



TRAFFIC REGULATIONS AND CAR PARKING POLICY

1. 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 make parking clearer and easier to use, and to encourage the use of alternative forms of transport including car sharing.

2. Purpose

University parking facilities have limited capacity to accommodate vehicles belonging to Staff, Students, Visitors, Tenants, and Contractors on campus. To effectively manage this, a structured policy and has been established to govern eligibility for parking permits. This system is designed to control access for staff, students, visitors, contractors, and tenants, ensuring a manageable and appropriate allocation of parking spaces. Furthermore, the policy and regulations delineate compliance requirements for users of vehicles, motorcycles, and bicycles on university premises.

3. Scope

The policy and regulation apply to all car parks and bicycle facilities managed by the University and applies to all Staff, Students, Visitors, Contractors and Property Tenants who want to use car parks and bicycle facilities.

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
Barrow	Entire campus
Carlisle - Brampton Road	Entire campus including student residences
Carlisle - Fusehill Street	Entire campus including student residences and Sport
Lancaster – Bowerham Road	Entire campus including student residences and Sports Center

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4. Policy

General Information

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 the 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 endeavor to provide parking at off-site third-party locations (such as Our Lady of Perpetual Help Church). 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)

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

All car park users must adhere to the campus speed limit of 10mph.

The University has a zero-tolerance approach to abusive or threatening behavior towards our Car Park Attendants. Any such behavior will be dealt with through the staff and student code of conduct.

4.1 Entitlement to Park on University Sites

The following are entitled to park on university property:

4.1.1 Holders of a valid parking permit

All parking permits are personal to the vehicle registration number. Where paper permits are issued, such as Our Lady of Perpetual Help Church or Lease holders, under no circumstances can permits be copied, transferred or reassigned.

Car park users with more than one vehicle maybe able 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. 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 parking car parks.

4.1.2 Holders of a valid cashless parking ticket

The University now operates cashless parking which are clearly sign posted at most sites, 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.

<https://myringgo.co.uk/account/login>

Cashless parking issued at Brampton Road or Fusehill Street in Carlisle are valid at both sites, provided they are still within their expiry time.

4.1.3 Parking outside of working hours

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 cashless parking ticket is purchased.

5. 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 badge'), 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.

6. Parking for Disabled Drivers

Dedicated spaces for disabled drivers are provided free of charge. In addition, clearly and prominently display any Blue Badge permit. All blue badge holders are required to create an account on the [Online Parking Permit portal](#), to record their blue badge number. Charges do not apply.

7. Coaches, Motorcycles, Caravans and Motorhomes

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

Motorcycles do not need permits.

Caravans and motorhomes must not be brought onto campuses.

8. University Staff Parking Permits

Except for permits for Our Lady of Perpetual Help Church, 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](#). Except for permits for Our Lady of Perpetual Help Church 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 cancel their permit via the Operator's parking portal. Staff should also inform Payroll that their permit has been cancelled, and 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 £11.65 or twelve weeks at £51.00. 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.

9. 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 visit the [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 (limited to 3 per year) are available for students who are attending the University for shorter periods of time. For these types of permits, students define the start date so that this fits in with their particular course.

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

10. Support for Users of Low Emissions VED Category

Recognising their lower carbon impact, the University gives a 50% discount on the cost of a permit where the vehicle is in the low emissions VED category. Low emissions categories are vehicles that are fully electric as well as those vehicles in band A up to 100g/km CO2 emissions.

For more information on the changes to vehicle tax rates please visit [Gov.UK](https://www.gov.uk).

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 low emission VED permit, the second vehicle must also be low emission VED. The cost of these permits is 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.

11. 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.

12. 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 cashless parking ticket. A parking charge notice will not be issued until at least 30 minutes have elapsed following the expiry time shown on a cashless parking ticket. This concession is available only when the time limit is exceeded on a cashless parking ticket. It is not available for any other infringement of these regulations and Policy.

13. University Staff Travelling on University Business

Where staff and students must undertake business journeys in their own car and park on a University Site, but they do not have a University parking permit, they should use the cashless parking system 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 can park on university sites without the need for any permit or ticket (staff must inform Reception of the vehicle registration number so that the vehicle can be added to the online parking portal).

14. 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 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.

15. 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 cashless 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 cashless parking 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 cashless 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.

16. Site Specific Rules

16.1 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 Westmorland and Furness

Council car parks are available here: [Westmorland & Furness 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, students and visitor permit holders can use any car parking space within the University campus at Ambleside (including, for avoidance of doubt, the cashless parking 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 parking is available in the lower car parks on the campus. Instructions on 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.

16.2 Barrow

Vehicle access to the Barrow campus is only available from Buccleuch Street.

Parking at Barrow campus is monitored by ANPR (Automatic Number Plate Recognition) by way of fixed cameras at the entrance of the campus. Parking enforcement is in operation and applies 24 hours a day across 365 days of the year, please see the signs in the car park for further details.

Parking must be in connection with the University of Cumbria business. There is no student parking on campus. We recommend using the nearby [Market Street Car Park](#), next to Barrow Town Hall. There is also free parking at Morrisons Supermarket for up to 3 hours. From these car parks it is a short walk across Michaelson Bridge to campus.

Staff annual permits are available, limited to one vehicle per permit.

Disabled parking spaces are available to the left-hand side of the building. Vehicles must only be parked in the designated parking area.

Unloading and contractors parking permits are available from Barrow Reception.

All visitors are asked to report to Reception on arrival.

Electric Vehicle Charging

The university has provided six charging spaces at Barrow Camous for plug-in electric vehicles, with associated electric vehicle charging points. Spaces for EV charging are located in the staff and visitor parking area.

To park in the EV charging spaces, users must satisfy the following criteria:

- Vehicles must be plug-in electric
- Vehicles must be plugged in to the charging point and actively charging the vehicle
- Users must have a valid permit.

16.3 Brampton Road, Carlisle

Vehicle access to the Brampton Road campus is only available from Brampton Road. Drivers entering and exiting the cashless 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 to park at Brampton Road, but these are provided free of charge.

Cashless parking is available on the campus. Instructions on how to pay are available at each car park. Disabled parking spaces are available opposite main Reception.

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

16.4 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 parking ticket. This includes students that are residents 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 at the back of Skiddaw.

Cashless parking is available on the campus, and instructions on 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 cashless parking ticket holders.

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

Enforcement of the Parking Policy for the Sports Centre Car Park applies across the Sports Centre opening hours.

Parking for staff and students is also available at Our Lady of Perpetual Help Church. Permits for this car park can 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.

16.5 Lancaster Sites

Vehicle entrances to 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 following car parks:

- College Main
- Coulston Road
- The Donald Coggan Building
- The Gateway
- Dalton Building
- Sports Complex
- Alex cashless parking area

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

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

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

Enforcement of the Parking Policy for the Sports Centre Car Park applies across the Sports Centre opening hours.

17. Bicycle Parking

The University provides bicycle parking on all main campuses. The locations 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.

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.

18. Permit and Cashless Prices

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	2026-2027
Ambleside	£74.70
Brampton Road	£0.00
Our Lady of Perpetual Help Church (Carlisle off-campus)	£35.00 per Month
Lancaster	£74.70
Car Share (not available for all campuses)	£38.51
Twelve-week permits (not available for all campuses)	£51.00
One week permit (Students attending campus for short blocks)	£13:00 - £52:00
Low emissions VED permit* <i>*Includes fully electric and vehicles in Band A up to 100g/km CO2 emissions</i>	50% discount on any of the above permit prices except OLPH Church.

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	2026-2027
Annual (academic year), valid at all UoC-owned sites, paid via salary deduction	
Salary Band 1 – Up to £10,500	£58.20
Salary Band 2 – £10,500 - £15,000	£125.30
Salary Band 3 - £15,000 - £25,000	£154.50
Salary Band 4 - £25,000 - £35,000	£180.00
Salary Band 5 - £35,000 - £42,000	£230.00
Salary Band 6 – Over £42,000	£271.00
Site-specific (valid at specified site only)	Site-specific (valid at specified site only)
Our Lady of Perpetual Help (Carlisle off-campus)	£35.00 per month
Other Staff Permits	
Car Share	Cost determined by salary band
Twelve week permits	£51.00

Low emissions VED permit* <i>*Includes fully electric and vehicles in Band A up to 100g/km CO2 emissions</i>	50% discount on any of the above permit prices except Our Lady of Perpetual Help Church. Cost to be determined by salary band
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Changes to/re-issue of permits

For any change to an existing permit, an administration fee of £5 is payable. Changes should be made via the Online Parking permit Portal.

Cashless Parking: <https://myringgo.co.uk/account/login>

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

0-2 hours:	£1.20
2-4 hours:	£1.90
4-8 hours:	£2.90
8-10 hours:	£3.90

Rates at Ambleside are:

0-1 hour:	£1.70
1-2 hours:	£3.20
2-4 hours:	£5.50
4-8 hours:	£7.00
8-10 hours:	£8.50

Summer rates at Ambleside (July – September) are:

Up to 1 hour	£2.30
Up to 2 hours	£3.80
Up to 4 hours	£6.00
Up to 8 hours	£7.60

19. Roles and Responsibilities

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.

Debt Recovery, PCN recipients are forewarned in the PCN Notices and, where appropriate, and letters already issued that Debt Recovery action may be taken if the amount due is not paid in full and that an additional amount of up to £70 will be added. Court action could be taken, further costs would be incurred.

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.

20. Publication, Implementation & Review

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

Location of the policy can be found on the policy hub, staffhub, studenthub, and the university website.

21. Document Control Information

Document Name	Traffic Regulations and Car Parking Policy
Owner	Estates and Commercial Services
Document Location	LINK to be added
Lead contact	Adrienne Waldie
Approved By	VCE
Latest Approval Date	26/08/2026 – approval pending
Date for Next Review	June 2027
Related University Policy Documents	Health & safety Policy, Disciplinary Policy (staff & student), Student code of conduct
Version Number & Key Amendment	Version 1.00
<i>For Office Use – Keywords for search function</i>	Travel Regulations, Car Parking, parking, permits