# Vehicle Parking & Cycle Policy

Permit Year 2024-2025

## Document Control

| Document Control |
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## 3. Standard Permit

### 3a) Permit entitlements

Standard Car Park permit holders are entitled to park within any DMU car parking space except for disabled bays, service vehicle bays, v

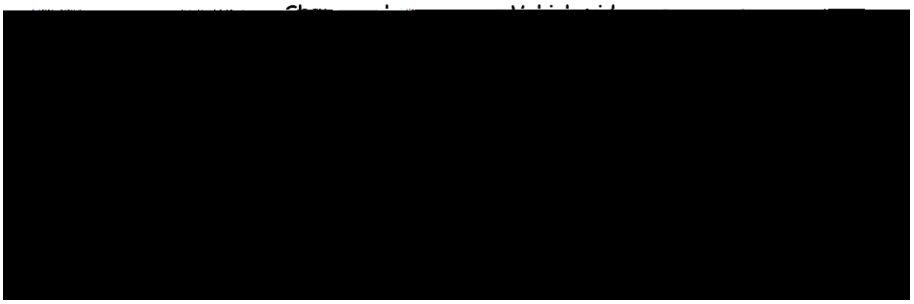
### 3e) Available Car Parks

| Car Park | Pay & Display Machine | Electric Charge Points | Post Code / Map Link |
|---|---|---|---|
| Bede House | Available | 4 | LE2 7EJ |
| Bede Island (Leicester Media School) | Not Available | 0 | LE2 7EW |

decision (notwithstanding any current valid permit, already held). Decisions on applicability will be made by the Estates and Facilities Directorate exclusively and are not subject to challenge or appeal. Allocations will be based on the information provided at the time of application. Should the chosen building not be allocated then a standard car park permit will be issued in its place. All Building Specific car parks have a capacity limit based on the number of spaces available. Once this limit has been reached no further permits will be issued



on



| Car Park | Electric Charge Points | Post Code / Link |
|---|---|---|
| Bede House | 4 | LE2 7EJ |

## 12. Visitor parking

### 12a) Car Park details

Visitors will be parked in DMU's designated Visitor Car Park.

### 12b) Eligible non-event visitor parking

Visitors must only park at DMU on university business and spaces must be pre-booked a maximum of 6 weeks in advance. Visitor parking requests are subject to final authorisation by the Estates and Facilities Directorate.

The submission of a visitor parking space booking does not guarantee availability.

Visitors cannot be members of staff or students. Exceptions to this are:

a. Employees on their first day of employment only.
b. Authorised 'keeping in touch' (KIT) days for members of staff (a maximum of 10 occurrences).
c. Members of staff on long-term sickness, visiting the university for formal meetings.
d. Carer consultants (as pre-named by the Faculty of Health & Life Sciences).
e. Visiting lecturers (a maximum of 6 occurrences per permit year).
f. External examiners, external panel members or external subject advisors (a maximum of 3 occurrences per permit year). Please note that visiting lecturers who need to attend the university regularly (more than 6 times per year) should apply for a Pay & Display permit.
g. Points b) and c) (above) can only be booked if the employees concerned have relinquished their parking permit. **Visitor requests will be checked thoroughly**.

Visitors must not be existing or potential contractors or suppliers (for invoiceable services).

A maximum of 5 spaces per booking are available daily.

Spaces not claimed within two hours of the expected arrival time may be re-utilised / forfeited.

All visitors must purchase a Pay & Display ticket, aside from Blue Badge visitors and visiting dignitaries, as determined by the Estates and Facilities Directorate. The decision on who is and is not a visiting dignitary is not subject to appeal and would typically include the City Mayor, Elected Officials, or university donors.

### 12c) Non-event visitor parking application process

Visitor booking requests must be made by a member of DMU staff, informing the Estates Helpdesk not more than 6 weeks in advance. Contact Estates Helpdesk or telephone 0116 2506366. All bookings should include the names of the visitors and an indication of when they are expected to arrive and leave. **A maximum of 20 visitor spaces are available**. If larger vehicles (i.e., Minibuses), are expected then the capacity will be lower. Larger vehicles must be

declared to the Estates Helpdesk at the time of booking. Visitor parking spaces are offered on a first come, first served basis and are subject to eligibility. **Availability is not subject to appeal**. Visitors holding a Local Authority Blue Badge may be allowed to park in any parking bays on campus, including disabled parking bays, as directed by DMU's Parking Attendant or Security personnel. Blue Badge visitors are not required to Pay & Display. All non-event visitors must display their visitor permit and associated Pay & Display ticket, as applicable.

### 12d) Eligible event visitor parking

Event visitors must only attend the university for the purposes of a declared event. Visitors will be expected to Pay & Display on arrival, except for Open Days, Student Intake Days, FAME Events, Graduation Events, Careers Events, or any special event (as determined by the Estates and Facilities Directorate). A special event is typically defined as an event in the best interests of the wider university or that generates income. Event visitors must be pre-booked via the Estates Helpdesk a maximum of 12 months in advance. Event visitor parking is subject to final authorisation by the Estates and Facilities Directorate. The submission of an event visitor parking booking request does not guarantee availability. **Approval must not be assumed**. Event visitors shall not be members of staff or students and spaces not claimed within two hours of the expected arrival time may be re-utilised / forfeited.

### 12e) Event visitor parking application process

Event visitor bookings must be made by a member of DMU staff, informing the Estates Helpdesk not more than 12 months in advance. To request a booking email: Estates Helpdesk or telephone 0116 2506366. All bookings should include the numbers of vehicles and when they are expected to arrive and leave. If larger vehicles (i.e., Minibuses) will be visiting, then this must be declared to the Estates Helpdesk at the time of booking. The maximum number of spaces allocated to the event, and the availability of spaces, will be determined entirely at the discretion of the Estates and Facilities Directorate taking into consideration all other operational needs. Appeals regarding the number of spaces allocated may be made to the Estates Manager for a final decision. Local Authority Blue Badge event visitors may be allowed to park in any parking bays on campus, which includes disabled parking bays. Such visitors will be directed to an appropriate parking bay as necessary on arrival. Local Authority Blue Badge holders attending an event are also not required to purchase a Pay & Display ticket. The booking will not be permitted to exceed the number of agreed event visitor spaces as determined by the Estates and Facilities Directorate.

### 12f) Visitor permit details

Visitor permits are distributed by the Estates Services Building Reception and are of a 'scratch card' single day usage style. The Estates Services Building Reception staff will scratch off the relevant day of the week, day of the month, the month and payment type. These permits must be displayed within the visitor's vehicle, alongside a valid Pay & Display ticket (a Pay & Display ticket will not be required for visitors who also display a valid Blue Badge permit).

to undertake the Estates contractor online induction before being signed in for the first time. Once signed in, a contractor badge is issued, which must always be displayed on the contractor's person.

### 14b) Faculty or other directorate contractor sign in and induction

Faculty or other directorate appointed contractors, who require parking, will need to be booked in with the Estates Helpdesk in advance of their arrival

**Example sections of your contractor permit:**

1) Permit year.
2) Type of permit (contractor).
3) Scratched off day of the week

### 16a) Cycle security disclaimer

DMU accepts no responsibility for any damage or theft to personal property whilst using the campus cycle facilities. You are advised to take out your own insurance if you leave your cycle on campus. These facilities are intended to be for short-term (working hours) use. Do not leave cycles overnight or when you are not on campus.

### 16b) Cycle locks

**Cyclists are advised to use a robust lock (type D-lock or similar) to secure their cycle**.

Staff and students who register their bikes with the Security Office may be able to receive a free lock (subject to availability). The Green Travel Plan Group (GTPG) has made the necessary effort to ensure that the equipment is suitable, but DMU cannot be held responsible for equipment failure.

### 16c) Abandoned cycles

Cycles left in DMU facilities that appear to have been abandoned will have a notice applied advising that they will be removed if not moved within four weeks. Cycles that are removed will be recycled wherever possible.

### 16d) Locking up cycles

Cycles should only be locked to the racks and storage facilities provided. No cycles should be attached to street furniture. On land surrounding the campus but not owned by DMU the local authority may act to remove any cycles attached to such street furniture or any other buildings or ancillary structures. Around campus, cycle locks left unused on DMU cycle stands may be removed forcibly by Security if they appear to have not been used for at least one month. Cyclists may use the university cycle parking facilities but must not park their cycle in a car parking space / area.

### 16e) Cycles, scooters, or skateboards in buildings

Cycles are not permitted within buildings, with certain listed exceptions. 1) When utilising indoor cycle storage facilities. 2) When utilising foldable cycles, provided that the cycle is folded whilst being carried through the building, and adequately stored. 3) When carrying a scooter or skateboard through a building, to be adequately stored. The responsibility for the storage of foldable cycles, scooters or skateboards rests with the user.

### 16f) Charging electric cycles, scooters or skateboards

Due to concerns regarding the number of fires that have originated from lithium-ion batteries, the charging of electric cycles, scooters or skateboards within university buildings is not permitted. DMU is currently exploring options to provide for safe storage and charging facilities for staff and students who have chosen to pursue such electrically powered sustainable transport options, which are principally powered by lithium-ion batteries.

### 16g) Other Support for cyclists

There are various services available such as free inner tubes, puncture repair kits and cycle lights to make life as easy as possible. Please see the university's Transport web pages DMU transport or email the Sustainability team for more information.

## 17. Management of parking policy

Responsibility for the management of the university Vehicle Parking & Cycle Policy resides with the Estates and Facilities Directorate and is subject to annual review. Approval of the policy rests with the University Leadership Board (ULB) or the Associate Director and Head of Estate Management, as appropriate.

Operational responsibility for administration rests with the Estates Helpdesk. Enforcement responsibility (detailed below) rests with the university's Security Office and any appointed external representatives.

### 17a) Parking on public roads surrounding campus

Parking on public roads surrounding campus can cause a nuisance to our neighbours, particularly in established residential areas, harming the university's relationship with the local community. The university therefore positively discourages staff, students, visitors, and contractors from parking on surrounding roads. Penalty charge notices are issued by the Local Authority to vehicles incorrectly parked on public roads. Parking charge notices are issued to vehicles incorrectly parked on private land, as is the case for the university.

### 17b) Changing your permit / permit details

If your personal details or your vehicle(s) details need to be changed then please contact the Estates Helpdesk. The new details will be updated within SAP and the databases operated by our parking enforcement provider. There should be no need to issue a new permit unless the permit type changes.

### 17c) New parking permit year applications

DMU's permit year runs from the 1st of September to the 31st of August inclusive, each year. An email reminder regarding the application window will be sent to DMU staff in the month of May. The responsibility for new parking permit year applications rests solely with the applicants.

### 17j) Parking complaints

**Parking related complaints for matters not involving enforcement** must be referred to the Estates Helpdesk via email or by telephone to 0116 2506366. Pa16

and 9.00am, Monday to Friday. All other enforcement criteria will remain in place. This is to allow contractors to park their vehicles and to visit the Estates Services Building Reception to sign in and request their parking permit.

### 19c) Enforcement at any time

Action will be taken against any vehicle:

- Not in receipt of a valid DMU parking permit, unless an authorised event visitor.
- Parked in a DMU parking space without the immediate intent of performing staff duties or student activities, with the exception of parking on a Match Day or parking as an authorised visitor.
- Parked in a designated ‘No Waiting’, ‘Service’ or ‘Delivery’ area.
- Parked in a reserved bay without authorisation.
- Parked on a double yellow line or within a yellow hatched area.
- Causing an obstruction.
- Blocking a pedestrian walkway.
- Parked on a 'Fire access road' or blocking a ‘Fire Exit’.
- Parked in a disabled bay without a valid DMU Disabled or an Assessed Needs parking permit.
- Parked outside the designated parking areas / bays.
- Parked on a university-owned paved area or road without prior consent or under contractor duties.
- Bicycles and motorcycles parked in spaces intended for cars.
- Parked over 48 hours. Enforcement notices may be placed on vehicles left within DMU car parks for longer than 48 hours without the prior agreement and consent of the Security Office, excluding student residence permits, which have no limitation on the amount of time that their vehicle may be parked, in line with the validity of their student residence permit.
- Whose driver is not a permit holder and does not hold a valid driving licence and their vehicle(s) must meet legal requirements. Driving licence requirements do not apply to DMU disabled permit holders who do not hold a valid driving licence and instead, may be dropped off or collected at DMU as their destination by colleagues or students.
- In contravention of any other part(s) of this policy.

### 19e) Blue Badge carer parking

Staff or students (acting as a carer) and holding a Local Authority Blue Badge and a DMU Disabled parking permit must be collecting or dropping off the disabled person that is named on the Blue Badge with DMU as their destination. It is a criminal offence to misuse a Blue Badge under the Blue Badge Scheme. Please visit here for more information about the rights and responsibilities in England that govern the use of Blue Badges.

### 19f) Short-stay delivery and collection vehicle enforcement

Vehicles (on campus for short periods) may be excluded from this policy (at the discretion of Security) whilst transporting goods to or from the university in connection with university business.

### 19g) Reserved spaces

The university operates several reserved spaces around campus to facilitate its operational business. The nature of these spaces will be denoted by local Estates approved signage or appropriate line marking. The enforcement of such spaces is at the discretion of locally appointed management, who will refer enforcement requests to Security if

| Car Park | Reserved Spaces | Management Responsibility |
|---|---|---|
| Main Car Park | Security Vehicles / Security Reserved (*) | Head of Security |

appeal may be referred to the ‘Parking on Private Land Appeal’s service’ (POPLA), details of which will be supplied by First Parking LLP should an appeal be received in writing and subsequently rejected.

All appeals against parking enforcement charges must be made in writing to the BPA ApTf8( )8805(βo448 7e)8(rce)87(e)8All a