 alterations on campus and ensuring social distancing.

- Main Car Park - 74 (**63**) spaces; (Pay and Display or Visitors permit),
- Sports and existing Tennis Court – 207 spaces (incl. two DDA bays); (Pay and Display or Visitors permit),
- Westgate and all rear car parks – 156 (**148**) spaces (incl. six DDA bays); (Staff Permit Use Only),
- Reserved Area – 23 spaces (Bookings and short stay only) (incl. three DDA bays),
- Trinity Close – 15 spaces (incl. four DDA bays); (Pay and Display, Staff Permit Use or Sports Degree permits) and
- Yarnbury Rugby Club – 150 spaces (Yarnbury or Staff Permit Use Only).

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. You must reverse park where possible to ensure social distancing measures are met and wear a mask/face covering when entering campus and follow any one way distancing measures in place.

Parking Permits

Staff permits are required to park a motor vehicle (other than a motor-cycle parked in the Cycle Bays) in Westgate/Any rear car park on campus for the hours of duty Monday to Friday 8.30am – 4.30pm.

Staff permits can be purchased by emailing travel@leedstrinity.ac.uk and requesting an application form. This permit can be used at Westgate/any rear car park or Yarnbury as an overflow. Existing staff permits are useable, staff only need to apply if they do not have a permit.

Please inform travel@leedstrinity.ac.uk of any changes to your registration details.

Non-Residential Student Yarnbury permits can be purchased via the online store and are charged at £60 per term or £100 per year. This permit allows parking at Yarnbury Rugby Club ***ONLY***. Residents students are not authorised to purchase a Yarnbury permit. You must reverse park where possible to ensure social distancing measures are met and wear a mask/face covering when entering campus and follow any one way distancing measures in place.

Resident Mentors are permitted to purchase a Main Car Park permit at a cost of £36.00 per year. For more information please contact travel@leedstrinity.ac.uk.

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

Parking restrictions apply on campus, at all halls, and in surrounding local roads. There is the facility to utilise the pay and display should you wish, however, as a resident student it is advised that you do not bring your car to campus. The University provides a free shuttle bus that covers drop of and pick up points for Horsforth Train Station, local supermarket, doctors, dentists and other local amenities that will support your residency on campus.

Frequently asked questions are answered in Appendix 3.

Visitor Parking Permits

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

Please see Appendix 2 for the procedure and how to apply for any permit on campus.

Pay and Display Tariffs

This facility is available in all areas accessible from the Main Entrance (NOT Westgate Entrance). Pay and Display is NOT available at Yarnbury. When using the pay and display facility, you must use the online app wherever possible (instructions can be found on the side of each machine). When using coins, please ensure you sanitise your hands directly afterwards.

Pay and Display charges

(Monday – Friday 8.30am – 4.30pm (term-time only)

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 (Methods, Times and Dates)

Leeds Trinity University (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;
- Are parked in the incorrect area;
- 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 Medical Emergency Staff;
- Are parked in accessible blue badge parking bays without displaying a blue badge;
- Are using the campus as parking while on holiday, overnight or on annual leave;
- Are not parked correctly in the marked bays.

All permits/tickets must be clearly displayed on the dashboard of vehicles during the hours stated. The University may decide to alter these dates and times 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 seven 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.

Blue Badge Holders ONLY – Free of charge

Leeds Trinity University has designated car-parking spaces for car drivers that require blue badge holder's bays. 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 permits.

The University will monitor the usage of these 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 Leeds Trinity University Travel Department via travel@leedstrinity.ac.uk.

Car-Sharing

Car-Sharing is available for all staff. If you are interested in finding out how to car-share, contact Travel at travel@leedstrinity.ac.uk. All car-sharers will receive a 50% discount on their permit.

Control Measures and Sanctions

Regular inspections of car parks will take place all year round.

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 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

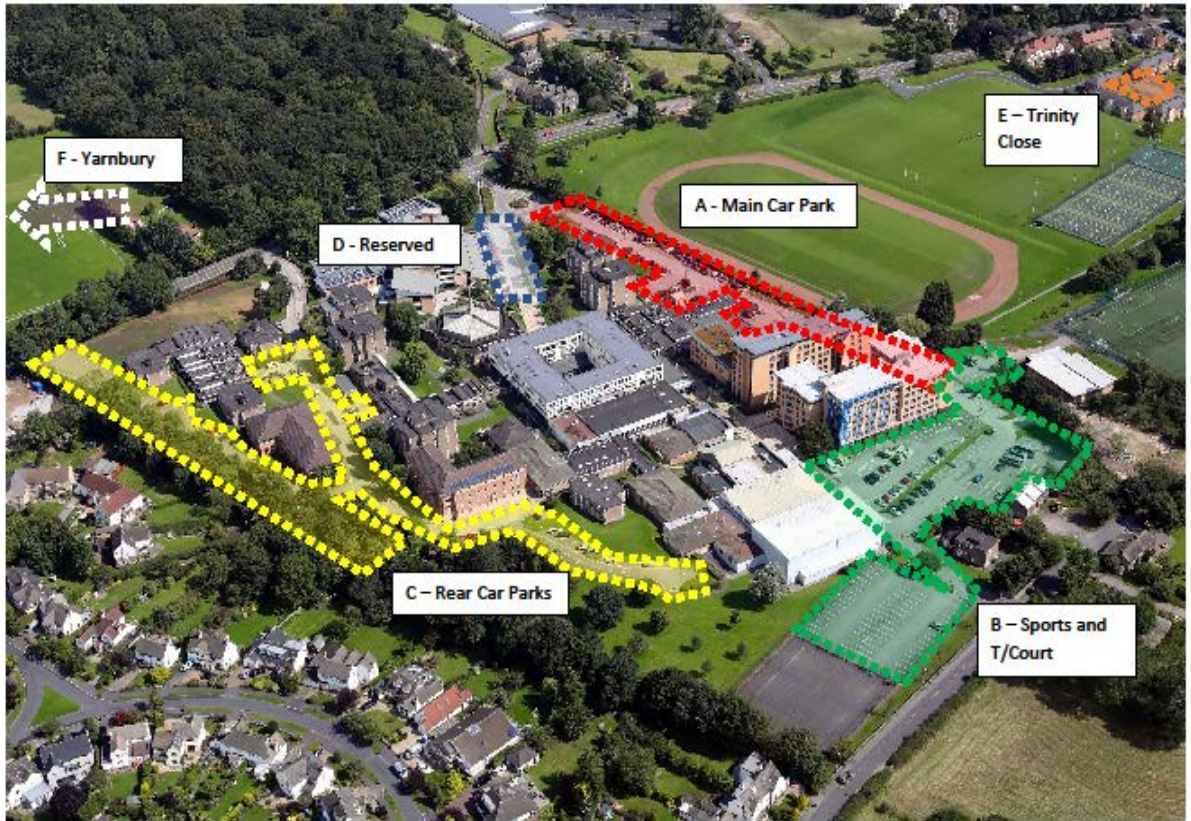
Leeds City Council have introduced restricted parking schemes on various roads surrounding the campus.

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 etc.

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

****This is the current policy and is subject to change*.***

****Reminder - When using the pay and display facility, you must use the online app wherever possible (instructions can be found on the side of each machine). When using coins, please ensure you sanitise your hands directly afterwards. You must reverse park where possible to ensure social distancing measures are met and wear a mask/face covering when entering campus and follow any one way distancing measures in place*.***

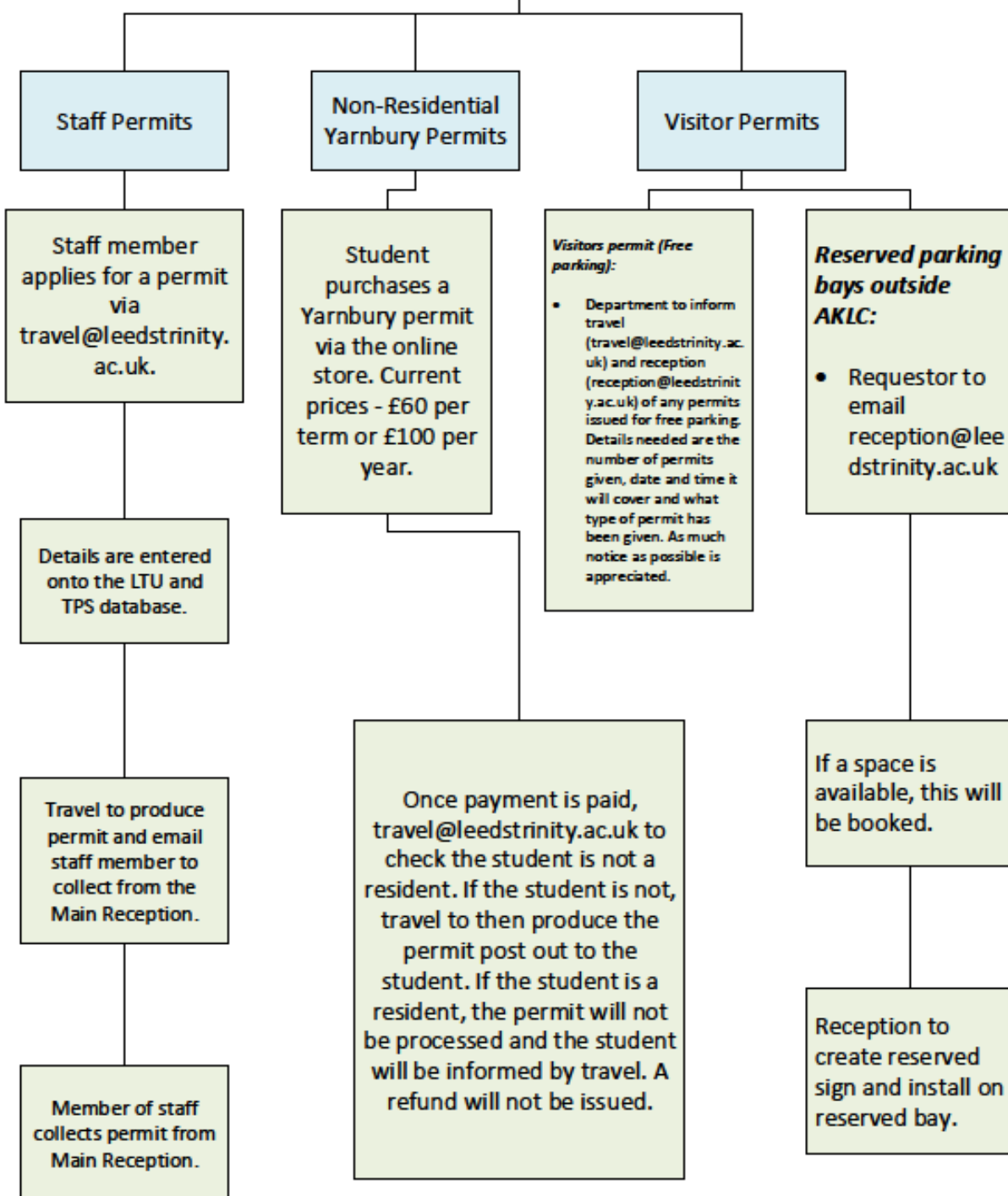


Appendix 1: Car Park Areas

Area	No of spaces
A – Main Car Park	74 (63 currently available.)
B – Sports and Tennis Court	207
C – Rear Car Parks	156 (148 currently available.)
D – Reserved Area	23
E – Trinity Close	15
F – Yarnbury	150
TOTAL EXCL YARNBURY	475
<u>TOTAL INCL YARNBURY</u>	625

Appendix 2: Procedure to apply for a permit

Car Parking Permits/Passes 2020-2021 (Sep-Dec).



Students

- I am a resident student; where can I park my car?
 - Resident students can use the pay and display facility in any area accessible from the Main Entrance (not Yarnbury or Westgate car parks).
- I am a resident student; can I have a permit?
 - Resident students cannot purchase a permit, but you can use the pay and display.
- I live at Trinity Close, can I park in the car park here?
 - No, this is reserved for a staff over-flow carpark.
- What times does the shuttle bus run?
 - From 7.18am until 6.58pm, at least every half hour.
- Does the shuttle bus run all year?
 - No. Term-time only and through graduation week.
- Do I need to pay and display after 4.30pm?
 - No.
- Do I need to pay and display on a weekend?
 - No.
- 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.
- I will be on campus out of term-time, can I still use my permit?
 - Yes.
- Where are DDA bays?
 - Sports and existing Tennis Court – two DDA bays
 - Westgate and all rear car parks – six DDA bays
 - Reserved Area at the front of the Main Reception – three DDA bays
 - Trinity Close – four DDA bays
- How many DDA bays are there on site?
 - 15.
- Are there any DDA bays at Yarnbury?
 - No. However, students are able to use the DDA bays on the main campus for free.
- Do I need a permit or pay and display ticket to park in a DDA bay?
 - No. It is free to park in a DDA bay with your blue badge on show.

Staff

- How much will I be charged for my permit?
 - Please contact travel at travel@leedstrinity.ac.uk for more information.
- Will I receive a new permit every year?
 - No. These are rolling contracts and permits and are renewed automatically unless asked otherwise.
- What if I get a new car?
 - Please inform Travel of your new Registration details at travel@leedstrinity.ac.uk
- I would like to car-share, do we have this facility?
 - Yes. Please email travel@leedstrinity.ac.uk
- I am currently car-sharing, where do I park?
 - Please email travel@leedstrinity.ac.uk
- What if I forget to put my permit in my car?
 - You will receive a fine. If you forget, please contact travel@leedstrinity.ac.uk at your earliest convenience.

- Can I have more than one car per permit?
 - Yes. Please inform travel at travel@leedstrinity.ac.uk of all registrations you will use.
- Can I have more than one permit?
 - No. Please transfer your permit when using another vehicle.
- I am a flexi member of staff and do not get a set wage from University, can I have a permit?
 - Please contact travel at travel@leedstrinity.ac.uk.
- Where are DDA bays?
 - Sports and existing Tennis Court – two DDA bays
 - Westgate and all rear car parks – six DDA bays
 - Reserved Area at the front of the Main Reception – three DDA bays
 - Trinity Close – four DDA bays
- How many DDA bays are there on site?
 - 15.
- Are there any DDA bays at Yarnbury?
 - No. However, staff can use the DDA bays on the main campus for free.
- Do I need a permit or pay and display ticket to park in a DDA bay?
 - No. It is free to park in a DDA bay with your blue badge on show.
- Can I park in the main car parks?
 - We would prefer all staff to park at Westgate/any rear car park. However, if you have an issue/condition which means you are unable to do so, please contact travel at travel@leedstrinity.ac.uk