

Car Parking Policy

1. Introduction

1.1 Link to Sustainability Policy

“Liverpool Hope University is committed to maintaining, and wherever possible, enhancing, the quality of the environment at its campuses, both for the people who live and work at the University and for the wider community.”

(Extract from the University’s Sustainability Policy, http://www.hope.ac.uk/sustainability_policy.html)

The University also recognises that its activities have an impact upon the environment at local, regional, national and global levels and acknowledges a responsibility for the protection of the environment and the health of its members and the community.

1.2 Link to Travel Plan*

The University has, as part of the Travel Plan, developed five general travel principles:

- 1 To reduce the impact of University associated traffic on the surrounding road network.
- 2 To promote the use of alternative modes of transport other than the private car.
- 3 To promote healthier modes of travel to and from the University, such as cycling and walking, amongst staff and students.
- 4 To reduce the number of lost days due to staff and student sickness, through the promotion of healthier travel.
- 5 To fulfil conditions of planning consents and to support new planning applications.

* <http://www.hope.ac.uk/travel-plan/travel-plan.html>

The Car Parking Policy has been developed to accord with both the University’s Sustainability Policy and the University’s Travel Plan.

1.3 Planning Requirements

A condition of agreement to the Travel Plan and for the new developments on the campus were a series of measures imposed on the University by Liverpool City Council and by which the University has had to enter into a legally binding agreement with LCC:

- To contribute £25,000 towards the cost of traffic management scheme to control vehicle parking on roads in the vicinity of the campus, eg a Residents' Only Parking Scheme.
- To fully fund improvements along Taggart Avenue from the junction with Stand Park Avenue to the Woolton Road junctions. These works involved the creation of a 20mph zone within the area of Hope University. This has been reinforced by the installation of four flat-top speed humps, one of which incorporates the existing signalised crossing, together with a new speed table at the junction with Irene Road which has also been re-aligned to improve visibility. These improvements cost the University £439,290.
- Additionally, improvements have been made to pedestrian movements with the provision of dropped crossing and tactile paving at the existing signalised junction with Woolton Road.
- New conservation kerbing and paving has been installed, together with new bus stop shelter facilities.
- To further enhance safety, new bespoke street lighting has been installed and a new Pelican Crossing has been installed at the Eden-Security Lodge crossing point.
- The University is also obliged to enforce the vehicle parking restrictions at the University campus at all times

1.4 Review of Existing Transport Measures

- i. Car parking charges have been in place for staff and students for some years.
- ii. Pay and Display charges have been imposed on all visitors and short stay users of University facilities and charges have remained unchanged at £2.00 per day since 1st September 2012.
- iii. The University enforces its parking restrictions by issuing Parking Charge Notices (PCNs) on offending vehicles. The PCN's will be issued by the University's Security Staff and the associated charge will be collected by an external parking enforcement agency. The PCN is £100 payable within 28 days, reduced to £60 if paid within 14 days and increased to £150 if not paid within 28 days.
- iv. A free bus service links Hope Park to Cornerstone and Hope Park to Aigburth.
- v. Additional secure bicycle storage facilities have been provided at the Hope Park campus.
- vi. Motorcycle parking is provided free of charge in the designated parking bays across Hope Park Campus
- vii. The landscaping, lighting and security of pathways leading to and from the car parks has been improved.
- viii. The University has created a Taxi drop-off zone adjacent to the Security Lodge to relieve congestion on Taggart Avenue.
- ix. Cornerstone has car parking facilities with 26 spaces for staff use only. The University has secured preferential parking rates with the nearby Q-Park and students and visitors are encouraged to park there.

1.5 Additional Measures Proposed

- i. The University is in continued negotiations with local transport providers to improve its bus services, particularly from areas identified within the Travel Plan and to consider subsidising such services.

2. Parking Permits at Hope Park

Type of Permit	Eligible Users	Cost
i. Blue Badge Holders	Any Blue Badge holder	Nil
ii. Annual Day Parking Permit	Staff: Grade 7 and above Staff: Grade 6 and below Students (Non-residential)	£140.00 £ 70.00 £ 60.00
iii. Day Parking Permit	Staff, Students and Visitors Day Rate	£ 2.00
iv. Residential Parking (24hr/7days)	Residential students in categories 2.1-2.4 inclusive	£200.00
v. Replacement Parking Permit	Staff and Students	£ 5.00
vi. Motorcycle Owners	Staff Students	Nil Nil

There are no discounts for Part time staff or students.

There are no discounts for students on School Block Experience or work placements.

3. Student Car Parking Policy

Liverpool Hope University has excellent bus services and good cycle routes to and from the city. Most students find they do not need a car. For transport information see the Hope travel site at: <http://www.hope.ac.uk/travel>

Students living in residences at Hope Park or at the Cornerstone Campus will not normally be permitted to bring cars onto the campus (except those residential students in categories as described in Table 1).

Students without a permit should not park on any public highways surrounding the University campus in the interests of road safety and local residents.

Table 1. Categories of Students who are eligible for Residential and Overnight Car Park Permits

Category	Evidence required	Type of Permit	Cost
1. Blue Badge Holders 1.1 Residential Blue Badge Holders	Supporting documentation	Annual Day Parking Permit Residential (overnight) Parking Permit	Nil
2. Campus residents 2.1 where illness or disability of a parent/legal guardian or spouse necessitates frequent journeys home. 2.2 who have School Learning Block or work placements. NB work for parents/legal guardian is excluded from this category. 2.3 who are in receipt of Scholarships for Sport, Music or Performance which require frequent travel to practice/competitions/performances 2.4 who in the opinion of the Dean of Students require frequent visits to locations not easily accessible by public transport.	Medical evidence and signature of the Dean of Students Work placement evidence: School Placement signed by the Faculty of Education Letter signed by the Dean of Students Letter signed by the Dean of Students	Residential (overnight) Parking Permit	£200
3. Students on Field Trips, Global Hope Visits and other overnight excursions organised by the University.	Letter signed by the Dean (Field Trips and overnight excursions) Or Dean of Students (Global Hope visits).	Temporary Overnight Parking Permit	Nil

4. Staff Parking Policy

Staff are encouraged to use public transport wherever possible. However, the University accepts that many staff also often need to travel between campuses or make frequent off-site visits during their working period. All staff, regardless of where they live will be eligible for an Annual Day Parking Permit.

For Grade 7 and above the charge will be £140.00 per annum.

For Grade 6 and below the charge will be £ 70.00 per annum.

There are no discounts for part-time or casual staff.

IMPORTANT NOTE:

- **Staff/Students who park without a valid permit will be issued with a legally enforceable Parking Charge Notice (PCN) and/or the irrevocably withdrawal of an annual car parking permit. The PCN is £100 payable within 28 days, reduced to £60 if paid within 14 days. If not paid within 28 days the PCN increases to £150.**
- **Permits allow vehicles to park on University property: they do not guarantee a space.**
- **The misuse of the “self-print” or the annual parking permit is seen as fraud and strictly forbidden. The University will invoke Disciplinary Procedures against any member of staff or student who misuses the Parking Permit.**
- **Any supporting letters will need to provide proof that the stated criteria are satisfied.**
- **Each applicant is responsible for ensuring that all evidence is presented on collection of the Permit**
- **Students on work placements or School Block Experience are not eligible to a discount or refund on the car parking fee.**

See also the Car Parking Regulations

5. Barrier Car Parks

There are a limited number of barrier-restricted parking bays operated by wireless fobs. All staff are eligible to apply for a restricted parking bay but the priority will be:

- Director and Head of Department Grades
- those who make frequent off-site visits

These places are allocated for a one year period only. Applicants must then re-apply.

There are only as many fobs allocated as there are spaces available so that barrier parking should be assured. Applicants receive only one fob for a specific reserved parking zone.

Lost fobs will be charged at £50.

6. Invited Guests and Official Visitors

Invited Guests and Official Visitors can arrange parking via the sponsoring Faculties or Departments.

7. Disabled Drivers

Dedicated parking spaces are provided for disabled drivers. Applicants should be in possession of the normal Disabled Person's badge which should be displayed alongside the University Permit.

8. Temporary Mobility Parking Permit

Any person who has a temporary need to access a disabled parking bay, but does not qualify for a Blue Badge, shall provide written medical evidence to the Dean of Students, for students and the University Secretary, for staff and others. The Dean of Students/University Secretary will decide whether or not to grant a Temporary Mobility Parking Permit. Their decision shall be final.

9. Delivery Vehicles

Delivery vehicles are permitted on campus to carryout deliveries, free of charge and have a maximum stay of 30 minutes to unload and deliver; providing the vehicle is not causing any unnecessary obstructions. Deliveries that require a longer set down can do so by prior arrangement with the Estates Department.

10. Car Parking Regulations

- i. Owners and drivers of motor vehicles using University roads and car parks, do so at their own risk. No liability is accepted by the University in respect of any loss, theft, accident, damage or injury suffered or inflicted by such persons or vehicles.
- ii. The University reserves the right to accept or reject a parking permit application, and will not enter into correspondence regarding such decisions.
- iii. Resident students are not normally permitted to keep cars on campus.
- iv. Only one permit per person is allowed.
- v. Permits are not transferable
- vi. **Possession of a permit does not guarantee a parking space.**
- vii. The misuse and/or copying of the "self-print" or the annual parking permit is seen as fraud and strictly forbidden. The University will invoke Disciplinary Procedures against any member of staff or student who misuses the Parking Permit.
- viii. Vehicles must be parked in designated parking spaces only. Irresponsible parking causing an obstruction and/or hazard, parking in a Disabled bay without displaying a valid Disabled Person's badge, or parking on the grass will be issued with a Parking Charge Notice.
- ix. Registered vehicle owners who are issued **more than three** Parking Enforcement Notices within one academic year will be brought to the attention of the Dean of Students (for students) or the University Secretary (for staff) and may lead to disciplinary action and the withdrawal of Parking Permit. No parking is permitted on campus at any time, for any reason, if parking privileges are revoked. Please note: there may be no refunds of money paid for a revoked permit.
- x. A valid permit must be clearly displayed in the front windscreen at all times. Drivers of vehicles parked without a permit after the Monday of the third week in October will be issued with a Parking Charge Notice.
- xi. A Standard Day Time Parking permit does not allow overnight parking.
- xii. Drivers of vehicles parked overnight, without displaying a valid Residential Parking Permit or a Temporary Overnight Parking Permit will be issued with a Parking Charge Notice.
- xiii. Lost, stolen or damaged permits may be replaced on payment of a £5 fee.
- xiv. Vehicles must not be parked anywhere on the campus without a valid road fund licence.
- xv. Vehicles must not be abandoned within University boundary. The University may arrange to remove an abandoned vehicle from its property and the registered keeper will be responsible for all costs associated with its removal and retrieval.
- xvi. It is an offence to register a vehicle on behalf of a prohibited person.
- xvii. Verbal or physical abuse towards any University staff enforcing this policy will not be tolerated and may lead to disciplinary action and the withdrawal of Parking Permit. No parking is permitted on campus at any time, for any reason, if parking privileges are revoked. Please note: there may be no refunds of money paid for a revoked permit.

11. Appeal Procedure

In the event of a dispute over the issue of a Parking Charge Notice, the driver has a right of appeal via Parking Ticketing Ltd; full details can be found on the PCN itself.

12. Permit Application Process

Staff

Staff can purchase an annual parking permit from the Hope Online Store at www.hope.ac.uk/gateway/students/hopeonlinestore/ and pay via monthly payroll deductions, which are automatically renewed each year until cancelled.

Suspension of Charges

Deduction of charges from salary will not be suspended during periods of sickness, jury service, overseas travel, holidays, research leave or any other periods of time the permit holder is away from the University, for less than three months.

Maternity Leave.

Staff on maternity leave may choose cancel their Parking Permit for the full duration of their maternity leave and re-apply on returning to work.

Long Term Sick Leave

Staff on long term sick leave, of three months or more may cancel their Parking Permit and, if using the monthly salary deduction scheme, payments will cease from the commencement of the next calendar month; and re-apply for a Permit on returning to work.

Alternatively, staff may pay for a parking permit in full, via the Online Store. Staff Parking Permits paid in full will be issued on a renewable basis and the permit holder is responsible for re-applying each academic year.

On completion of the Online Store process, a “self-print” parking permit will be emailed to the staff member and it is his/her responsibility for printing out the permit and displaying it clearly on the vehicle’s front windscreen.

Day Students

Day Students must purchase an annual parking permit directly from the Hope Online Store at www.hope.ac.uk/gateway/students/hopeonlinestore/ and full payment will be required by Credit or Debit Card.

On completion of the Online Store process, a “self-print” parking permit will be emailed to the student and it is his/her responsibility for printing out the permit and displaying it clearly on the vehicle’s front windscreen.

Important Note:

Annual Day Parking Permits

Covers normal use of the car park, but does not allow cars to be left on campus overnight.

Residential Parking Permits

Only eligible students will be permitted to park overnight on the University campuses.

Residential parking permits are only available from the Cashier’s Office in the Gateway Building and cannot be purchased on the Hope Online Store.

Residential Disabled students will be permitted to park overnight in the normal Disabled Parking bays free of charge

Temporary Overnight Parking Permits

Staff and Students on Field Trips, Global Hope visits and other overnight excursions organised by the University, may apply for a Temporary Overnight Parking Permit to be authorised by the Head of School (Field Trips and overnight excursions) or Dean of Students (Global Hope visits).

Sue Beecroft
Executive Director of Finance,
Services and Resources

Date: