

Lancaster University Student Car Parking Policy for 2009/10

Lancaster University has excellent bus services (up to 15 per hour) and good cycle routes. Most students find they do not need a car. For transport information see: <http://www.lancs.ac.uk/facilities/travel/>

Access to parking is regulated to limited student categories to ensure that those students who do need a car are eligible for a car parking permit.

Students without a permit should not park on any public highways surrounding the University campus. Pay and display visitor parking on campus must be used in these instances. Pay and display tickets and one-day parking scratchcards are valid in any of the parking zones on campus.

Please note:

- Some of these categories may have quotas on the number of permits that can be issued due to the number of car parking spaces available. Permits will be issued on a first come, first served basis.
- Any supporting letters will need to provide proof that the stated criteria are satisfied.
- The copying of permits is strictly prohibited and will result in the person being banned from parking on campus.

Pay and Display:

All students without permits will be entitled to pay and display at standard rates, if required. Failure to display a clearly visible and valid pay & display ticket in the vehicle will result in the vehicle being clamped. A valid one-day parking scratchcard can also be used. These are available from Security reception, priced at £3 each. They are valid in any parking zone on campus.

Student Staff:

Students not resident on Campus who are employees of the university working for more than 8 hours per week every week during term-time may apply for a staff parking permit for the duration of their employment. Evidence will be required. The employment must be likely to continue for at least two terms.

Places of employment within the urban core area can normally 'reasonably be reached by public transport', unless work starts before 8:30a.m. (9:45am on Sundays) or finishes after 11.30p.m.

Complaints Procedure:

Any student wishing to make a complaint about the student car parking policy and/or make suggestions for further improvement can email the Facilities Division at parkingpolicy@lancaster.ac.uk. All complaints / suggestions will be logged for future policy reviews although it cannot be guaranteed that a personal response will be received for each email submitted.

Groups of students eligible for parking permits:

A. Criteria managed by Student Services:

IMPORTANT: For Categories 1 – 4 please also refer to the Student Car Parking Eligibility Request Form (available on the Car Parking webpage underneath the link to this document.

Requests under categories 1 to 4 should be made to Student Services, 01524 592085 or student.services@lancaster.ac.uk

Category	Apply to:	Permit Location
1. Blue Badge Holders and students with temporary reduced mobility or medical conditions that impact on their mobility.	Student Services, 01524 592085 See also Student Car Parking Eligibility Request Form	Dependent on disability/condition
2a. Campus residents where the illness or disability of an immediate family member (parent/legal guardian, spouse, brother or sister) necessitates frequent visits home. (Note: This is offered on compassionate grounds)	Student Services, 01524 592085 See also Student Car Parking Eligibility Request Form	Alexandra Park only
2b. Campus residents where the illness or a disability of a dependent family member necessitates frequent visits home. The family member must be dependent on the student for support and the medical evidence will need to confirm this. (Note: This is offered on grounds on dependency)	Student Services, 01524 592085 See also Student Car Parking Eligibility Request Form	Alexandra Park only
2c. Campus residents that have lost an immediate family member (parent/legal guardian, spouse, brother or sister) in death within the last 6 months	Student Services, 01524 592085 See also Student Car Parking Eligibility Request Form	Alexandra Park only
3. Any student with children aged 16 or under.	Student Services, 01524 592085 See also Student Car Parking Eligibility Request Form	Alexandra Park. (Staff Standard zone if resident on <i>main</i> campus)
4. Campus residents which are required to attend	Student Services, 01524	Alexandra Park

<p>frequent (at least every 3 weeks) medical appointments or medical treatment in an area which cannot reasonably be reached by public transport</p>	<p>592085</p> <p>See also Student Car Parking Eligibility Request Form</p>	<p>only</p>
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* Varying permit lengths for this type of permit will apply to reflect the sometimes ‘temporary’ nature of the mobility impediment or sick dependent relative. This *temporary* approach to permit eligibility should provide a fairer and more appropriate way to manage the need based on *temporary* mobility or sickness issues. This is to be addressed through the issuing of termly permits.

B. Criteria managed by Car Parking Office, Security:

<p>5a. Campus residents with regular term-time employment in excess of 10 hours per week who cannot reasonably reach their employment by public transport. Students working on Campus will not be eligible for a parking permit.</p> <p>Employment by an immediate family member (parent/legal guardian, grandparent, spouse, brother or sister) cannot be included.</p>	<p>Car Parking Office, Security Lodge, 01524 592179</p> <p>with evidence - letter on headed paper from employer confirming hours of work and that work is during term-time and 1 x monthly or 2 x weekly current payslips (with times of work if night work)</p>	<p>Alexandra Park permit (Student Standard Zone).</p> <p>Staff Standard Zone if required to be at work between 11pm and 6.30am</p>
<p>5b. Campus residents with regular (most weeks throughout the year) course related activity which cannot reasonably be reached by public transport. This does not apply to off campus students.</p>	<p>Car Parking Office, Security Lodge, 01524 592179</p> <p>Letter signed by Head of department, including required frequency of activity</p>	<p>Alexandra Park permit only</p>
<p>5c. Campus residents with regular volunteer work in excess of 5 hours a week which cannot reasonably be</p>	<p>Car Parking Office, Security Lodge, 01524 592179</p> <p>letter signed by provider of volunteer work confirming the individual’s good or long standing</p>	<p>Alexandra Park permit only</p>

reached by public transport, this does not apply to off campus students	assistance and work over at least 5 hours per week most weeks during term-time.	
6. Campus residents who have brought their car with them by ferry from their home overseas.	Car Parking Office, Security Lodge, 01524 592179	Alexandra Park permit only
7. Any student whose term-time address is off-campus and outside the defined urban core area. See map of Urban Core See Postcode list	Car Parking Office, Security Lodge, 01524 592179 Proof of term-time address	Alexandra Park permit only
8. Any student with an LA2 (off campus), LA3 or LA4 home postcode (Galgate/ Morecambe/ Heysham) who began their course of study before 1 September 2006. This includes some LA1 postcodes.	Car Parking Office, Security Lodge, 01524 592179	Alexandra Park permit only
9a. Campus residents who are pursuing training or development as an excellent athlete representing their country or Great Britain and whose need extends beyond what is provided at the University and what requires the student to attend training/competition and other associated meetings on a regular basis and which cannot be reasonably be reached by public transport.	Recommendation from Philip Longton, Facilities, 01524 594413, parkingpolicy@lancaster.ac.uk Letter written and signed by the National Governing Body / Head Coach.	Alexandra Park permit only
9b. Campus residents who would regularly, with the use of a vehicle, transport other members of their University	Please complete the form using the link below: http://activities.lusu.co.uk/files/2009/09/parking-form-200910.pdf Completed forms should be taken to the LUSU	Alexandra Park permit only

club or society to enable them to participate in the group's key activity where that activity by its very nature cannot be performed on campus, e.g. canoeing, mountaineering, sailing, kiting, etc.

Activities Office for approval.