

UNIVERSITY OF CUMBRIA

TRAFFIC REGULATIONS AND CAR PARKING POLICY

NB. This policy is available on the University of Cumbria website and it should be noted that any printed copies are uncontrolled and cannot be guaranteed to constitute the current version of the policy.

POLICY SCHEDULE	
Policy title	Traffic Regulations and Car Parking Policy
Policy owner	Finance and Resources
Policy lead contact	Adrienne Waldie, Campus Services Manager
Approving body	Health & Safety Committee
Date of approval	1 st August 2021
Date of implementation	1 st August 2021
Related Guidelines, Procedures, Codes of Practice etc.	
Review interval	Minimum of One Review Per Annum
Review Date	31st August 2023 – V3

Introduction

This policy sets out the rules for using and parking vehicles on sites owned by the University. The University has these rules for health, safety and environmental reasons and will respond appropriately to implement them.

The University has developed these parking arrangements to help make parking clearer and easier to use, and to encourage the use of alternative forms of transport including car sharing.

Which Sites Does This Policy Apply To?

This policy applies to all property owned or controlled by the University of Cumbria, including all University owned campuses, sites and student residences (“University Property”).

For the avoidance of doubt, University Property comprises of:

Ambleside	Entire campus and all student residences
Carlisle - Brampton Road	Entire campus including student residences
Carlisle - Fusehill Street	Entire campus including student residences and Sports Centre
Lancaster - Bowerham Rd	Entire campus including student residences and Sports Centre

Where the University has premises on sites that are not included on this list, staff and students should observe the local traffic and parking rules.

General Rules

Report to Main Reception or Security, at the earliest opportunity, any damage to vehicles (their own or other users) which may be the subject of a claim (whether against the University, themselves or another user), so that a timely investigation may be carried out and any relevant evidence collected (e.g. CCTV, photographs, etc).

When driving on University Property, drivers should comply with all rules of the Highway Code, including the driver being properly licensed as if they were driving on a public highway. Unserviceable vehicles (including bicycles) left for a period of one month, and apparently abandoned will be removed and action will be taken to recover any costs that arise from the vehicle owner. Repairs to vehicles and engine testing must not be carried out on University Property. Contractors’ vehicles must be fitted with reversing sounders if they have a maximum gross weight of more than 2000kg. If not, then reversing can only take place if there is a second person positioned behind the vehicle to assist and guide.

It is prohibited to leave any animals in vehicles that are parked on campus.

Controlled parking arrangements operate on all University Property and, except for specific locations (see ‘Parking Charges’ below) and disabled spaces, charges apply to all parking spaces.

Most people will be able to park on most University Property: entitlement to use the car parking facilities is explained below. This does not mean that there will always be a parking space available – each university property has a different amount of car parking. This means that the rules about who can park are different for each site. Where there is regularly insufficient parking on site, the University will endeavour to provide parking at off-site third-party locations (such as Carlisle United Football Club). Where third party car parks are used, their local rules will apply.

To maximise the availability of parking for staff, students and visitors the University does not allocate parking spaces to individuals. Spaces are allocated to specific groups of users for the following reasons:

- to encourage car sharing.
- to increase accessibility, some spaces are allocated to disabled drivers.
- for operational reasons (some spaces are retained for university vans and cars).

University car parks are managed and controlled by a car park operator (hereinafter called “the Operator”) appointed by the University. Except where the driver holds a ‘virtual’ permit, vehicles parked in a parking space must always clearly display their permit. Anyone that does not do so or, who is parked outside a parking space or in a space allocated specifically to others (parked on double yellow lines, grass verges, footpaths, reserved spaces, pedestrian areas or so as to obstruct roadways, garages or services) will be issued with a Parking Charge Notice (PCN) by the Operator.

Where the University takes action (including prevention of an individual from driving vehicles on University Property) as a result of a breach of these regulations, appeals can be made through existing University policies and procedures. Appeals must be made in writing within 14 days from the date of notification of the commencement of the action. Please note that any appeal in relation to PCN’s issued by the Operator must be addressed to the Operator and not to the University.

No parking facilities are available at head lease properties managed by the University.

Entitlement to Park on University Sites

The following are entitled to park on university property:

- Holders of a valid parking permit.
 - All parking permits are personal to the vehicle registration number. Where paper permits are issued, such as Carlisle United Football Club or Lease holders, under no circumstances can permits be copied, transferred or reassigned.
 - Car park users with more than one vehicle can apply for a second vehicle registration number to be included on their permit. This allows either of the specified vehicles to be parked on University Property.
 - It is the responsibility of the car park user to inform the Operator of any change, either temporary or permanent to their vehicle. Any deletions and/or manuscript alterations to a paper permit will render the permit void. There is an administration fee for changes to a permit.
 - Permit holders can use any available parking bay, except those designated specifically for a particular use. This includes cashless pay and display car parks.
- Holders of a valid cashless pay and display ticket.
 - Cashless pay and display parking is only available on the designated cashless pay and display car parks which are clearly signed as such. Cashless pay and display issued at Brampton Road or Fusehill Street in Carlisle are valid at both sites, provided they are still within their expiry time.
- Holders of a Temporary Disability Permit.

Except where stated elsewhere in this Policy, parking charges will apply between the hours of 8.00am and 6.00pm. Free parking for non-permit holders is permitted between 6.00pm and 8.00am provided the vehicle is removed from the car park before 8.00am of the following morning or, if left after this time, a pay and display ticket is purchased.

Unless specific arrangements are made in advance, there are no coach parking areas on any University Property.

Motorcycles do not need permits.

Caravans must not be brought onto campuses.

Parking permits will not be issued to camper vans/motor homes and other vehicles that could be used for the purpose of living or sleeping.

University Staff Parking Permits

With the exception of permits for Carlisle United, staff parking permits are valid on any University property. They can be purchased for all or part of each academic year starting 1st September. Permits are paid for by deduction from salary. Charges are levied for whole months and will start with the month in which the permit was applied for. For detailed arrangements and to apply for a parking permit, please visit the [Online Parking Permit Portal](#). With the exception of permits for Carlisle United FC all staff permits are virtual, permits are held online in the permit holder's account. Once the permit application has been completed, the permit will be 'live.' There is no need to display any "Permit Applied For" note in the windscreen.

Staff who no longer wish to use their permit should contact centraladminfm@cumbria.ac.uk, requesting to cancel your permit. Salary deductions will be stopped with effect from the following month.

Short-term permits are available to buy online for staff who are expecting to work at the University for less than a full year. Available as a one week permit at £11.00 or twelve weeks at £48.07. Staff can buy a maximum of three, twelve week permits in any one year.

For the purposes of this Policy, temporary employees are the same as permanent employees.

University Student Parking Permits

Students are entitled to a parking permit at some University Properties but not all. Please check the arrangements for each site. Where student permits are available, these are valid for a specific University Property only. Students eligible for parking permits must pay the full permit fee by credit or debit card. For detailed arrangements and to apply for a parking permit, please see: [Online Parking Permit Portal](#).

Permits are held online in the permit holder's account. Once the permit application has been completed, the permit will be 'live.' There is no need to display any "permit applied for" note in the windscreen.

Students can purchase permits that are valid for one week, twelve weeks or one year. One week and twelve-week permits are available for students who are attending the University for shorter periods of time. For these types of permit, students define the start date so that this fits in with their particular course.

No parking facilities are available at Head Lease properties managed by the University.

Students applying for a parking permit can only register one vehicle per permit.

Support for users of zero VED cars

Recognising their lower carbon impact, the University gives a 50% discount on the cost of a permit where the vehicle is in the zero-rated VED category (i.e. if you pay no road tax for your car, the University will give a 50% discount on the price of your permit). Please note that permits obtained at a discount cannot be transferred to another vehicle: a new permit must be purchased. If a second vehicle is added to a zero VED permit, the second vehicle must also be zero VED. The cost of these permits are based on the staff members salary band. Staff permits are paid for by deduction from salary. Charges are levied for whole months and will start with the month in which the permit was applied for.

Support for Car Sharers

The University acknowledges that some people must use a car to access their university site. Where possible, people in this position are encouraged to share vehicles and the University provides support for those who do. This support is provided through discounted permit fees and dedicated parking areas on each site.

To be eligible for car share permits and priority parking, two or more car share “family” members must travel to the University in one vehicle at least three times per week. Car share families can purchase car share permits based on their salary band with a deduction of 50% per family member. More than one car share family vehicle can park at any one time but for a maximum of three days in any one week. Car share members are only permitted to apply for one vehicle per permit per user.

Please see the site-specific sections below for details of where the dedicated car share parking spaces are located. Car share parking spaces are reserved exclusively for car share permit holders until 9.30am Monday to Friday. After this time spaces are available to all permit holders.

Paying for Cashless ‘Pay and Display’ Parking

The University now operates cashless ‘pay and display’ anyone wishing to ‘pay and display’ must pay by phone, App (by downloading the App), or alternately scanning the QR code located on the car parking signs and SMS text message. [Connect Cashless Parking website.](#)

Overstaying the Time Limit with a Pay & Display Ticket

The University understands that occasionally it is not possible to get back to a parked vehicle before the expiry time on the pay and display ticket. A parking charge notice will not be issued until at least 30 minutes have elapsed following the expiry time shown on a pay and display ticket. This concession is available only when the time limit is exceeded on a pay and display ticket. It is not available for any other infringement of these regulations and Policy.

University Staff Travelling on University Business

Where staff and students have to undertake business journeys in their own car and park on a University Site, but they do not have a University parking permit, they should obtain a pay and display ticket and reclaim the costs along with their mileage claim for the journey. Where staff are using an Enterprise hire vehicle booked through the University these vehicles are able to park on university sites without the need for any permit or ticket (staff must put the window hanger on the dashboard in order to clearly identify the vehicle as an Enterprise vehicle).

Parking Required for Temporary Medical Reasons

Where staff or students have a temporary medical need to have access to a parking space but do not qualify for the national disabled parking scheme (“blue badges”), they should ask their line manager for staff, or disability officer for students to submit a request for a temporary University parking permit

to centraladminfm@cumbria.ac.uk, explaining why the permit is required. The request will be considered and, if appropriate, a temporary University parking permit will be issued.

Parking for Disabled Drivers

Dedicated spaces for disabled drivers are provided free of charge. No additional University parking permit is required. The vehicle must however display a valid disabled driver permit.

Parking for Unloading/Loading/Dropping Off

Vehicles that are involved in loading/unloading/dropping off should where possible be parked in an appropriate loading and unloading space. Where these are not available, a vehicle must be parked so as not to cause an obstruction to any building access, pedestrians and other vehicles.

Any vehicle can be parked on University Property for a maximum of 30 minutes without the need for any parking permit or ticket.

If the loading/unloading procedure is estimated to take longer than 30 minutes the driver must display a loading/unloading permit. These are available on each site as specified below. It is the driver's responsibility to alert the car park attendant to the time required for the procedure.

Visitors' Parking (including Open Days and Conference Delegates)

Visitors, open day attendees and conference delegates should have been provided with parking information by their hosts. This will involve either a dedicated visitors parking area, supply of a visitors parking permit, or use of pay and display parking. Visitors parking permits might be provided in advance or arrangements made for their collection on arrival.

Unless a dedicated visitors parking area has been provided, visitors parking permits are valid in any non-allocated parking space.

Where an area is designated for visitors parking, staff and students with a parking permit or pay and display ticket must not park there.

For the avoidance of doubt, the following definitions are used in deciding eligibility:

- Visitors: 'bona fide' visitors are people who have been invited to the University and are not being paid. This includes people who are paying to attend an event but who are not students. This would include open days, conference delegates and registration events.
- Contractors and staff consultants are regarded as permanent employees for parking purposes. This means that they would need to use pay and display parking or purchase a twelve week or annual parking permit.

The University has a Service Level Agreement for internal management of large-scale visitor parking. Any member of staff who is organising an event which might require car parking should contact centraladminfm@cumbria.ac.uk and ask to see a copy of this.

Site Specific Rules

Ambleside

Staff and students are asked not to park on neighbouring residential streets and to respect all residents parking areas. For off-campus parking, long-term parking permits for South Lakeland District Council car parks are available here: [South Lakeland District Council – Parking Permits](#)

Drivers of “A” rated vehicles (CO2 emissions under 100g/km) are eligible for a discount.

Do not attempt to drive large vehicles (anything larger than a standard wheelbase van) up Nook Lane - if you are at all unsure, it is recommended to walk the route first before committing in a vehicle. If you require a large vehicle to attend, for example due to emergency or breakdown, please contact University staff in The Barn who will advise whether access can be provided via the North Entrance. Despite this, it is unlikely that large vehicles would be able to access the front of Charlotte Mason Building (CMB) (visitor and disabled parking).

Staff, student and visitor permit holders can use any car parking space within the University campus at Ambleside (including, for avoidance of doubt, the pay and display areas) but not spaces that are specifically allocated and signed for any other purpose.

Parking permits for residential and non-residential students are limited to 50.

Cashless pay and display parking is available in the lower car parks on the campus. These are now cashless, instructions how to pay are available at each car park.

Halls of Residence at Fell Court, parking is limited and permit holder only.

Car share priority spaces are available in two locations on campus: adjacent to Borrowdale and Scale How.

Unloading and contractors parking permits are available from Ambleside Reception at The Barn.

Brampton Road, Carlisle

Vehicle access to the Brampton Road campus is only available from Brampton Road. Drivers entering and exiting the pay and display car parking area should exercise particular caution as visibility is compromised by a wall.

Staff and student car parking is available with a permit. Residential and non-residential students are entitled to a permit. Students must have a permit in order to park at Brampton Road but these are provided free of charge.

Cashless pay and display parking is available on the campus. Instructions how to pay are available at each car park.

Staff and students are asked not to park on neighbouring residential streets.

Disabled parking spaces are available opposite main Reception.

Car share priority spaces are available in the pay and display car park.

Unloading and contractors parking permits are available from Brampton Road Reception.

Fusehill Street, Carlisle

A one-way traffic flow exists around the campus with the entrance off Fusehill Street at Blencathra and the exit onto Fusehill Street at Bowscale.

There is no student parking on campus (including, for the avoidance of doubt, the car share spaces) between the hours of 8.00am and 6.00pm on weekdays other than by purchasing a cashless pay and display ticket. This includes student's resident in Carrock Hall.

Designated parking bays for disabled persons are located:

- by the main entrance to Skiddaw
- opposite Blencathra
- by the main entrance to Calva
- by Carrock Hall of Residence
- by the Sports hall.

Car share priority spaces are available within the car park in front of Skiddaw.

Cashless pay and display parking is available on the campus. These are now cashless, instructions how to pay are available at each car park.

Some of the spaces outside Blencathra are reserved for visitors only. These spaces are not available for any other type of permit holder or Pay and Display ticket holders.

Unloading and contractors parking permits are available from Fusehill Street Reception.

Parking for staff and students is also available at Carlisle United Football Club. Permits for this car park need to be purchased via the [Online Parking Permit Portal](#) and displayed clearly. This car park is not operated by the University nor the University's parking Operator and local rules should be observed.

Lancaster Sites

Vehicle entrances to the Bowerham Road campus are from Bowerham Road, Coulston Road, Wyresdale Road and Anderson Close only. Access to the area of College Main/Askwith/ Donald Coggan Building/College North & South is restricted to service vehicles, disabled parking and loading/unloading only. No general parking is permitted in these areas.

Staff and students are asked not to park on neighbouring residential streets.

Lancaster students and resident students can purchase a parking permit to park on campus by applying via the [Online Parking Permit Portal](#).

Designated parking bays for disabled persons are located in the car parks at:

- College Main
- Coulston Road
- The Donald Coggan Building
- The Gateway
- Dalton Building
- Sports Complex
- Alex cashless pay & display.

Cashless pay and display parking is available on the campus. Instructions how to pay are available at each car park.

Car share priority spaces are available Alex and Gateway car parks.

Unloading and contractors parking permits are available from Lancaster Reception, Gateway.

Bicycle Parking

The University provides bicycle parking at all main campuses. The locations of this are shown on the interactive campus maps available on the University website www.cumbria.ac.uk Anyone using the bicycle parking must ensure that they lock their bicycle securely to the racks: the University does not accept liability for any property that is lost, stolen or damaged on campus.

Abandoned Bike Procedure

The University operates an abandoned bicycle procedure. Any bike found on a university owned campus that appears to be abandoned will be tagged. The tag will show the date of tagging. If the bicycle is not removed after 28 days from the tagging it will be removed by university staff and recycled.

Contacts and Further Information

The issue of permits, management of University car parks and issue of Parking Charge Notices is currently managed by Excel Parking Services Ltd. Excel have a dedicated email address for University of Cumbria enquiries: uoc@excelparking.co.uk Alternatively, you can use their general enquiry phone number: 0114 261 7111.

Any correspondence relating to the issue of a PCN must be directed to Excel Parking Services Ltd. This is not dealt with by the University. If you are dissatisfied with the issuing of a PCN you can appeal to Excel Parking Services Ltd. If you are not satisfied with the response from Excel Parking Services Ltd, you can appeal to the National Independent Appeals Service. Details of this will be provided with the PCN.

If you believe that there is a problem with a University Car Park, please report this to the site reception.

If you have any other queries about this policy, please contact centraladminfm@cumbria.ac.uk in the first instance.

Student Permit Prices

Permit Type / Location; all prices are per annum unless stated; student permits are all campus-specific; please see Parking Policy for full Terms and Conditions of each permit	2023 - 2024
Ambleside	£70.40
Brampton Rd / Stanwix	£0.00
Carlisle United (Carlisle off-campus)	£25.00 per month (min. 3 months)
Lancaster	£70.40
Car Share (not available for all campuses)	£36.30
Twelve week permits (not available for all campuses)	£28.05
One week permit (Students attending campus for short blocks)	£11.00
Zero VED permit	50% discount on any of the above permit prices except Carlisle United.

Staff Permit Prices

Permit Type / Location; all prices are per annum unless stated; please see Parking Policy for full Terms and Conditions of each permit	2023 - 2024
Annual (academic year), valid at all UoC-owned sites, paid via salary deduction	
Salary Band 1 – Up to £10,500	£55.55
Salary Band 2 – £10,500 - £15,000	£118.14
Salary Band 3 - £15,000 - £25,000	£145.64
Salary Band 4 - £25,000 - £35,000	£169.62
Salary Band 5 - £35,000 - £42,000	£217.69
Salary Band 6 – Over £42,000	£255.31
Site-specific (valid at specified site only)	
Carlisle United (Carlisle off-campus)	£25.00 per month (min. 3 months)

Other Staff Permits	
Car Share	Cost determined by salary band
Twelve week permits	£48.07
Zero VED permit	50% discount on any of the above permit prices except Carlisle United. Cost to be determined by salary band

Changes to/re-issue of permits

For any change to an existing permit, an administration fee of £5 is payable.

Cashless Pay and Display: <https://www.connectcashlessparking.com/>

Except for Ambleside where higher charges are levied, the University's charges for Pay and Display are the same at all sites, in addition a small merchant/convenience fee will be applied for this service:

0-2 hours: £1.00
2-4 hours: £1.60
4-8 hours: £2.40
8-10 hours: £3.20

Rates at Ambleside are:

0-1 hour: £1.40
1-2 hours: £2.70
2-4 hours: £4.60
4-8 hours: £5.80
8-10 hours: £7.00

Summer rates at Ambleside (31st July – 1st September) are:

Up to 1 hours - £1.90
Up to 2 hours - £3.20
Up to 4 hours - £5.10
Up to 8 hours - £ 6.30

Review Arrangements for this Policy

A review of this Policy, including car park charges, will be conducted annually (normally in June, in advance of the start of the new academic year) or as otherwise required.