

# Leeds Trinity University Car Parking Policy

## Academic Year 2021/22

### 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 practicable, whilst also encouraging the use of public transport, providing a free shuttle bus and electric car charging points to all University staff, students and visitors. 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):

- Main Car Park - 74 spaces;
- Sports and existing Tennis Court – 207 spaces (incl. two DDA bays);
- Westgate and all rear car parks – 156 spaces (incl. six DDA bays);
- Reserved Area – 23 spaces (Bookings and short stay only) (incl. three DDA bays);
- Trinity Close – 15 spaces (incl. four DDA bays); (Staff Permit Use or Sports Degree permits only);
- Yarnbury Rugby Club – 150 spaces (Student & Staff Yarnbury permit only – No Pay and Display. Monday to Friday 6am – 6pm term time only).

Parking will only be permissible in individually marked parking bays and you must ensure that your parking permit, blue badge, pay and display ticket or visitors permit are clearly displayed within your vehicle.

## Parking Permits

Staff permits are required to park a motor vehicle (other than a motor-cycle parked in the Cycle Bays) on campus or at Yarnbury Rugby Club for the hours of duty Monday to Friday 8.30am – 4.30pm.

*Staff* permits can be purchased by emailing [travel@leedstrinity.ac.uk](mailto:travel@leedstrinity.ac.uk) and requesting an application form. This permit can be used on any site including Yarnbury or Trinity Close as an overflow.

Staff Yarnbury permits can be purchased via the online store [Car Parking | Leeds Trinity University Online Store](#) and are charged at £60 per term or £100 per year. This permit allows parking at Yarnbury Rugby Club **ONLY**. Permits must be on show at all times. The gate to the Yarnbury car park will be opened at 6am each weekday and vehicles should be removed no later than 6pm. \*No overnight parking in this area is allowed.\*

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

***If you currently hold a staff permit, there is no need to renew as new permits will not be given.***

Non-Residential Student Yarnbury permits can be purchased via the online store [Non- Residential Student Car Parking Yarnbury RFC 2021/22 | Leeds Trinity University Online Store](#) and are charged at £60 per term or £100 per 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 6am each weekday and vehicles should be removed no later than 6pm. \*No overnight parking in this area is allowed.\*

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](mailto: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 on 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.

For further information please refer to frequently asked questions in Appendix 6.

## Visitor Parking Permits

University staff are able to reserve individual (not group bookings) 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](mailto: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. Permits must be on show at all times.

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

## Events and sponsors free parking

- If your department requires free parking for an event on site or a group booking i.e more than 5 people, you may be able to have free parking for this. However, travel will need to be informed of the reason why this should be free parking and you will be asked to provide a budget code if you wish this cost to be taken from your departments budget at year end. All free parking requests are logged, and an annual amount is tracked and reviewed by finance each year. You will be asked to:
  - Coordinate your event plan with travel with as much notice as possible,
  - Advise travel of numbers planning to attend,
  - Travel will provide a one-time use permit which guests must display in their windscreen at all times while on site,
  - Event organisers to be responsible for collecting and issuing permits from Reception once approved.

Please contact [travel@leedstrinity.ac.uk](mailto:travel@leedstrinity.ac.uk) for more information.

## Pay and Display Tariffs

This facility is available in all areas on campus (NOT 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 before and afterwards.

## Pay and Display charges

Monday – Friday 8.30am – 4.30pm

<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 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 or other emergency vehicles;
- 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 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.

## Blue Badge Holders ONLY – Free of charge

Leeds Trinity University has designated accessible 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 on campus.

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](mailto:travel@leedstrinity.ac.uk).

## 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 (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.

## Coach Parking

Coach parking is available at Yarnbury by prior arrangement only. This must be arranged 48hrs before use. Please email [travel@leedstrinity.ac.uk](mailto:travel@leedstrinity.ac.uk) to arrange this. Coaches must not be parked on main campus at any time. The Coach Policy including details on risk assessments can be found in appendix 3.

## Contractor Parking

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

Any contractor may apply for permit to use car parks on the University campus while working on behalf of the University. Contractor parking permits will be issued only upon confirmation from an appropriate University sponsor of the type of work and contract duration.

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 site. Exceptions can be discussed to support much larger projects where capped parking limits will be detrimental to the delivery of the project.

Contractors will be issued a permit to park with their permit to work, and the location where vehicles can be parked will be agreed prior to issue of 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 by the car park contractor. Any challenges to a received PCN must be directed to the car park contractor and not the University.

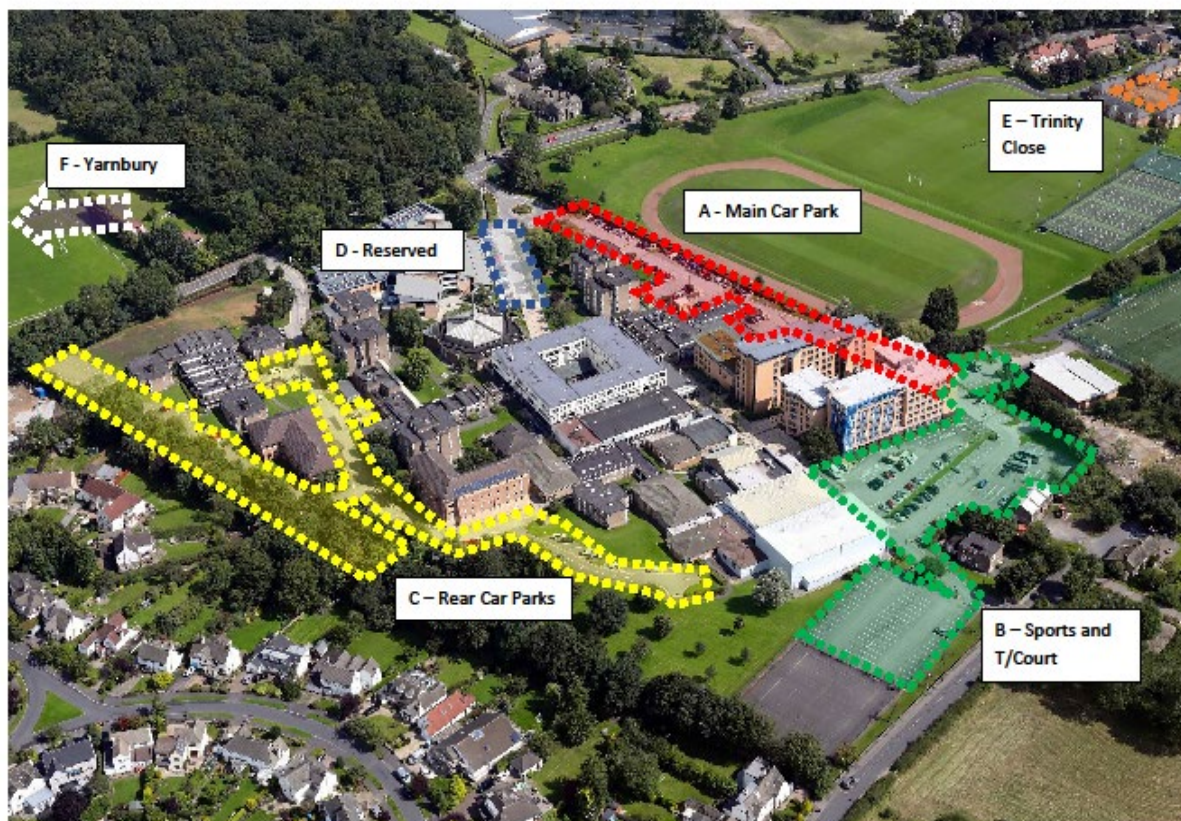
Contractors should note that all permit-holders, including subsidiary companies, subcontractors and suppliers, must abide by the University's Parking Terms & Conditions as laid out in this policy.

In order to park in a University car park, contractor permit-holders must display a valid parking permit in their vehicle at all times. The policy for contractors parking can be found in appendix 4.

**\*\*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**

## Appendix 1- Car Park Areas map



### Car Park capacities

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



## Appendix 2: Procedure to apply for a permit

### Staff Permits

1. Staff member applies for a permit either through filling in an application form given to them by HR during onboarding or by emailing [travel@leedstrinity.ac.uk](mailto:travel@leedstrinity.ac.uk) directly, to request a permit.
2. Travel team then process the permit and let the staff member know when it is ready for collection.
3. Staff member collects their permit from the Main Reception.

### Non-Residential Student Yarnbury Permits

1. A student purchases a Yarnbury permit via the online store. Current prices are £60 per term or £100 per academic year.
2. Once the permit has been purchased and it has been confirmed that the student is a none-resident, the travel team process the permit and let the student know when it is ready for collection.
3. If the student who applied for a permit is a resident, the permit will not be processed, and they will be unable to park at the Yarnbury car park. The physical permit for use will not be issued.
4. Student collects the permit from the main reception.

### Visitor Permits - Free parking for visitors & Events

1. The LTU Staff Contact emails [travel@leedstrinity.ac.uk](mailto:travel@leedstrinity.ac.uk), no later than 48 hours prior to the event, with the following details:
  - Date & time the parking is needed.
  - The number of permits needed.
  - The name of the event taking place.
  - The name of the department making the request.
2. The travel team then inform the reception team who will ensure the permits are ready for collection from the main reception.
3. Please note for large groups, you should contact the travel team no less than 2 weeks prior to the event.

### Visitor Permits - Reserved Parking bays outside AKLC:

1. The LTU staff contact emails [reception@leedstrinity.ac.uk](mailto:reception@leedstrinity.ac.uk) requesting a reserved bay for a specific time and date.

2. If a space is available, this will be booked.
3. The LTU staff contact is to inform the recipient that their request has either been approved or denied.
4. If approved, reception team will create a reserved sign and install it on the reserved bay.

## Appendix 3: Coach & Minibus Parking

1. Event organiser emails [travel@leedstrinity.ac.uk](mailto:travel@leedstrinity.ac.uk) at least 48 hours prior to the event, confirming the following details:
  - Date & time the parking is needed.
  - The number of permits needed.
  - The name of event taking place.
  - The name of the department making the request.
  - The size of vehicle that will be coming on site.
2. The travel team then respond to the event organiser, detailing the parking options that are available, based on the date, time and size of vehicle.
3. If the Vehicle is an 8-seater or smaller:
  - A vehicle of this size may remain on campus for the duration of the event and the travel team will arrange for a free parking pass, with an expiry date on, to be picked up from reception by the bus driver upon arrival.
  - This needs to be communicated to the bus driver prior to their arrival by the event organiser and the permit must then be clearly displayed throughout their stay on campus.
  - As there is an expiration date clearly marked on the permit, there is no need for the bus driver to return the permit at the end of their stay, they can dispose of this themselves.
4. If the vehicle is larger than an 8-seater:
  - A vehicle of this size is only permitted onsite to utilise the bus stop for drop off and pick up purposes and must move to the Yarnbury site during waiting periods.
  - There are no bookable spaces at Yarnbury, so the coach will need to park wherever there is space, however, please note there can be no more than 3 coaches on the Yarnbury site at any one time, so the travel team must be informed 48 hours ahead, to confirm there is availability.
  - Coaches parking at Yarnbury will not require a permit, so once the travel team have confirmed availability, the event organiser can communicate the above process to the driver.

## Appendix 4: Contractor Parking

1. Contractors carrying out works on campus will be eligible for a free parking pass for the duration of their time on site. Please note that permits are limited to a maximum of 4 per contract, however, exceptions can be discussed to support much larger projects where capped parking limits will be detrimental to the delivery of the project.
2. The LTU staff contact for the contract is responsible for booking the parking permits and ensuring that all contractors receive their free parking permit upon arrival.
3. The free parking permit should be issued upon completion of the PTW (permit to work), which are to be completed by the primary contact, prior to any on site works taking place.
4. The LTU staff contact will agree a specific, onsite parking location with the contractors, prior to them receiving their permit. If contractor vehicles are found to be parked out of their allocated space/area, they will be classed as being parked non-compliantly and will be subject to issue of PCN by the car park contractor.
5. The Contractors will collect their free parking permit from the main reception upon arrival, along with their ID Card.
6. The LTU staff contact is responsible for ensuring the permit has an expiry date on that is in line with the end of the agreed works.
7. Upon completion of the works on site, there is no need for contractors to return the permit to LTU, they can just dispose of this themselves.

## Appendix 5: Resident Student Special Circumstances Permits

1. Resident students email travel, letting them know that they require a parking permit (for various reasons)
2. The travel team will then email the student a 'resident student temporary parking' application form, which will need to be completed and sent back.
3. The travel team will then send the application onto the relevant team for assessment.
4. Once assessed, the travel team will inform the student of the outcome and if successful, direct them to the online store to complete their permit purchase.

## Appendix 6: Frequently Asked Questions

### 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).
- 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 and the Athlete Support Package.
- 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](mailto: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.
- I am a resident student and need my car on campus, is this possible?
  - You will need to follow the Resident Student Special Circumstance Policy (see appendix 5).

## Staff

- How much will I be charged for my permit?
  - Staff are charged 0.5% of their annual salary each month.
- Where can I find an application form for a permit?  
<http://intranet.leedstrinity.ac.uk/CampusServices/travelguide/default.aspx> - or by contacting [travel@leedstrinity.ac.uk](mailto:travel@leedstrinity.ac.uk)
- 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](mailto:travel@leedstrinity.ac.uk)
- I would like to car-share, do we have this facility?
  - Not currently. We will advise all staff when this is available.
- What if I forget to put my permit in my car?
  - You will receive a Parking Charge Notice. If you forget, please contact [travel@leedstrinity.ac.uk](mailto: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](mailto: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](mailto: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
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  - 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.