



Student Parking Policy 2025/26 (City Campus)

Introduction

This policy provides clear guidance on the University's provision of car parking at City Campus. Permit holders must accept these terms and conditions prior to receiving their permit.

1. All students are entitled to apply for a car parking permit. This permit entitles the permit holder to search for, and park in an available space in designated parking areas, but does not guarantee a car parking space. Permits are required to be renewed annually.
2. The University has a limited number of parking spaces available for use by Staff, Students and Visitors. A permit system is in place for parking in University Car Parks, anyone parking without a valid permit may be issued with a Parking Charge Notice and persistent offenders may be subject to disciplinary action.
3. All permits issued are valid for one year, commencing 1st October and expiring 30th September. All applicants will be required to reapply each year for a parking permit. There is no guarantee that existing permit holders will be awarded a permit in the following permit year.
4. This policy outlines what parking provision is available at City Campus, and the guiding principles which will be used to allocate permits.

General Principles & Definitions

5. Students

A limited number of student parking permits will be made available annually. Permits will be allocated on the basis of distance travelled to the University – the postcode of the term time residence will be used for this assessment.

6. Accessible parking

If you are a Blue Badge holder please apply using the standard application form accompanied by a copy of your blue badge.

If you do not have a current Blue Badge but would like to be considered for a parking permit on the grounds of ill health or exceptional circumstances please contact Student Life and Wellbeing in the first instance to discuss whether the University can offer any other reasonable adjustments to assist you. A doctor's note may be required to support the application.

7. Definition of available permits (2025/26):

The following types of permits are now available (subject to the restrictions above):

- **Hunt and Park Permit** - allows the recipient the opportunity to park in a designated area on a first come, first served basis and does not guarantee a space will be available. Parking is permitted between the hours of 06:00 – 23:59.
- **Disabled Permits** – holders of authorised disabled parking badges will be required to apply for a University Car Parking Permit to park in designated spaces.

8. Allocation of Permits

A maximum number of student parking permits will be awarded each year. Permits will be allocated on the basis of distance travelled to the University during term time.



The application details of those students who did not receive a permit in the original allocation will be retained for the remainder of the year. This is so they can be assessed if additional permits become available during the course of the permit year.

Fees and Use of University Car Parks

9. Fees (City Campus)

Hunt and Park Permits	£636 per annum
Disabled Permits	No Charge

10. Methods of Payment

Payment is via an online payment payable in one or two equal installments. The first payment is due in September. If paying in installments the second payment is due in February.

11. Permit Cancellation

A notice period of one month is required for the cancellation of a parking permit.

Permits are for the use of the named owner alone and are not transferable.

12. Space Availability

Campus Services may require use of parking bays for contractor compounds whilst building works are completed. Although every effort will be made to ensure that permit holders are able to park, the issue of a permit does not guarantee a parking space.

The University reserves the right to deny access to the parking zones on safety grounds.

13. Hours of Use

Parking is permitted between the hours of 06:00 – 23:59. Overnight parking is prohibited.

14. Damage or Loss

The University is not liable for any loss of, or damage to, vehicles or personal property left on its' car parks. Personal property should be placed out of sight and is left entirely at the owner's risk.

15. Revocation of Permits

The University reserves the right to revoke a parking permit with immediate effect if it is identified that the permit owner is breaching any elements of this policy.

This document was updated on 30 July 2025 and will be continuously reviewed as needed.