

## UNIVERSITY PARKING POLICY 2024/25

This document sets out the University Parking Policy and is applicable to staff, students, visitors and contractors to the University and its colleges, including Queen's Campus. Please note this Policy will be reviewed on a regular basis, and changes made as/where necessary.

The University's [Environmental Sustainability Strategic Vision, Policy and Plan](#) aims to initiate changes necessary to enhance the University's environmental performance, make all members of the University community aware of their environmental impacts and encourage them to develop a sustainable approach to their work and lifestyle. The [Integrated Sustainable Travel Plan](#) approved by the University Executive Committee, will help us achieve these aims, including the objective to reduce private car use by reducing the number of car parking permits issued.

**Section A** sets out the University Parking Policy and **Section B** states the criteria under which students are eligible to apply for a parking permit. **Both Section A and Section B are applicable to all students.** Colleges are allocated permits (Junior Common Room (2)), Middle Common Room (1)) for student use in their respective college car parks where applicable. Colleges that do not have parking facilities will be offered alternative car parks as close to the college as practicable.

Durham University is doing all it can to reduce the use of private cars; making the best use of existing facilities, managing travel demands and promoting the use of more sustainable modes of transport. So, unless you meet the student needs-based parking criteria or are a blue badge holder, it's best to leave your car at home. There are plenty of great alternatives like buses, bikes and taxis for getting around. Students can travel on Arriva bus services at discounted rates, check the Greenspace [webpages](#) for details. Links to cycle and walking maps are also available on the [Car Parking & Travel SharePoint](#).

### **A - Parking Policy: Staff, Students and Visitors**

Please note that car parking capacity is limited within the University and there is no parking on Palace Green. Some car parks have their own local parking restrictions including Botanic Garden, Oriental Museum and Maiden Castle. The University also has various satellite properties at which local parking arrangements are in place e.g., Ushaw College, NetPark and the Library Store at Spennymoor.

Parking for contractors is limited and separate arrangements are in place for the issuing of permits. All staff, students and contractors are subject to the following terms and conditions.

- (a) Successful applicants will be issued with a parking permit. The permit does not guarantee a parking space will be available and only entitles the holder to search for a parking space in accordance with any restrictions on their permit. The permit remains the property of the University and can be revoked at any

time. Any ongoing disregard of the Parking Policy may result in the temporary or permanent revocation of the parking permit.

Day visitors to the Upper and Lower Mountjoy Site will be allocated a visitor parking bay and permit, subject to availability.

- (b) A current University parking permit **must** be clearly displayed on the front windscreen of any vehicle, other than motorcycles (see Section (k) below), at all times while the vehicle is on University property.
- (c) Any vehicle on University property not displaying a valid permit, in the wrong car park, or in breach of any parking terms and conditions, may be subject to a Parking Charge Notice (PCN) (see Section (f) below).
- (d) The permit allows for the vehicle to be parked only within designated area(s) and during the time periods stated on the permit.
- (e) Only one permit will be issued, irrespective of the number of vehicles registered on the application form (a maximum of three vehicles only can be accommodated on either a staff or student permit).
- (f) By parking on University land, the driver agrees to comply with the University's Parking Policy terms and conditions. In the event of a breach of any aspect of this Parking Policy, the University reserves the right to issue a Parking Charge Notice (PCN). The PCN will lead to a charge of £70, reduced to £35 if paid within 14 working days. Appeals against a PCN will be dealt with by a designated third party.
- (g) All drivers are expected to behave in a reasonable and responsible manner showing due consideration to other drivers, pedestrians and wildlife while on University property. All drivers are required to comply with the speed limits. Persistent offenders may attract the issue of a PCN and/or have their permit revoked.
- (h) Vehicles brought onto University grounds must be parked responsibly and within marked designated areas or marked bays. Vehicles must not be left in a position where they are reasonably likely to create a hazard, obstruct other vehicles, pedestrians, access to buildings, rights of way or gated entrances. This also applies to parking any vehicles on other unmarked designated parking areas. Any vehicle parked inappropriately may be subject to a PCN.
- (i) Any vehicle parked in, or obstructing access to a disabled parking space, not displaying a valid University disabled parking permit and/or blue badge, is liable to attract the issue of a PCN.
- (j) When electrical vehicle charging stations are used by staff or student, the vehicle owner should act responsibly and ensure that the others have access to the charging stations when charging is complete.
- (k) When a motorcycle is parked on University property, the permit will not have to be displayed on the motorcycle, but the owner must have the permit in their possession at all times (to be produced on request by University Security).

Motorcycles should be parked in designated parking areas for motorcycles and should not be parked in marked parking bays intended for motor cars. Any motorcycle found parked in anything other than a designated motorcycle parking area or other unsuitable location, may attract a PCN.

- (l) Parking private caravans and trailers, occupied or not, on University property is strictly prohibited at any time of the day or night. Sleeping in vehicles parked overnight is also prohibited and any contravention of this rule may attract a PCN.
- (m) The University accepts no responsibility for any loss or damage to vehicles or any contents therein. All vehicles are brought onto and/or left on University property at the owner's risk.
- (n) Inappropriate or unauthorised use of a parking bay e.g., for storage or equipment, may also be subject to a PCN or other internal proceedings.
- (o) The University will not tolerate abusive or threatening behaviour towards staff charged with the administration or application of the system, including enforcement. Any such behaviour may lead to the revocation of University Parking Permits and/or disciplinary action.
- (p) All parking permits must be surrendered on termination of employment/need.

## **B – Criteria for Issue of Student Parking Permits**

### **1. Application Process**

Students will not be entitled to apply for a permit to park on University premises unless they meet any of the needs-based criteria set out below:

Category	Criterion	Evidence
Disability	Student is in possession of a blue badge.	Blue Badge.
Academic	Academic commitments that require travel to placements not easily accessible by public transport.	Statement from Supervisor.
Social	Students who have caring responsibilities (for spouses/ relatives).	Evidence by social care letter.
	Students with childcare responsibilities for children under the age of 12.	Evidence by letter from school.
Enrichment	Students who live in College and represent the University in high performance sport and/or the performing arts and require a vehicle to pursue these activities off campus or to transport specific equipment/instruments on campus.	Confirmation from Student Enrichment Directorate.
Geographical (Livers-out)	A total door-to-door journey time, based on a direct journey between	Home postcode via student record.

Category	Criterion	Evidence
	home and University address, of more than 75 minutes, when using public transport (bus).	

Where applicable by applicant, supporting evidence both from the individual and supervisor, or equivalent, must be included with all applications.

Applications for a parking permit must be emailed to the Business Support Team within the Estates and Facilities Directorate, [student.parking@durham.ac.uk](mailto:student.parking@durham.ac.uk).

Applications are administered by Business Support and decisions made by an independent group, the membership of which includes a College Operations Manager, a student representative and a representative from either Disability Support or Experience Durham, where applicable. Applicants will be advised of the outcome accordingly.

If the application is successful, a student will be allocated a University parking permit for a specific car park. There is no guarantee that this will be in the student's college. The permit does not guarantee a parking space will be available and only entitles the holder to search for a parking space in accordance with any restrictions on their permit. The permit remains the property of the University and can be revoked at any time. Any ongoing disregard of the Parking Policy may result in the temporary or permanent revocation of the parking permit.

Students who park vehicles on the University Estate without permission, or without a valid parking permit for a particular car park/location, will be found to be in breach of the University's Parking Policy (Section A of the Parking Policy 2024/25) and may be subject to a PCN (see Section A, (f) above). Breach of this Parking Policy may also result in proceedings under General Regulation IV – Discipline, particularly where there are repeated offences.

## **1.1 Students who hold a blue badge**

### Blue Badge Holder

Students who live in college and hold a blue badge will be granted a car parking permit to park within the grounds of their college or an alternative car park as close to their college as possible. Their Durham University disabled parking permit will also allow them to park elsewhere on the University Estate, e.g. close to lecture theatres or libraries, subject to availability. Students who are not resident in college who hold a blue badge will be granted a permit to park on University premises.

Students awaiting approval of the outcome of a blue badge application will be provided a short-term temporary permit until the outcome of the application is known.

## **1.2 Students who may require a parking permit for their academic needs**

### Academic Commitment

Students who live in college will be eligible to apply for a permit if they can demonstrate that their academic commitments require them to travel to locations for

their placements not easily accessible by public transport (e.g., some PGCE students).

Evidence is required as follows:

- A statement from the student.
- An accompanying letter/statement from the relevant academic department supervisor.

Travel for fieldwork will not normally be included as the individual will be required to use public transport or departmental vehicles where available.

### **1.3 Students who may require a permit to park on University premises for other social needs**

#### **Caring Responsibilities**

Students (whether living in University premises or not) who believe they fall into this category must provide evidence in the form of a social care letter. All applications will be dealt with on an individual basis and there is no guarantee that a permit will be granted.

#### **Childcare Responsibilities**

Students (whether living in University premises or not) who believe they fall into this category must provide evidence in the form of a letter from the relevant school(s).

[Postgraduate students living in Keenan House or Brackenbury House, will be able to apply for a car parking permit to park at the respective sites only.]

### **1.4 Enrichment**

Students who live in college and represent the University in high performance sport and/or the performing arts and require a vehicle to pursue these activities off campus or to transport specific equipment/instruments on campus.

Musicians who play large instruments, such as double bass, tuba, harp or drum kit, may also apply for a permit, however, they are only eligible if they are bringing their own instrument to Durham. This arrangement does not usually cover the use of University loan instruments.

#### **Geographical (Livers-out)**

Students who believe they fall into this category must provide evidence, via a 'travel plan journey tool,' that their total door-to-door journey time, based on a direct journey between home and University address, is more than 75 minutes, when using public transport (bus).

## **2. Appeals Procedure**

An appeals procedure is in place for students who wish to appeal against the decision of their car parking application. Appeals will be dealt with independently and should be sent via email to [student.parking@durham.ac.uk](mailto:student.parking@durham.ac.uk).

Once an appeal is received, it will be looked at by an independent panel (a different membership to the original decision-making group) and the student will be advised accordingly.

Phil Marsh  
**Interim Director**  
**Estates & Facilities Directorate**

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Version	Date	Revisions	Author	Approved
v1	August 2023	Final version for issue	Yvonne Flynn	
v1.1	August 2024	Updated signature, website and SharePoint links	Yvonne Flynn	Phil Marsh (Interim Director) Mike Shipman (UEC lead)
v2	August 2024	Final version for issue	Yvonne Flynn	