

POLICY TITLE

1. OVERVIEW AND PURPOSE

- 1.1 The University of Sussex is committed to providing parking facilities on the Campus estate for staff, students, and visitors, however, this must be balanced with a commitment to reducing our carbon footprint and encouraging travel to and from the campus through sustainable methods.
- 1.2 This Car Parking Policy introduces greater management and control of vehicles to improve a challenging and unsustainable parking situation on campus, to reduce congestion in and around the University site, to prevent unauthorised use of the University car parks, and to actively promote sustainable travel.
- 1.3 This policy has been developed using data from consultation feedback, consultant led research, and feedback from the Student Union.
- 1.4 Car parking is limited, and this policy does not guarantee spaces for anyone, including permit holders.

2. SCOPE

- 2.1 This policy applies to all employees, students, visitors and external individuals and organisations accessing parking at the University of Sussex.
- 2.2 This policy applies to all University of Sussex car parks and first came into effect on the 1st of September 2018. Since then, it has since been revised annually, or in light of significant change, and is operational Monday to Friday 0900-1700.

3. RESPONSIBILITIES

- 3.1 Staff, students, and visitors are eligible to park on campus in accordance with their adherence to the terms of this policy, as detailed below.
- 3.2 Failure to comply with this policy may result in a Penalty Charge Notice (PCN) to be paid by the individual.

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4. POLICY

4.1 Staff

- 4.1.1 All staff are eligible to park on campus and to apply for a parking permit.
- 4.1.2 Staff can register multiple vehicles to one permit registered to one address
- 4.1.3 Staff may also apply for a “pass to park” which is issued free of charge and allows the daily use of scratch cards for parking

4.2 Students

- 4.2.1 Student parking on campus is subject to the following eligibility:
 - Students with families who are resident on campus
 - Students with caring responsibilities may apply to the Parking Panel under the ‘Carer Scheme’
 - Registered disabled students (also exempt from parking charges)
 - Mobility: Students with a temporary mobility issue may apply for a temporary permit via Student Support. Standard parking fees apply.
 - Disabled students requiring parking (as defined and approved by Student Support) will be given a permit for the duration of their programme of study.
 - Public Transport Accessibility: Where public transport exceeds 1.25 hours students may apply to the Parking Panel for consideration
- 4.2.2 Students are not eligible to apply for a ‘pass to park’.

4.3 Visitors

- 4.3.1 Visitor parking is available through the pay-by-phone app but is currently limited to 3 hours with no return permitted.
- 4.3.2 Visitor Parking can also be booked through the Transport Office, by the appropriate School or Department.
- 4.3.3 The registration number, will be registered by the Parking Enforcement Team, preventing the issue of parking charge notices, to pre-booked visitors.

4.4 Pay by Phone parking

- 4.4.1 Pay by phone parking is restricted to 3 hours with no return permitted. Details regarding payment costs can be viewed in section 4.5 below.

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4.5 Fees

4.5.1 The following fees apply for the period 2021/22:

STAFF
Staff parking is charged at £360pa/£30pcm (pro-rated for part time staff) A monthly salary deduction scheme is available
ELIGIBLE STUDENT CAMPUS PARKING
Eligible student parking on Campus is charged at £198pa/£66/term
ASSOCIATES
£36pa.
PAY BY PHONE FOR VISITORS (SHORT STAY)
£2.50 fee for 3 hours. No return permitted
BLUE BADGE & MOTORCYCLES
Free.
CONTRACTORS
Charged at daily rate equivalent to annual permit fee. Cap on number of vehicles per contractor, managed centrally through the permit system, allocated to specific registration numbers.
VISITOR PERMITS
£2.50pd charged directly to instructing School or Department.

4.6 Regulations

4.6.1 The following regulations apply from the period 2018/19:

REGULATIONS
Marked disabled parking bays can only be used by Blue Badge holders.
Where the Student Support Unit arranges campus parking for students with health-related parking needs, these drivers can park in standard campus parking only, not disabled parking bays.
Parking within carer scheme bays is permitted between 0900-1000 for carer permits holders only. No parking in carer bays is permitted before 0900.
Carer permit holders should park in a general parking bay before 0900 in order ensure carer bays are available as intended. Carer bays revert to general parking after 1000.
Visitor parking is managed centrally via the Transport Office
Parking for events and conferences will be assigned as required in specified parking zones.

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Contractor parking is managed by SEF.
Appeals and applications for parking by exception are referred by the Transport Office to the Parking Panel for consideration
The Car Parking Policy is reviewed annually by Director of Estates and reported to UEG

5. LEGISLATION AND GOOD PRACTICE

- 5.1 [Travel Plan](#)
- 5.2 [Sustainable Travel](#)
- 5.3 [Sussex Sustainability Policy & Strategy](#)
- 5.4 [Disability Equality](#)
- 5.5 [SEF Transport](#)

Review / Contacts / References	
Policy title:	Car Parking Policy
Date approved:	16 August 2021
Approving body:	UEG
Last review date:	July 2020
Revision history:	
Next review date:	June 2022
Related internal policies, procedures, guidance:	http://www.sussex.ac.uk/sef/services/transport/campus-parking
Policy owner:	EFM
Lead contact / author:	<i>The Director of Estates and Facilities Management has the authority to issue, implement and communicate the Car Parking Policy/Jayne Townsend/Emma Winniffrith</i>

NOTE: SUPPORTING DOCUMENTS n/a

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