

PARKING PERMITS

All car parks will operate a Loughborough College car parking permit scheme at the following times:

19th September 2016 – 30 June 2017 between the hours of 06:00 and 14:30.

Outside these times no permit will be required. During the permit season charges/fines will apply for all vehicles occupying car parking spaces without a valid permit or visitor pass between 06:00 – 14:30. The college will operate reserved car parking in car park 2.

Parking permits do not guarantee a parking space, only a right to hunt for a space, and parking is on a first come first served basis. Permits will be available from the Hub reception

The permit types and costs remain the same for a full permit however the costs have now been split down into a daily rate to allow part time users to have access to a fairer system.

WHO CAN APPLY FOR A PERMIT?

Any member of staff can apply for a permit and any student who possess a full driving license and who lives outside the LE11 postcode area during term time may also apply for a permit. There will be no rationing of permits.

Permits can be bought at any time between 5th September and 30th June during The cost of a permit will be pro-rata, e.g. a student who buys a full permit on 6 November will be charged for 8 months. The full term is split over 10 months.

Payments for parking fees can be made at the main reception located in the Hub.

Please note without pre-payment for parking you will not be able to access the college designated car parks.

WHAT ARE THE CHARGES AND HOW DO I PAY?

Permit Type	Days covered	Staff charge	Student charge	Payment arrangements
Type 1 (1 day)	Any 1 day Mon - Fri	£40	£25	One payment in full or by salary deduction month in arrears for staff
Type 2 (2 day)	Any 2 days Mon - Fri	£80	£50	One payment in full or by salary deduction month in arrears for staff
Type 3 (3 day)	Any 3 days Mon - Fri	£120	£75	One payment in full or by salary deduction month in arrears for staff
Type 4 (4 day)	Any 4 days Mon - Fri	£160	£100	One payment in full or by salary deduction month in arrears for staff
Type 5 (full)	Mon - Fri	£200	£125	One payment in full or by salary deduction month in arrears for staff
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 become temporarily disabled should contact the Health & Safety Advisor or Senior Technician to arrange an occupational health assessment to determine suitability for a temporary disabled parking permit.

Am I guaranteed a car parking space?

No, car parking permits do not guarantee a car parking space. Reserved parking will operate from time to time in accordance with the college requirements.

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

Cars parked that are deemed to contravene the parking regulations are liable to a parking charge of £20 which will need to be paid within 14 days). The car parks and parking bays will be patrolled with charges being issued to vehicles contravening the traffic regulations (i.e. misuse of disabled bays, vehicles blocking exits, vehicles parked on double yellow lines etc.). If the fine is not paid within 14 days the college reserve the right to refuse you use of the college car parks.

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

Pro rata refunds for every full month which is unexpired 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. Surrender forms can be obtained from main reception in the Hub.

What if I change my car / bike?

You will have to advise the reception staff so they can update the relevant records before you bring your new car / bike on to site.

How will the car share scheme work?

Car-share-only spaces will be reserved for permits holders upon request. Please contact the Estates department 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.

Any non-car sharers occupying a car-share-only space may incur an £20 charge.

How do I find someone to car share with?

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

To register on the scheme go to: <https://leicestershare.liftshare.com/directory.asp> 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. 3 day permit & 2 day permit would not qualify for the car sharing scheme however two users with 3 days 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.

Parking on neighbouring roads

If you choose not to take your car onto the campus please ensure that you park responsibly and legally on neighbouring streets. Many streets near the College have parking restrictions. Please ensure that you park in ways which do not block emergency vehicle or waste collection access and please park courteously to ensure that residents maintain access to park and manoeuvre their own cars.

