



## Further Information

### Parking on University Campuses

Last Reviewed July 2025

#### **What is a digital permit?**

When applying for a full annual permit, your permit will be processed by the Security Office and no physical permit will need to be displayed. Your vehicle registration is added to an authorised parking list.

Occasional Use vouchers remain paper based until further notice.

#### **How much will I be charged?**

Charges are explained in the 'Scale of Charges' (found on our website) for the permit year. The permit year commences 1 September and expires on 31 August. Permits are issued on the basis of an annual charge with no rebates or cancellations during the permit year.

#### **What sites are covered by the charges?**

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

#### **Will digital 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 the University in-house Security Section.

#### **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 or voucher to park on University campuses. The parking charge that you have paid will be offset 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. Security staff can be contacted 24/7 for guidance with parking space location. A small number of 'late start' reserved spaces are available at the University Park, Jubilee and Sutton Bonington Campuses and at the Nottingham Medical School.

### **Can I register more than one vehicle?**

Yes, staff and associates can register two vehicles on permit applications. Only one digital permit will be issued to each applicant, with both vehicle registration numbers on the digital permit.

### **Can I register more than one vehicle on Occasional User Vouchers?**

Yes, staff and associates can also register two vehicles on voucher applications. As with the permits, only one voucher book will be issued to each applicant, with both vehicle registration numbers on the corresponding permit disc.

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

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

A temporary blue badge scheme is operated by the Security Office to allow for temporary parking by permit holders in a disabled space for a maximum of 8 weeks, upon production of satisfactory medical evidence and at the discretion of the Head of Security. Non-blue badge holders who are required to purchase a vehicle designed to support the care of disabled close family members, which falls into high emissions categories, can apply for a reduced cost permit and each case will be assessed on its merits and at the discretion of the Head of Security.

### **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 or 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 digital permit or voucher is unavailable (e.g. service, accident, breakdown etc.) a temporary digital 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 exchanged. Vouchers can also be exchanged at the gatehouses when coming onto campus.

### **What if I forget my parking vouchers?**

A replacement permit is available from the Security Offices on University Park or Sutton Bonington. Vouchers will need to be exchanged the following day.

### **Is there a charge for motorcycles?**

No, but they must be parked only in designated motorcycle spaces, and not in car parking spaces. We will not issue permits to motorcycles, but we do require that they be registered on the online permit system so that we can account for all vehicles parking on campus.

### **Are temporary staff charged?**

Temporary staff are eligible for Associate parking permits or vouchers, or the following:

**Agency Worker** – all agency workers who are registered with Tempzone will be entitled to purchase day vouchers at the current daily charge rate of £2.50.

**Casual Worker** – All casual workers who are registered with HR are entitled to purchase day vouchers at the current daily charge rate of £2.50. Casual Workers employed through Unitemps are entitled to also purchase a day voucher at the daily charge rate of £2.50.

### **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 hybrid workers 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. The Security Office will advise on long term sickness, as 'life changing' illnesses may qualify for suspension of payments.

### **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. Electric vehicles are included in the lowest emissions band.

### **What happens if I get a lower/higher emission car midway through the year?**

If paying monthly for a full permit, the charge will be amended to reflect the lower/higher emission bracket once the Security Office is informed of the vehicle change. There is no additional cost or refund available for Occasional Use vouchers when swapping vehicle.

### **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 generally available on annual permits for staff, students, associates, or contractors. For staff who leave the University monthly payments will cease in the last month of service, if paid in full refunds will be available for any remaining full months and any unused vouchers will be refunded on

surrendering unused vouchers and the parking permit. For associates, any unused vouchers will be refunded on surrendering unused vouchers and the parking permit.

### **Can I cancel my permit?**

Staff can request to opt out of the full permit scheme, upon approval by the Head of Security.

### **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. The day vouchers application form can be found on our website.

Security also offers a service to issue day vouchers to expected visitors at the entrance gatehouses and Security reception, subject to the visitor being informed of the location of the voucher and delivery of the voucher to the preferred location the previous working day.