

PARKING PERMITS INFORMATION FOR STAFF AND STUDENTS

Loughborough College will operate a car parking permit scheme from the 2nd September 2019 to the 30 June 2020.

There will be a two-week window until the 16th September where security staff will be managing the barriers to allow access to the site if a permit has not been purchased and displayed. After this date if a permit has not been purchased Staff/Students will not gain access to any onsite parking areas.

During the permit season, all vehicles parked on campus without a valid permit or visitor pass between 06:00 – 14:30 will be issued with a warning notice – should any vehicle be issued with more than one warning notice disciplinary action will be taken. The college will operate reserved car parking in car park 2 (designated visitor car park).

Please note that Parking permits do not guarantee a parking space, only the right to search for a space, and parking is on a first come first served basis. If you are unable to locate a parking space, please call security on 07876577487 for assistance.

Between the hours of 14:30 and 21:00 Monday to Friday and 08:00 to 17:00 Saturday and Sunday parking restrictions are relaxed and no permit is required to access Car Park 1 – please note access will be given via the intercom system. Car park 3 and 4 will remain on permit access only at all times. The Radmoor Road barriers will remain in operation at all times.

WHERE TO BUY A PERMIT

Student permits, to be displayed in vehicles, will be available to purchase from the Hub reception (cash and credit/debit card payments).

Staff permits, to be displayed in vehicles, will be available from the Estates office L011. Payment will be deducted from salary.

The permit types remain the same as previous years, they can be purchased for the number of days required. Days are not specified i.e. a one-day permit can be used on any one day of the week.

WHO CAN APPLY FOR A PERMIT

All students with a full driving license and who live outside the LE11 postcode area during term time can purchase a permit. All staff members can purchase a parking permit. There will be no limit to the number of permits sold.

Permits can be purchased at any time between 2nd September and 30th June. The cost of a permit will be pro-rata, e.g. a full permit bought on 6 November will be charged for 8 months. The full parking permit term is 10 months, excluding July and August.

ACCESS RESTRICTIONS

Access for students with permits to Car park 1 is via the Epinal Road entrance only. Students will not be permitted access through the Radmoor Road barriers located between H/E building and 2012 fitness and sport centre at any time.

Staff cards will permit access through the Radmoor Road barrier, however we would advise accessing the site from Radmoor road where possible to avoid congestion.

When reserving a space for a visitor please advise your visitor to access the college via Radmoor Road.

WHAT ARE THE CHARGES AND HOW TO PAY

Permit Type	Days covered	Staff charge	Student charge	Payment arrangements
Type 1 (1 day)	Any 1 day Mon - Fri	£40	£25	Student - One payment in full Staff - salary deduction month in arrears
Type 2 (2 day)	Any 2 days Mon - Fri	£80	£50	Student - One payment in full Staff - salary deduction month in arrears
Type 3 (3 day)	Any 3 days Mon - Fri	£120	£75	Student - One payment in full Staff - salary deduction month in arrears
Type 4 (4 day)	Any 4 days Mon - Fri	£160	£100	Student - One payment in full Staff - salary deduction month in arrears
Type 5 (full)	Mon - Fri	£200	£125	Student - One payment in full Staff - salary deduction month in arrears
Motor Bike	Mon - Fri	£25	£25	One payment in full

PARKING FOR PERSONS WITH DISABILITIES

People who are part of the disabled persons' parking scheme (Blue Badge) can park in a disabled parking bay on a first come first served basis. There is no charge.

Staff and students who may temporarily require access to disabled parking should contact the Health and Safety Advisor, via the Hub reception to arrange an occupational health assessment to determine suitability for a temporary disabled parking permit.

RADMOOR CENTRE PARKING SPACES

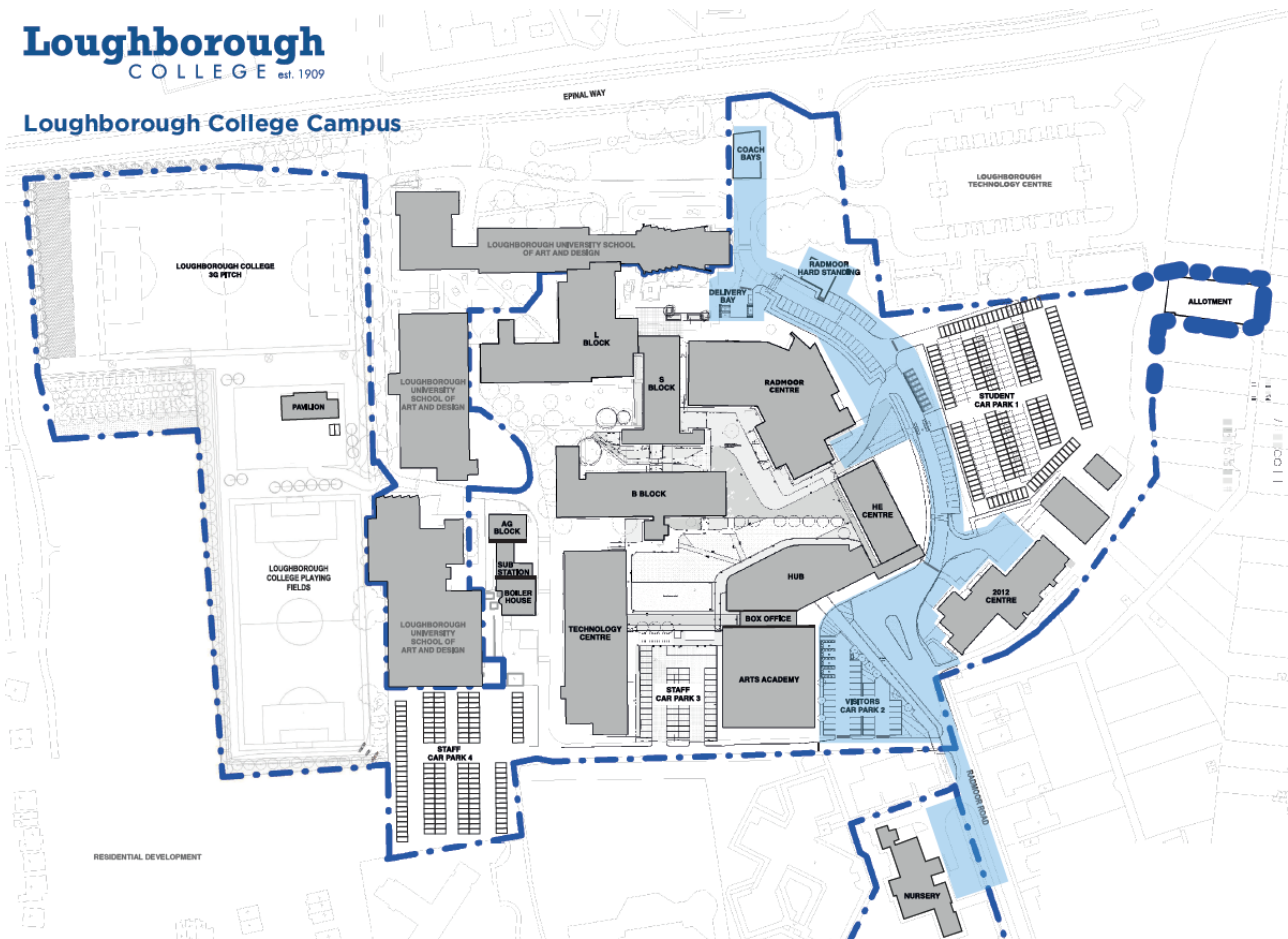
There are several parking spaces outside the Radmoor Centre, these are restricted for Radmoor users only, supported by signs placed at the front of each bay.
There is also a grassed parking area located outside the Radmoor Centre. This is also restricted access for Radmoor users only.

Disciplinary action will be taken if staff/students with permits are parked in Radmoor customer parking bays.

PARKING CHARGE NOTICES

This year the college will be implementing a car park management scheme. Parking notice charges will be issued to any vehicle, not displaying a permit, or vehicles with permits which are parked in bays outside of barrier controlled carparks which are designated spaces for other users I.E Radmoor parking spaces and nursery carpark.

The highlighted areas in light blue identify where parking notice charges will take place.



An external parking management solutions company will be responsible for the charge notice once it has been issued on site. Further details and timescale of implementation to follow.

Referral notices for Staff and student carparks.

Individuals found parking inappropriately within a barrier controlled car park area will be ticketed with a referral notice; details will be forwarded to the relevant Department.

FAQ'S

Am I guaranteed a car parking space?

No. Permits do not guarantee a car parking space. Permit holders are granted access to the designated car park in order to search for a space.

What happens if I park on the campus without a permit or in ways which contravene the traffic regulations?

The car parks will be patrolled with warning notices being issued to vehicles contravening the traffic regulations (i.e. not displaying a valid permit, misuse of disabled bays, vehicles blocking exits, vehicles parked on double yellow lines etc.). Individuals found parking inappropriately within a barrier controlled car park area will be ticketed with a referral notice; details will be forwarded to the relevant Department.

The parking bays and roads outside the barrier-controlled carparks will be patrolled with parking notice charges being issued to vehicles contravening the traffic regulations (i.e. not displaying a valid permit, misuse of disabled bays, vehicles blocking exits, vehicles parked on double yellow lines etc.).

What if I leave the College or want to give up my permit?

Pro-rata refunds for every full unexpired month will be given on completion of a permit surrender form and return of the original permit. E.g. a student type 2 permit is purchased in January for £30 and surrendered in March. 3 months' payments (£15) will be refunded on surrender. There will be no reissue of a permit after surrender until the next parking season (September). Surrender forms can be obtained from the Hub reception.

How will the car share scheme work?

Car-share-only spaces will be reserved for permits holders upon request. Please contact the Estates department in L011 or on 01509 618334 for further information.

Car sharing involving a car user bringing a non-car user onto the campus does not qualify for a car-share only space.

How do I find someone to car share with?

Loughborough College subscribes to Leicester SHARE car share scheme which is free to register and use. **Staff and students are not allowed to car share together.**

To register on the scheme go to: <https://liftshare.com/uk/community/leicestershare> and select the Loughborough College group.

Car sharers may benefit from finding a car share prior to purchasing a permit, in order that the correct complementary permits may be purchased. Both permits must match the number of days purchased to be considered. E.g. a three day permit & a two day permit would not qualify for the car sharing scheme however two users with three day permits would qualify.

Car sharers do not have to register on the scheme to car share. It is a free tool intended only to help people find a car share. The College plays no role and takes no responsibility for finding and matching car shares.

