Parking Policy

Regulations and Guidelines
Foreword

The University is committed to its environmental and social responsibilities, which includes the provision for sustainable travel. The spaces available for parking in University roads and car parks are becoming increasingly limited as campus developments progress. It is therefore very important that we manage this resource efficiently and that we take steps to offer potential alternatives to the car. Whilst we will aim to work efficiently and speedily, the co-operation, goodwill and patience of all staff is essential to a satisfactory and economically viable outcome.

The introduction of parking charges is complemented by the adoption and development of the University Travel Plan, which is supported by both Liverpool City Council and Mersey Travelwise. Through the Travel Plan process, a programme of measures will be implemented to provide travel choices for those individuals associated with the University. Provisions will be made for people who may wish to cycle, walk or use public transport as well as maintaining the provision of facilities for people who would continue to use their cars.

The University’s Regulations for the Control of Vehicles in the University’s Roads and Car Parks (Section 2) is intended to provide controls which will ensure safe and controlled use of the roads and parking facilities, with the aim of maintaining a convenient and sustainable environment for the University. Your co-operation in complying with these Regulations is essential if we are to achieve this aim.

This document brings together these detailed regulations, together with guidance on a whole series of related matters such as vehicle security, access, charges and other information which we hope you will find useful. However, to ensure that we maintain a safe, sustainable and environmentally supportive car parking facility, the University reserves the right to vary, amend or change all or parts of the ‘Parking Policy – Regulations and Guidelines’, at any time.

Finally, one very important point that we must all remember - pedestrians have priority at all times on all University roads and car parks.

Jenny Tucker
Interim Chief Operating Officer
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Regulations & Guidelines

SECTION 1

GENERAL INFORMATION
1.0 General Information

1.1 Responsibility

The Head of Campus Support Services, Facilities, Residential and Commercial Services (FRCS), is charged with the responsibility for the day to day management and operation of the University’s vehicle parking regulations. Any enquiries associated with vehicle parking facilities should be coordinated through Campus Support Administration Office; email vpa@liv.ac.uk or telephone (0151) 794 1363.

A copy of this document, together with information related to the University’s Travel Plan and sustainable travel alternatives is available via the following link: https://www.liverpool.ac.uk/facilities-management/travel_plan/

1.2 University Liability

All roads and parking areas within the University are private property and are provided at the University’s expense. Although every effort will be made within the resources available to provide convenient and secure parking facilities, the University cannot accept responsibility for the vehicles parked on the premises or for their contents. Parking is at the owner or operator’s own risk.

1.3 Charges

The University currently levies a parking charge for users of vehicles with four or more wheels, within the campus.

1.3.1 Staff Parking

Charges apply on an hourly basis up to a maximum of seven hours per day, including bank holidays and University Closure Days. Furthermore, charges will only be levied for five days over the seven day period Monday to Sunday.

Should the car park be exited within 15 minutes of entry, no charge will be levied.

1.3.2 Visitor Parking

Peak Rate
Visitors will incur an hourly rate based on one, two, three, four and four + hours.

Off Peak and Weekends
Visitors will incur an hourly rate based on one, two, three and three+ hours. The current charges are displayed at the following link: https://www.liverpool.ac.uk/facilities-management/services/vehicle-parking/ at all pay stations and at the entrances of all visitor car parks.

Replacement tickets can be obtained in the event of a visitor parking ticket being lost. These are charged at the full day’s rate.

1.4 Speed Limit

The maximum speed limit on all University roads and car parks is 15 miles per hour.
1.5 Entitlement to Park

Authorisation to park a vehicle is subject to acceptance and compliance with the University’s Regulations for the Control of Vehicles in the University’s Roads and car parks.

Please be aware that car parking spaces are limited and are only available on a first come first served basis.

The following is a list of eligible groups authorised to park their vehicle on payment of the appropriate advertised charge:

1.5.1 Staff

Permanent Staff

Full/part time salaried staff paid through the University payroll. Staff parking charges will be recorded via a staff ID proximity card. Charges are levied on a daily basis and charged monthly in arrears, via salary deduction. The charging schedule is calculated on a mid-month to mid-month basis.

Staff ID proximity cards are provided by the Human Resources Department to all new staff, on commencement of employment. The proximity card entitles the holder to park a vehicle on site, at the published charge, where authorised spaces permit. Car park access will only be provided if requested on the proximity card collection form.

Any queries in relation to charges must be received by the Campus Support Administration Office no later than 3 months following the date of the discrepancy. To prevent charge discrepancies it is recommended car park users always swipe on entry and exit even if the barrier is found to be raised.

Agency Staff

To activate parking on your proximity card a form can be obtained from Human Resources. Charges are levied on a weekly basis and are paid in advance to the Campus Support Administration Office.

Honorary Staff

Parking may be requested by completing a proximity card request form found at the following location: https://www.liverpool.ac.uk/facilities-management/services/vehicle-parking/ Parking can be purchased for 1, 3, 6, 9 or 12 months and must be paid for in advance to the Campus Support Administration Office.

1.5.2 Visitors

Visitors are expected to park on a visitor car park and therefore will not be issued with a proximity card, spaces are limited and on a first-come-first-served basis.

Visitor parking charges should be paid on exit at the pay station located within the parking areas. Exit of the car park should then be made within 15 minutes of payment. Visitors experiencing difficulties in exiting car parks e.g. coins jamming, should contact Campus Support Control room via the intercom system at the barrier.

Every attempt will be made to accommodate visitors displaying a ‘blue badge’, at the nearest car park to their destination. However, in order to facilitate arrangements at the parking barriers, it would be helpful if staff receiving disabled visitors register details (name, registration etc), with the FM Helpdesk, 0151 794 3000, prior to the visit.

The use of the Foundation Building basement car park is restricted to external institutional events, official University vehicles and VIP visitors who have been pre-booked through the Foundation Building reception on (0151) 794 2258. With limited spaces available, occupation of the Foundation Building basement car
park is on a first-come-first-served basis.

Please be aware that other parking facilities are available in the vicinity including the Cathedral underground car park and the Mount Pleasant car park.

### 1.5.3 Contractors

Approved University Contractors may be authorised to park their official liveried vehicles on the precinct. Proximity cards will be issued to a Contractor for a limited number of liveried vehicles, following receipt of the publicised charges for each vehicle. Contractors wishing to park their personal vehicles may only park in a designated visitor car park. Contractors requiring access to car parks to drop off or pick up materials are authorised to press the intercom buzzer on arrival and request access. Loading/unloading time should be kept to a minimum and any contractors found to have parked in a parking space will be subject to penalties.

Application forms for proximity cards can be found at the following location: https://www.liverpool.ac.uk/facilities-management/services/vehicle-parking/. Parking can be purchased for 1, 3, 6, 9 or 12 months and must be paid for in advance to the Vehicle Parking Office.

Access will be granted for Contractors requiring access to car parks for 5 or less working days per calendar month. University Staff can request access for Contractors via the FM Helpdesk on 0151 794 3000 (ext 43000). Should access be required for over 5 working days Contractors will be advised to either purchase a proximity card or use a visitor car park.

Projects requiring a compound must submit a request to the Campus Support Managers or the Head of Campus Support Services and indicate whether the standard two spaces are suitable. If approved the details must be recorded with the FM Helpdesk.

Non-parking contractors i.e. those that need to conduct regular business and services on University property and who will not require to park for more than 15 minutes may apply for a proximity card from the Campus Support Administration Office.

### 1.5.4 Tenants of University Properties

Any commercial and residential tenants of University properties will be required to pay a parking charge per vehicle, as publicised by the University. A limited number of proximity cards will be issued for tenants of commercial University properties.

Tenants requiring proximity cards may complete a form online at the following link: https://www.liverpool.ac.uk/facilities-management/services/vehicle-parking/

### 1.5.5 Affiliated / Partner Institutions

Affiliated and partner institutions accommodated within the campus will be subject to a daily charge for the number of cards utilised by the organisation. For further information please contact the Campus Support Administration Office at vpa@liverpool.ac.uk or telephone (0151) 794 1363.

### 1.5.6 Postgraduate Research Students

Students other than those undertaking PGR Studies are not entitled to park vehicles on the campus. PGR students may request parking by completing an application form found at the following location: https://www.liverpool.ac.uk/facilities-management/services/vehicle-parking/. Parking can be purchased for 1, 3, 6, 9 or 12 months and must be paid for in advance to the Campus Support Administration Office.
1.5.7 Hire Vehicles

**Hire Vehicles: University use** - Vehicles hired for departmental business will be afforded the same status as those vehicles owned by the department. Details of the vehicle to be parked must be notified to vpa@liverpool.ac.uk prior to access to the University.

1.5.8 Blue Badge Holders

Staff or students holding a Blue Badge are requested to register their details and provide a photocopy of their Blue Badge, with Campus Support Administration Office, and in doing so will be provided with free parking. Blue badges must be visibly displayed in vehicles at all times whilst parking on University property.

Staff or students requiring access to car parks due to a disability without a ‘Blue Badge’ must contact either Human Resources or Student Support to request access.

Blue badges may only be displayed when the blue badge holder is in the vehicle. Campus Support Services reserves the right to request confirmation the person using the blue badge is the authorised holder. Failure to confirm the authorised ownership of the badge can result in a civil parking notice which can be rescinded at the appeals process on production of the badge with valid identification.

1.6 Misuse of Staff ID / Proximity Cards

The Staff ID / Proximity Card is for the exclusive use of the card holder and therefore, should not, under any circumstances, be used to provide entry or egress to car parks for vehicles driven by any other person or organisation. Any abuse of the process may lead to more action.

1.7 The Use of Cones within a Car Park

Cones will only be situated in car parks to minimise or eradicate health and safety risks.

1.8 Car Share Car Parking Spaces

A total of 38 Car Share car parking spaces are reserved within the Foundation Building Car Park and the Hart Building Car Park for use by approved staff Car Share Groups only.

A Car Share Group is defined as a minimum of 2 individuals that are employees of the University that have agreed to share a car to travel to and from work for a minimum of 3 days per week. Each individual within the Car Share Group must be registered with the University’s Car Share scheme, [https://staff.liverpool.ac.uk/our-workplace-and-community/travel-solutions/car-share-scheme/](https://staff.liverpool.ac.uk/our-workplace-and-community/travel-solutions/car-share-scheme/)

Legitimate Car Share Groups will be entered into a selection process every six months that will provide 25 Car Share Groups with access rights to park within the Foundation Building Car Park, and 13 Car Share Groups access rights to park within the Hart Building Car Park. Within the selection process, priority will be given to larger Car Share Groups that contain more individuals sharing a car. Each agreement will last for a 6 month period, at which point the selection process will be repeated.

Each Car Share Group can register one vehicle per person, however, only one vehicle per group will be authorised to access the car park at any one time. The Car Share Group will only be able to use the designated Car Share car parks when two or more people are in the vehicle. In instances of only one driver being present the vehicle should be parked within the standard staff car parks.
1.8.1 Car Share Car Park Access Times

The Foundation Building Car Park will only operate in line with the building opening times of between 08.00hrs – 17.30hrs, Monday to Friday. You will not be able to enter or exit the Foundation Building Car Park outside of these times.
The Hart Building Car Park will be operational 24 hours a day, 7 days a week.

1.8.2 Car Share Scheme Closure Days

Throughout the course of the year there will be several days when the Foundation Building Car Park and the Hart Building Car Park will be required for institutional events. On these days the Car Share scheme will not be in operation and members of the scheme will be asked to use standard staff car parks. A minimum of 48 hours’ notice will be given on these occasions.

1.8.3 Charging

The standard staff car parking tariff will still apply and will be taken directly from salary. How this is managed locally within a Car Share Group should be negotiated between individual members of the Car Share Group.
Parking Policy

Regulations & Guidelines

SECTION 2

REGULATIONS FOR THE CONTROL OF VEHICLES IN THE UNIVERSITY’S ROADS AND CAR PARKS
2.0 Regulations for the Control of Vehicles on the University’s Roads and Car Parks

2.1. Application

These Regulations shall apply to all motorised vehicles, including motor cycles, brought on to any part of University adopted roads and car parks. The Regulations shall apply at all times, irrespective of term or out of term commitments. Additionally, there is no right of vehicular use of the University’s roads and car parks save as set out there. Pedestrians have priority at all times.

2.2. Access to Car Parks

2.2.1 Subject to compliance with these Regulations, any persons so authorised may apply through a completed application form (downloadable from the FM Website) to the Campus Support Administration Office, FRCS for parking access in respect of a motor vehicle, other than a motorcycle without sidecar. If granted such access, the authorised person may park the vehicle on designated University roads and car parks. A motorcycle without sidecar does not require a proximity card to gain access, but must be parked in accordance with the Regulations. Those persons so authorised to park in designated University Car Parks will include: -

- Members of staff of the University
- Affiliated partner institutions
- Visitors
- Approved University Contractors in receipt of a proximity card
- PGR Students
- Tenants and other residents of accommodation owned by the University within the campus

2.2.2. Any person to whom a proximity card has been issued by the University and any bona fide visitor who has business to transact within the University may bring a motor vehicle within the University property. Any of the persons designated in Regulation 2 hereof and any bona fide visitor as aforesaid may bring a motor cycle within the University.

2.2.3. Subject to compliance with these Regulations, any person attending University premises on weekdays, weekends and/or Bank Holidays or Closure Days for the purpose of participating in activities recognised by the University, may use such roads and car parks as are available for that purpose, at the appropriate charge.

2.2.4 Staff that meet certain qualifying criteria will from the 1st October 2012 be eligible via an application process to gain access to the Brownlow Street visitor car park between the hours of 10.00am and 5.00pm.

All applications will require to be vetted and approved by Heads of Department. To qualify for city campus visitor parking rights staff members must regularly spend time away from the campus on University business. Applications will be vetted by reference to car parking access data.

Authorised staff will be able to gain access to the car park via the barrier system on a first come first served basis between the hours of 10.00am and 5.00pm. This facility will only be available to registered users who are unable to secure a space in the general car parks.

Staff not based on the city campus who are required as part of their role to regularly visit the city campus can also apply for access rights using the same procedure as stated above.

Staff approved will be charged standard staff parking rates not visitor parking rates.

2.2.5 Staff with caring responsibilities are now able to apply to park in the ‘Carers Car Park’, which is located on Mount Pleasant. This car parking facility can be located on the University map, No 15. There are 48 spaces with an additional 1 for blue badge holders which can be accessible between the hours of 0845 to 1730 hours, Monday to Friday. This car park will be available on a
first come first served basis for approved applicants. Staff who wish to apply to use this car park facility need to complete the appropriate application form.

All applications will be assessed and must be approved/supported by Heads of Departments to avoid misuse of this arrangement. Applicants are required to clarify their responsibilities which cannot be met by using public transport or other means i.e. car sharing. This will be assessed against the criteria of the applicant and has an absolute requirement (that cannot be carried out by anyone else) to use their car to meet regular carer responsibilities immediately at either side of their working hours or during the working day.

Staff approved will be charged standard staff parking rates.

2.3. Controls

The vehicular areas in the University’s roads and car parks are marked to indicate the following controls on usage:-

2.3.1. Any access to a University car park is subject to the following regulations; car park users are required -

1. Vehicles must be parked wholly within a designated bay so as to not restrict access to adjoining bays.
2. Vehicles parked in a disabled bay must clearly display a valid blue badge.
3. Vehicles must not be parked on yellow lines or in cross hatched areas.
4. Vehicles parked must not cause obstruction or inconvenience to others.
5. All vehicles must have valid and current road tax. SORN vehicles are not permitted on this land at any time.
6. To pay the appropriate car parking charges for the full duration of the stay.
7. Vehicles must not be parked in an unauthorised or restricted area.
8. Not to overstay the permitted time.
9. Not to park in a parking place for a purpose other than the designated purpose of the parking place.
10. Not to park in a car park when closed.
11. Not to use a vehicle in a parking place in connection with the sale of offering or exposing for sale of goods when prohibited.

2.3.2. Restricted areas - marked by a single yellow line adjoining the kerb - are those areas in which no vehicle may be parked except for the purpose of delivering or collecting goods or persons to or from nearby University buildings.

2.3.3. Parking areas – all vehicles must park only in designated car parks, within the marked car parking bays without causing obstruction. These parking bays will normally be marked out by two white lines.

2.3.4. Any blue badge holders unable to locate an available space can contact the Campus Support Control room on 0151 794 3252 ext. 43252 for assistance.

2.4. Conditions of Entry

2.4.1. The parking or bringing of any motorised vehicle within the University’s roads and car parks shall be subject to the following conditions:-

- Acceptance of these Regulations
- Proximity cards shall remain the property of the University and shall be returned on cessation of employment with the University of Liverpool.
• Continued non-compliance with car parking regulations and non-payment of civil parking notice may result in car parking access rights being removed.
• Motorcycles may be parked only in specifically designated areas. The movement of motorcycles over footpaths is prohibited.
• Vehicles parked in authorised parking areas must be left in conformity to the parking spaces where these are marked out or should be parked responsible, avoiding the obstruction of other vehicles where there are no markings.
• Car park users must enter and exit on the authorised side e.g. left hand side of the road.
• Entry to University roads and car parks may be refused when all parking spaces are filled.
• The University cannot guarantee parking space availability. The University reserves the right to prohibit or restrict access to any part of the University at any time.
• Campus Support Services staff will wear distinctive uniforms when on duty. They are licensed by the Security Industry Authority.
• Blue badge holders must be present in the car when the badge is in use. You may be asked to confirm you are the authorised holder of the badge. Failure to confirm the authorised ownership of the badge can result in civil parking notice which can be rescinded at the appeal process on production of the badge with I.D.

2.5. Contravention of Regulations

2.5.1. The University reserves the right to affix a notice to the window of vehicles found contravening these Regulations. Under road traffic legislation it is the driver’s responsibility to ensure that a vehicle does, at all times, have good all-round visibility when being driven and the notice must be removed before a vehicle is driven off. The University accepts no responsibility whatsoever for any loss or damage sustained by the owner/driver of a vehicle or any third party or otherwise in the event of this advice being ignored.

2.5.2. The University reserves the right to apply a parking charge notice to any vehicle parked contrary to these regulations. In such circumstances, a notice will be affixed to the window informing the driver of the charge for contravening the parking regulations and the procedure for payment. This information can also be found on additional warning signs situated around all car parks. Payment of parking notices can be made by visiting www.openparking.co.uk or contacting 0330 088 9564/01604 625 655.

2.5.3. The University reserves the right to remove any vehicle from any part of the University’s roads and car parks which is not a public highway and to impound any vehicle parked contrary to these Regulations. In such circumstances the University will not be responsible for any damage whatsoever, which may result to the vehicle. Any vehicle left on University roads or car parks for a continuous period in excess of seven days or found to be without a valid tax disc, without the prior approval of the Campus Support Administration Office, FRCS, will be deemed to have been abandoned and the University reserves the right to dispose of such a vehicle and to defray any expenses incurred, thereby a charge to the registered owner.

2.6. Liability

2.6.1. The University will endeavour to maintain roadways and car parks in a reasonable condition but shall be under no liability for damage to any vehicle whosoever caused arising directly or indirectly from failure to do so.

2.6.2. All vehicles driven or parked within the University’s roads and car parks shall be entirely at the driver’s and/or owner’s own risk. Neither the University nor any of its officers or servants shall be under any liability for the safety of any vehicle or the contents thereof, whether parked in
accordance with the Regulations or not, and these Regulations shall not be considered as warranting that any supervision or security will be exercised by the University or as authorising any parking or other activity prohibited by Act of Parliament, police regulation or other lawful authority. Any person who brings a motor vehicle onto the University’s roads and car parks or parks the same thereon, shall not have any claim against the University of Liverpool or any of its officers or servants for injury or damage to or loss of any such vehicle or its contents howsoever caused and whether or not due to any negligent act or omission whatsoever.

2.7. Responsibility

The Head of Campus Support Services, FRCS, shall be the person responsible for administering and enforcing these regulations. They are empowered to impose other temporary conditions if exceptional circumstances dictate.
Parking Policy

Regulations & Guidelines

SECTION 3

FREQUENTLY ASKED QUESTIONS
3.0 Frequently asked questions

How do I obtain a replacement proximity card?

You will need to obtain a replacement proximity card if the original is lost, becomes defaced staff members should report such an occurrence to the Computer Services Department on Brownlow Hill immediately. However, if your card is not working, please contact the card administration team on 0151 794 3218. Non-staff members should contact the Campus Support Administration Office which is based on the Ground floor in Bedford House.

A replacement charge of £10 will be made for the card in the following circumstances:

1. The card is lost.
2. The card is damaged or defaced by the card holder.

If your proximity card is stolen, it should be reported to the Police and a crime reference number obtained. Once you have done this, please inform the Campus Support Control room on 0151 794 3252 who will arrange all access of the stolen card to be removed. The crime reference number must be quoted when completing an application for a new card. There is currently no charge for replacing a stolen card.

I am a member of staff but work away from the main campus; will I still need a proximity card?

All members of staff wishing to park on the campus and benefit from staff car parking charges as opposed to visitor charges must be in possession of a proximity card.

Where can I register my vehicle?

All staff are encouraged to register their vehicle details. A temporary/permanent change of vehicle must be notified via TULIP, which is part of the Managed Window Service. A member of Campus Support Services staff may want to contact you in the event of an emergency such as theft, damage or to inform you that your vehicle is insecure.

Where may I park?

Staff may park in any designated car park area, within a space marked by two white lines. Parking charge notices will be imposed on the owners of vehicles who do not show due consideration to other users when parking their vehicle, e.g. parking across two spaces.

Visitors may park in any designated visitor car park for the appropriate advertised daily charge. The use of the Foundation Building basement car park is restricted to external institutional events, official University vehicles and other visitors who have pre-booked through the Foundation Building Reception on (0151) 794 2258. With limited availability, occupation of the Foundation Building basement car park is on a first-come-first-served basis.

What about parking at the Halls of Residence?

Parking at the Halls of Residence is also subject to compliance with the University’s Regulations. However, as space is limited, wardens may impose the need for additional authorisation.

Where do I park if I am attending a conference or an Open Day?

Conference attendees will normally use a designated visitors’ car park. However, if it is considered appropriate, the Department organising the conference may choose to pre-book for a limited number of VIP spaces within the Foundation Building car park. Conference organisers should contact the Foundation Building reception if they wish to make use of this facility tel. (0151) 794 2258.
Facilities for University Open Day visitors and those attending Degree Ceremonies will be subject to off-peak visitor parking charges. Delegates attending any other departmental careers fairs should use the visitor car parks.

**How can I apply to use the offsite staff parking provision?**

You can use the following links to apply for the off-site parking provisions.

https://www.liv.ac.uk/media/livacuk/facilities-management/policies-and-procedures/10.pdf

https://www.liv.ac.uk/media/livacuk/facilities-management/policies-and-procedures/vehicle%20parking%20application%20form%20local%20solutions.pdf

**How can I apply to use the Brownlow Street staff parking facility?**

You can use the following link to apply for the Brownlow Street provision.

https://www.liverpool.ac.uk/media/livacuk/facilities-management/policies-and-procedures/brownlow.street.car.park.pdf

**Where can I obtain more information for the car sharers scheme?**

You can use the following link to apply for more information on this particular scheme.

https://www.liverpool.ac.uk/sustainability/on-campus/travel/initiatives/car/

**How can I apply to use the carer’s car park facility?**

You can use the following links to apply for the carer’s car park provision.

https://www.liverpool.ac.uk/media/intranet/facilitiesmanagement/mount-pleasant-carer-and-parent-staff-car-park.doc

**Do I have to exit the carer’s car park before 17:30?**

No, you can remain in the car park beyond the stated time.

**How can I find the locations of the car parks?**

You can view the car parking map by using the below link.

https://www.liverpool.ac.uk/media/livacuk/facilities-management/policies-and-procedures/map.pdf

**Do I need to display a parking permit?**

No, we don’t have a permit parking system as all authorised entry to the car parks is used by a staff card or taking a ticket at the visitor parks before entry.

**How do I pay when I have used a visitor car park?**

You take your ticket to the advertised pay station machines which are located in the visitor car parks.

**I am a student, where can I park on campus?**

You can park in the visitor car parks. If you are a post graduate research student, you can apply for a
proximity card which will provide you with access to all staff car parks. The application link is below.

https://www.liverpool.ac.uk/media/livacuk/facilities-management/policies-and-procedures/Vehicle_Parking_Proximity_Card_Application.docx

What advice can I give to Delivery vehicles?

Any delivery vehicles seeking to gain access for the purpose of loading/unloading goods can request access at the required barrier. Loading/unloading time should be kept to a minimum, however, any vehicles found to have parked a vehicle contrary to Regulations, will be subjected to enforcement advertised at the entry points to the car parks.

Are there dedicated parking facilities for Blue Badge Holders?

A number of specifically reserved parking bays are provided for Blue Badge holders. These are clearly marked with the wheelchair symbol painted on the ground within the bay. Blue Badge holders are requested to register their details and provide a photocopy of their Blue Badge, with Vehicle Parking department, and in doing so will be provided with free parking.

Does the Blue Badge Holder need to be present in the vehicle?

Yes, we require the named blue badge holder to be present in the vehicle when entering and using our car parking facilities.

What provision is there for Bicycles, mopeds, motorcycles without sidecars and scooters?

These vehicles must park in a designated motorcycle/cycle parking bay. Parking charges for such vehicles are not currently in operation.

What does privately owned enforcement is in operation mean?

All staff, students and visitors are required to comply with regulations and are to park sensibly. If a vehicle is parked without authorisation or parked in breach of the terms and conditions which are displayed clearly at the entrance of each car park and in this policy, parking charge notice may be applied. The charge of £60 must be paid within 28 days (reduced to £30 if paid within 14 days).

Payment Line: 0330 088 9564/01604 625 655
Web Payments/Appeals/View Offence: www.openparking.co.uk
Postal Payments and Appeals: Open Parking, PO Box 1049, Northampton, NN4 4DZ.
Parking Policy

Regulations & Guidelines

SECTION 4

CRIME PREVENTION ADVICE
4.0 Crime Prevention Advice

4.1. Car Security

More than 1,500,000 cars are broken into or stolen each year in the United Kingdom. This equates to three cars every minute, increasing significantly in certain circumstances. Parking a car in inner city areas, for example, increases the chance of having your car stolen or broken into to one in four.

A stolen car can mean having to walk home late at night; weeks of problems sorting out insurance, extra expense getting about and possibly losing your no-claims bonus. Even if your car is returned, there is the likelihood that it will have been damaged and that any valuables have been removed.

Liverpool is a vibrant city but like other large cities, suffers from episodes of vehicle related crime. The University, in collaboration with Merseyside Police, urges you to heed the following advice to reduce the possibilities of having your car stolen or broken into.

4.1.1. Thieves like new cars

If you are the proud owner of a new car you may wish to consider the following precautions that will deter the professional thief, who may be hoping to change the registration number, remove identity marks and sell the car elsewhere, possibly abroad.

Have your registration number etched or engraved onto ALL car windows. A thief would suffer the high expense of replacing all the glass and would raise the suspicions of the supplier.

Invest in the fitting of a car alarm or immobiliser. These can take the form of electronic cut-out switches, door contacts, vibration detectors or movement sensitive devices. Alternatively, you may wish to consider the fitting of a physical device such as driving wheel clamps.

Whenever you leave your car always ensure the steering lock has been engaged and all the windows are securely shut.

If you are considering the purchase of a new car, check the level of built-in security before you buy. Look out for security locks, a central locking system and in-built alarm systems.

4.1.2. Thieves like old cars

Whilst older cars would not normally be targeted by professional thieves, they are attractive to other elements, who would use them for joy riding. If your car is stolen there is every chance that it will suffer accidental or other damage and therefore it pays to take extra precautions.

If the car locks are worn, enquire about having the lock cylinders replaced. They are not expensive and they are your first line of defence.

Make sure that all the windows are properly closed when you leave the vehicle. Even the smallest gap can help a thief to break in.

4.1.3. Look after your car

- When you leave your car always lock all doors and securely close all windows.
- Don’t make it easier for the thief by leaving driving documents in the car. These could assist a thief in selling it.
- For safety’s sake, never leave children alone in cars. If you must leave a dog, make sure the car is ventilated.
- Always remove the ignition key when you leave the car, even when it’s in your own garage.
- A locking petrol cap to prevent your tank from being siphoned and locking nuts to prevent those expensive wheels and tyres from being stolen, are a good investment.
- Fit an immobiliser or an alarm for extra security.
- Always park where the vehicle can be seen and at night make sure it is in a well-lit area. The last thing the thief wants is to run the risk of being seen.
- Don’t leave valuables on view to tempt the thief. If a thief can’t see anything worth stealing then your car will probably be ignored. Always take your valuables with you. If you must leave something in the car lock it in the boot (if you have one) or hide it away out of sight.
Parking Policy

Regulations & Guidelines

SECTION 5

HELPFUL CONTACT NUMBERS
## 5.0 Helpful Contact Details

<table>
<thead>
<tr>
<th></th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Website:</strong></td>
<td><a href="http://www.liv.ac.uk/facilities/travelplan/index">www.liv.ac.uk/facilities/travelplan/index</a></td>
</tr>
<tr>
<td>Campus Support Administration Office (e.g. charge enquiries)</td>
<td>794 1363</td>
</tr>
<tr>
<td>HR: (e.g. replacement/issue of staff ID proximity cards)</td>
<td>794 2201</td>
</tr>
<tr>
<td>Sustainability Officer (e.g. Travel Plan, Cycle to Work scheme, Public Transport Loan scheme)</td>
<td>794 1375</td>
</tr>
<tr>
<td>Operational Enquiries: (e.g. barriers)</td>
<td>794 3252</td>
</tr>
<tr>
<td>Campus Support Control room (e.g. break-ins)</td>
<td>794 3252</td>
</tr>
<tr>
<td>Emergencies</td>
<td>794 2222</td>
</tr>
<tr>
<td>FM Helpdesk</td>
<td>794 3000</td>
</tr>
</tbody>
</table>
6.0 Vehicle Parking Charges

These charges may be updated from time-to-time and therefore printed copies of this material may be out of date. The latest parking charges are always available on-line: https://www.liverpool.ac.uk/facilities-management/services/vehicle-parking/. Definitions for each of the following groups are also on-line within the ‘Vehicle Parking Guidance Notes’ document.

Staff / Affiliated staff

Staff will be charged on an hourly basis but will not pay for more than seven hours in any given day. The rate will equate to a maximum of £2.31 per day, £0.33 per hour, up to 35 hours per week, Monday to Sunday. (Charges made in arrears).

Non-staff Car Park Users

The charging mechanism has recently changed to allow more flexibility to purchase a quarterly or annual card for PGR Students, Emeritus/Honorary Staff and Parking Contractors, as follows;

<table>
<thead>
<tr>
<th></th>
<th>1 month</th>
<th>3 months</th>
<th>6 months</th>
<th>9 months</th>
<th>Annual</th>
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</thead>
<tbody>
<tr>
<td>Apprentices</td>
<td>£14</td>
<td>£42</td>
<td>£83</td>
<td>£125</td>
<td>£166</td>
</tr>
<tr>
<td>Post Graduate Research Students</td>
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<td>£42</td>
<td>£83</td>
<td>£125</td>
<td>£166</td>
</tr>
<tr>
<td>Emeritus/Honorary Staff</td>
<td>£28</td>
<td>£83</td>
<td>£166</td>
<td>£248</td>
<td>£332</td>
</tr>
<tr>
<td>Parking Contractors</td>
<td>£107</td>
<td>£268</td>
<td>£482</td>
<td>£696</td>
<td>£920</td>
</tr>
<tr>
<td>Commercial Tenants</td>
<td>£107</td>
<td>£268</td>
<td>£482</td>
<td>£696</td>
<td>£920</td>
</tr>
</tbody>
</table>
Consultants & Project Managers

<table>
<thead>
<tr>
<th></th>
<th>1 month</th>
<th>3 months</th>
<th>6 months</th>
<th>9 months</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£64</td>
<td>£161</td>
<td>£300</td>
<td>£428</td>
<td>£557</td>
</tr>
</tbody>
</table>

Disabled (blue badge) holders (including students)

If the blue badge holder has registered their details with Campus Support Administration there will be no charge for parking - replacement cards and penalty charges will still apply if incurred.

Non-parking contractors

No charge.

Motorcycle parking

There is no charge for motorcycle parking (see guidance notes)

Replacement cards

The charge for a replacement Vehicle Parking Proximity card is £10.00.

Parking charge notice

Penalty charges for parking contrary to the Parking Policy Regulations and Guidelines will incur a charge of £60 which must be paid within 28 days (reduced to £30 if paid within 14 days).
Payment Line: 0330 088 9564/01604 625 613
Web Payments/Appeals/View Offence: www.openparking.co.uk
Postal Payments and Appeals: Open Parking, PO Box 1049, Northampton, NN4 4DZ.

Visitor car park fees

All other visitors to the University must use the designated visitor car parks. Visitor car parking is currently charged at the following rates, or as displayed in the car parks. Payment is made on foot at the payment machines located in each visitor car park.

Peak (Monday to Friday, 07:30 – 17:29)

<table>
<thead>
<tr>
<th>Hours of Parking</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 1 hr</td>
<td>£2.00</td>
</tr>
<tr>
<td>1 – 2 hrs</td>
<td>£3.00</td>
</tr>
<tr>
<td>2 – 3 hrs</td>
<td>£4.00</td>
</tr>
<tr>
<td>3 – 4 hrs</td>
<td>£5.00</td>
</tr>
<tr>
<td>Over 4 hrs</td>
<td>£6.00  (This fee buys up to 17:30, evening rates apply after)</td>
</tr>
</tbody>
</table>

Off-peak (Monday to Friday, 17:30 – 07:29 next day)

<table>
<thead>
<tr>
<th>Hours of Parking</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 1 hr</td>
<td>£1.00</td>
</tr>
<tr>
<td>1 – 3 hrs</td>
<td>£2.00</td>
</tr>
<tr>
<td>Over 3 hrs</td>
<td>£3.00  (This fee buys to 07.30, next day rates apply after)</td>
</tr>
</tbody>
</table>

Peak rates apply for entries made after 07.29. Off-peak rates apply for entries made after 17:29 on Friday until 07:30 Saturday. Weekend rates apply after.
Weekends (Saturday to Sunday, 00:00 – 23:59)

0 – 1hrs: £1.00
1 – 3hrs: £2.00
Over 3 hrs: £3.00 (This fee buys to Monday 07.30, next day rates apply after)

Please note that some visitor car parks only operate off-peak or at weekends. These car parks are clearly marked. Entry into these car parks outside of these times will not be permitted.