



University Car Parking Charges Approved Scheme

Implemented September 2011 – Last updated March 2024

Principles of Scheme

The University's charging scheme, which has been endorsed by Management Board was developed by a working group, convened by the University Environment Committee, with input from the Unions and comments received from a staff travel survey which included questions on parking charges. These charges were introduced to further support the University's environmental agenda and to meet the costs of the City Council Workplace Parking Levy.

The scheme was developed using the following rationale:

- Scheme to be initially permit based with medium – long term plan to utilise technology to allow pay-by-use.
- Scheme to follow the principles of the University parking permit scheme.
- Currently some locations have a local charging mechanism in place e.g., Hospitals. In such places the local charge would be off set.
- Scheme should complement the University's Environmental Agenda.
- Flat charge for all not deemed appropriate.
- Scheme needs to be flexible to take into account part-time employees.
- Scheme needs to reflect differential pay levels.
- Salary banding and emissions most appropriate methodology.
- Scheme needs to allow for occasional use.
- Scheme needs to be workable within the current student concessions policy.
- Scheme needs to be applicable to contractors/other regular users working at the University.
- Scheme would operate between core hours, Monday to Friday.
- Scheme should be able to operate via a salary sacrifice model (removed April 2017 following HMRC discontinuation)

Workplace Parking Levy

Central Government approved Nottingham City Council's proposed Workplace Parking Levy (WPL), which was introduced in April 2012. WPL is an annual charge made on the employer for each parking space provided by an employer and used by employees. For each liable parking space the University has been charged at £279 in 2012 rising to £458 in 2022.

The Scheme

Scheme Options for University Payroll Staff

Regular Driver - Full Permit

This option is for staff who regularly use their car to travel to work (4 – 5 days a week).

It is a permit-based system covering all University sites where a University Parking permit is currently required, with the parking charge based upon a combination of FTE, salary level and vehicle emissions (linked to DVLA tax banding). Part time staff will be subject to pro rata charges.

Occasional User

This option is aimed towards staff only who drive to the University occasionally (1 – 3 days a week) to encourage the use of more sustainable transport.

The costs of a book of 50 vouchers would be 30% of the cost of a full charge Permit. Refunds are available for unused vouchers when the owner is upgrading to a full permit or leaving the University.

Scheme Options for Associate Staff

Regular Driver - Full Permit

This option is for staff who regularly use their car to travel to work. It is a permit-based system covering all University sites where a University Parking permit is currently required, with the parking charge based upon vehicle emissions (linked to DVLA tax banding).

Occasional User

This option is aimed towards staff only who drive to the University occasionally to encourage the use of more sustainable transport. People purchase a book of vouchers. The costs of a book of 50 vouchers would be 30% of the cost of a full charge Permit.

Scheme Options for Students

Full Permit

Students can purchase a full permit to park in the Orange Zones on each of the University's campuses. Students based at Sutton Bonington can apply for a 'Sutton Bonington' only permit at 50% the cost of a full permit. The parking charge is based upon vehicle emissions (linked to DVLA tax banding).

Scheme Options for Contractors

Regular Driver - Full Permit – 12 months

This option is for contractors who work regularly on campus. This is a set price regardless of vehicle emissions. Pro-rata charges are available throughout the year. All contractor permits are valid from the date issue to the final day of the permit year (31/08 annually).

Regular Driver - Full Permit – 3 months

This option is for contractors who are working on campus for a shorter period. This is a set price regardless of vehicle emissions. 3-month permits are 50% the cost of a full charge permit. 3-month permits are valid for 3 months from the date of issue.

Scheme Options Agency Worker/Casual Worker/Visitors

Agency Worker & Casual Worker

Daily rate of £2.50 available to pay & collect from University Park or Sutton Bonington Security Offices.

Pay to Park for Visitors

Cashless visitor parking is available via the RingGo app. Further information can be found [here](#).

Pay and Display facilities have been expanded and continue to operate across the University.

Charges for 2022/23 are £10 per day, £7 for up to 4 hours, £5 for up to 2 hours and 30 minutes free. Restrictions apply in some locations.

What does this mean for me?

Staff

All staff are entitled to apply for a car parking permit. This permit entitles the staff member to search for and park in an available space in designated parking areas but does not guarantee a car parking space. Permits are required to be renewed annually.

The annual charge for the permit will be determined by the salary level of the staff member and the emissions of their vehicle as detailed in the scheme charging model.

If you have two vehicles that you use you will be able to register both of these, with the charge being based upon the higher emission vehicle. If a vehicle is used by more than one member of staff the highest earner must apply for the permit.

Students

Students who live in Halls of Residence or who have a term-time address within a radius of 15 miles of University Park are not eligible for a permit unless another area of the criteria is met. Where a concessionary permit is issued the charge is based upon the scheme charging model.

All students based at Sutton Bonington will automatically qualify for a 'Sutton Bonington only' permit, these permits are 50% the cost of a full charge student permit.

Blue Badge Holders

Car parking for disabled blue badge holders is free of charge in the marked disabled spaces only. Any blue badge holders who regularly park on campus are encouraged to also apply for a complimentary University parking permit.

A temporary blue badge scheme is operated by the Security Office to allow temporary parking for permit holders in a disabled space for a maximum of 8 weeks.

Visitors

Visitors to the University are required to use the RingGo app or the pay and display facilities.

Visitors of departments may also be issued with a day voucher by the department they are visiting.

Contractors

All Contractors are required to pay to park at the University, either through the RingGo app, pay and display or by purchasing a vehicle specific permit in accordance with the scheme.

Agency Worker

All Agency Workers who are registered with Tempzone will be entitled to purchase day vouchers at the current daily rate of £2.50.

Casual Worker

All Casual Workers who are registered on the HR database will be entitled to purchase day vouchers at the current daily rate of £2.50.

Motorcyclists

Motorcyclists will not be charged for parking providing they park in designated motorcycle bays and do not take up a car parking space.

Motorcycles must be registered with Security before they are parked on campus during permit hours.