

 <p><b>US</b> UNIVERSITY OF SUSSEX</p>	<h2>Car Parking Policy</h2>
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Version: 1.0

Effective from 1 September 2018

Author: Director of Estates and Facilities Management

<b>Document Control Information</b>			
<b>Revision History: (most recent first)</b>			
Author	Summary of changes	Version	Authorised/Date
<b>Policy Management and Responsibilities:</b>			
Owner:	The Director of Estates and Facilities Management has the authority to issue, implement and communicate the Car Parking Policy.		
Others with responsibilities:	All users of the University car parks are required to comply with the policy		
<b>Consultation:</b>			
Staff via HR			
Students via SU			
Relevant external bodies (specify)			
<b>Review:</b>			
Review Due:	July 2019		
Document location:			
<b>The owner and author are responsible for publicising this policy document</b>			

## CAR PARKING POLICY

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### INTRODUCTION

1. This policy applies to all employees, students, visitors and external individuals and organisations accessing parking at the University of Sussex. This policy applies to all University of Sussex car parks, comes into force on 1<sup>st</sup> September 2018 and is operational Monday to Friday 0900-1700.
2. This Car Parking Policy introduces greater management and control of vehicles to improve a challenging and unsustainable parking situation on campus and to actively promote sustainable travel. This policy has been developed taking into account consultation feedback, consultant led research and feedback from the Student Union.
3. Car parking is limited and this policy does not guarantee spaces for anyone including permit holders.

### ELIGIBILITY TO PARK

4. Staff, students and visitors are eligible to park on Campus and at Bridge Car Park as set out below.

#### STAFF

All staff are eligible to park on campus and to apply for a parking permit

Staff can register multiple vehicles to one permit registered to one address

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

#### STUDENT PARKING ON CAMPUS

Student parking on campus is subject to the following eligibility:

- Students with families 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.
- Special Needs (as defined and approved by Student Support)
- Public Transport Accessibility: Where public transport exceeds 1.25 hours students may apply to the Parking Panel for consideration

Students are not eligible to apply for a ‘pass to park’.

#### STUDENT PARKING AT BRIDGE CAR PARK

All students are eligible to apply for a permit to park at Bridge Car Park, which is off campus.

#### VISITORS

Visitor parking is available in designated bays in car park 5 – Sports Centre, Car Park 4 – Sussex House and Car Park 2 – Falmer Sports Complex.

Visitor cars must be registered with the Transport Office by the appropriate School

or Department. The registration number will be registered by the Parking Enforcement Team preventing the issue of parking charge notices to pre-booked visitors.

#### **PAY BY PHONE PARKING**

A limited number of bays are available to pay by phone to park. Signage in designated car parks (car park 5 – Sports Centre, Car Park 4 – Sussex House and Car Park 2 – Falmer Sports Complex) display instructions of use via App and telephone.

Pay by phone parking is restricted 3 hours no return permitted.

#### **FEES**

5. The following fees apply for the period 2018/19.

#### **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

#### **STUDENT PARKING AT BRIDGE CAR PARK**

Student parking at Bridge Car Park is charged at £360pa.

#### **ZERO HOUR CONTRACTS**

£36pa.

#### **ASSOCIATES**

£2.50 per day scratchcards; must display pass to park which is issued free of charge.

#### **PAY BY PHONE FOR VISITORS (SHORT STAY)**

£2.50 fee for 3 hours. No return permitted within 4 hours.

#### **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.

#### **REGULATIONS**

6. The following regulations apply for the period 2018/19.

#### **REGULATIONS**

Parking bays are available for valid parking permit holders only unless indicated otherwise as available for disabled (Blue Badge holders), visitors, 'special needs' and carer scheme.

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.

Visitor parking is managed centrally via the Transport Office

Parking for events and conferences will be assigned as required in specified parking

zones.
Contractor parking
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