



Further Information

Parking on University Campuses

18/11/2011

What sites are covered by the charges?

Parking charges are applicable to University Park, Jubilee Campus (and Innovation Park), Kings Meadow Campus and Sutton Bonington Campuses locations. Arrangements can be made for visitors, authorised to receive Day Vouchers. Please refer to the 'arrangements for visitors' section later in this document.

Will permits be valid at other campuses?

Yes - the permits are not campus specific, except for student permits for Sutton Bonington only. Note: Innovation Park parking is restricted to Innovation Park permits only.

What times are the parking charges applicable to?

Parking charges are in operation between the hours of 9.15am and 4.00pm Monday to Friday.

Who administers the scheme?

The scheme is administered and enforced by University Security.

As a member of University staff I currently pay a parking charge at the site that I currently work at - do I need to pay again?

You will still require a University parking permit / voucher, to park on University campuses. The parking charge that you have paid will be off set against the University Parking Charge, with only the balance to be paid.

Do I have to pay WPL as well as the University Car Parking Charges?

No, you will only be liable for charges as defined by the University Car parking scheme.

As I am paying will a car parking space in a particular area of campus be guaranteed?

No, but we are confident that parking spaces somewhere on the campus will be available. As a last resort, Security staff will, on request, direct where vehicles can be parked on overflow parking locations.

Can I register more than one vehicle?

Yes, staff and associates can register two vehicles on permit applications. Only one permit will be issued to each applicant, with both vehicle registration numbers on the permit. Voucher options are vehicle specific and are not applicable to more than one vehicle.

I am a blue badge holder do I need to pay?

Car parking for disabled blue badge holders will be free of charge within marked disabled spaces only, with a blue badge clearly displayed. If marked disabled bays are full then general parking spaces can be used.

What about University Business Hired vehicles?

Free daily vouchers are available for collection from the Security Gatehouses at University Park, Jubilee and King's Meadow Campuses, and from the Security Offices at University Park and Sutton Bonington, on production of hired vehicle documentation.

What about temporary vehicles / courtesy vehicles?

If the vehicle for which you hold a permit or voucher is unavailable (e.g. service, accident, breakdown etc) a replacement permit is available from the Security Offices at University Park or Sutton Bonington. For Voucher permit holders a corresponding number of vouchers would need to be surrendered.

What if I forget my Permit or Vouchers?

A replacement permit is available from the Security Offices at University Park or Sutton Bonington.

Is there a charge for motor cycles?

No, but they must be parked only in designated motor cycle spaces, and not in car parking spaces. You will still need to register your motorcycle with Security.

Are temporary staff charged?

Temporary staff are eligible for Associate parking permits or vouchers.

I only use my car occasionally do I need to pay?

Parking charges are applicable to any vehicle parked at the University within the charging period. The voucher system (for staff and associates) has been devised to accommodate those that occasionally use their car to travel to work as an alternative to Pay & Display.

If you take any time off, say for sickness or holidays, will there be a mechanism for a rebate?

There are no rebates for sickness or holidays.

Will I be charged whilst on maternity leave?

For staff permit holders, for every full month on maternity leave any monthly payments for your permit will be suspended. Payments will resume for full months on return to work.

Where do I find the emission data for my vehicle?

There is a link to the DVLA on the parking permit web site.

My car doesn't have an emission category.

For staff and students, where emissions data is not available – typically for pre March 2001 cars, engine size will be used to determine the applicable banding level and then the appropriate salary band will be used to determine the actual charge. For vehicles with an engine size up to 1549cc DVLA category G will be used, and for vehicles with an engine size over 1549cc DVLA category I will be used.

What happens if I get a lower emission car mid way through the year?

The charge will be based on information at the time of permit year application. The lower emissions will be picked up on renewal in September of each year.

What happens if my salary level increases or decreases?

The charge will be based on information at the time of permit year application. The salary level will be picked up on renewal in September of each year.

What happens if my hours of work change?

The charge will be based on information at the time of permit year application. The change of hours will be picked up on renewal in September of each year.

Are any rebates available within the scheme?

No rebates are available for staff, students or contractors. For Associates, any unused vouchers will be refunded on surrendering the parking permit.

Arrangements for visitors authorised to receive day vouchers

Schools and Departments may issue day vouchers directly to visitors who will be able to park on campus without pay and display charges, by displaying the voucher in the front windscreen of the vehicle.

Security also offers a service to issue day vouchers to expected visitors at the entrance gatehouses and Security reception, subject to a minimum of 24 hours notice. Requests need to be emailed to parking@nottingham.ac.uk, with the names of the visitors and internal account code for day voucher charges of £5 each.