

University of Sussex Parking Conditions

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 These Parking Conditions introduce 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 university car parks and land, and to actively promote sustainable travel.
- 1.3 These Conditions have been developed using data from consultation feedback, consultant led research, and feedback from staff and student groups.
- 1.4 Parking is limited, and these Conditions do not guarantee spaces for anyone, including permit holders.

2. SCOPE

- 2.1 These Parking Conditions apply to all employees, students, visitors and external individuals and organisations accessing parking at the University of Sussex.
- 2.2 These Parking Conditions apply to the entirety of the University campus (set out in Appendix 1) and first came into effect on 1st September 2018. Since then, they have been revised annually, or in light of significant change and is operational 24 hours per day, 7 days per week, for all 365 days of the year.
- 2.3 Automated Number Plate Recognition (ANPR) is in effect campus wide, and Parking Enforcement is managed by First Parking.

3. RESPONSIBILITIES

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

4. PARKING CONDITIONS

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 All staff working on the University of Sussex Campus are eligible to apply for one of two paperless permit types:
- Annual (paid monthly via salary deduction)
 - Pay as you go (paid daily)

4.2 Students

- 4.2.1 Student parking on campus is subject to the following eligibility:
- Students with families who are resident on campus in family accommodation and have applied for a permit to the Transport Office.
 - Students with caring responsibilities for primary aged children and /or are guardians to other dependents may apply to the parking panel for consideration under the 'Carer Scheme' with select parking spaces reserved for carers before 10am.
 - PhD students who are also members of University staff, depending on working hours and employment status.
 - Students that hold a government or council issued Blue Badge and have pre-registered with the Transport Office (also exempt from parking charges).
 - Students with a disability that require parking on campus and their application for a permit has been supported by Student Support Services.
 - Students with a temporary mobility issue that require parking on campus and their application for a permit has been supported by the Student Disability Support Services.
 - Students whose term time address is in an area where public transport exceeds 1.25 hours (calculated as a journey to campus arriving at 08:30am on a Monday morning) may apply to the Parking Panel for consideration.

- Students enrolled on a PGCE or Early Years Learning course with the School of Education and Social Work (ESW), that are on placements for most of the week and only need to visit campus on Fridays (PGCE) or Tuesdays (Early Years). At all other times, the daily visitor parking rates apply.
- All students are eligible to apply to the Transport Office for an Off-Peak permit to park on campus. This permit is valid overnight from 5pm to 8am on weekdays and all day at weekends. At all other times, the daily visitor parking rates apply.

4.3 Visitors

- 4.3.1 Parking charges are active 24/7 across the entirety of the campus for visitors, and is not limited to car parks.
- 4.3.2 Payment for general visitor parking is managed by PayByPhone and payment can be made via the PayByPhone mobile App. Alternatively, payment can be made online at www.paybyphone.co.uk or by telephone on 01273 78 5599.
- 4.3.3 Visitors that hold a government or council issued Blue Badge can park on campus for free. They must inform or register their vehicle with the Transport Office to arrange exemption from parking enforcement.
- 4.3.4 Visitors attending ticketed events at the Attenborough Centre for Creative Arts (ACCA) or Venues at Sussex (Conference Centre) can park on campus for free but must check in with their vehicle details at the ACCA box office or Bramber House Conference Centre reception within 60 minutes of their arrival on campus to avoid a Penalty Charge Notice. Bodiam Beds visitors in the summer can check in with their vehicle details at East Slope reception.
- 4.3.5 Sussex Sport visitors/users who do not hold a permit to park on campus can park for free but must check in with their vehicle details at the Sports Centre or Sports Complex reception within 60 minutes of their arrival on campus to avoid a Penalty Charge Notice (PCN).

4.4 Guests

- 4.4.1 Guests or visitors invited to campus by a school or department can pre-book and pre-pay for their parking with the Transport Office via email with the guest's vehicle details and their duration of stay.
- 4.4.2 Staff members who are hosting an event, conference or large meeting can book guest parking in bulk by contacting the Transport Office at least 48 hours in advance with the event details and maximum number of spaces needed, without needing vehicle details in advance. A link will be provided to send in advance of the event to all guests to pre-book their parking online.

4.4.3 Guest parking is charged directly to the department and/or cost code or arranged via Purchase Order.

4.5 Stays

4.5.1 Grace Period

A one-hour grace period is available for vehicles only briefly driving onto campus and not parking, e.g. to pick up or drop off items and passengers, including delivery vehicles.

4.5.2 Parking Payments

Following any paid parking session you have 10 minutes to move your vehicle outside of the campus site, or pay for a new stay.

5. FEES

5.1 The following fees apply for the period 2025/26:

Staff		
	Payment method	Amount
University and BSMS staff	Monthly payroll deduction Dependent on employee salary grade	Salary Grades 1-5: £360 per year (£30 per month) Salary Grades 6-8: £444 per year (£37 per month) Salary Grades 9-10: £540 per year (£45 per month) Reduced pro-rata compared to FTE
	Staff Pay as you go	£3 per day (7 days, 8am to 5pm)
All other staff working on campus	Monthly payroll deduction	£360 per year (£30 per month), reduced pro-rata compared to FTE
	Staff Pay as you go	£3 per day (during working hours, 8am to 5pm)
Associates and doctoral/retired tutors	One-off payment online	£36 per year (i.e. treated as a notional 0.1 FTE)

Eligible Students

	Payment method	Amount
Students, campus parking (eligible students only)	One-off payment online	£198 per year
PGCE or Early Year Learning Placement Students <i>from the School of Education and Social Work</i> <i>Friday or Tuesday Parking Only, respectively; this also covers the three week induction in September</i>	One-off payment online	£70 per year

Visitors via PayByPhone

Parking period	Charge
Up to 2 hours	£3
Up to 4 hours	£4
Up to 9 hours	£7
5pm to 8am (flat fee)	£4.50

Guests and visitors pre-booked by school or department

Parking period	Charge
All day (flat fee) <i>charged to School or Department</i>	£3

Conference, Sussexsport, ACCA or SINC visitors

Free. Vehicles must check in and register their vehicle via parking tablet located at the Conference Centre reception, Sports Complex, Sports Centre, or ACCA Box Office within 60 minutes of their arrival to campus to prevent a PCN being issued.

Blue Badge and Motorcycles

Free. Vehicles must be registered with the Transport Office to prevent a PCN being issued.

Contractors

No charge if Transport Office are made aware in advance and contractor registers their vehicle on the day at the Hastings Reception parking tablet. Balfour Beatty West Slope Contractors must book their vehicle in on arrival via the parking tablet in the Development welfare sign-in area.

6. REGULATIONS

- 6.1** The following regulations apply from the period 2025/26:
- 6.1.1 Marked disabled parking bays can only be used by Blue Badge holders or by those who have had a bay designated for their use due to disability or mobility requirements and the signage at the bay contains their vehicle registration.
 - 6.1.2 Parking within carer scheme bays is permitted between 09:00-10:00 for carer permit holders only. No parking in carer bays is permitted before 09:00. Carer permit holders should park in a general parking bay before 09:00 to ensure carer bays are available as intended. Carer bays revert to general parking after 10:00.
 - 6.1.3 Parking for events and conferences will be assigned by the Transport Office as required in specified parking zones.
 - 6.1.4 Contractor Parking is managed by Estates.
 - 6.1.5 The Transport Office will forward all appeals made in relation to decisions to issue parking permits on campus to the University Parking Panel.
 - 6.1.6 The Transport Office and/or University do not investigate appeals or objections related to the issuance of Penalty Charge Notices (PCNs) issued by First Parking on the campus. Appeals or objections related to PCNs should be raised directly with First Parking as the parking enforcement body on the campus.
 - 6.1.7 If any vehicle user on the campus is dissatisfied with services received by First Parking or wish to contest an appeal outcome given by First Parking, an independent appeal can be made via POPLA, the independent appeals service for PCNs issued on Private Land: [Welcome to POPLA | POPLA](#).

For any queries relating to the University of Sussex Parking Conditions, please contact transport@sussex.ac.uk.