

Estates & Facilities Directorate

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Document Control

Document Control	
Title	Vehicle Parking & Cycle Policy
Version Number	7
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3e) Available Car Parks



7b) Eligibility

You must be a tenant within the university operated halls of residence of New Wharf Hall, Bede Hall, or Waterway Gardens. Students in nominated halls of residence may request (by exception) to apply for this permit type, at the sole discretion of the Accommodation Manager.

7c) Application process

Applications are made via the Accommodation team. The cost will be £717.50 per tenancy year.

7d) Available Car Parks

Car Park	Pay & Display Option	Electric Charge Points	Post Code / Map Link
Bede Halls of Residence	Available	0	LE2 7EJ

8. Disabled

8a) Permit entitlements

Disabled permit holders are entitled to park within any designated parking bay (except for service vehicle bays, visitor spaces, and student residence spaces). This includes disabled bays, all building specific car parks and the Main Car Park. Disabled Permit holders are also exempt from the restrictions of the Campus Exclusion Zone.

8b) Eligibility

Staff or students in receipt of approved Local Authority Blue Badge permits may apply for a DMU Disabled permit.

9d) Student application process

For students, a paper-based application form will need to be completed and an Assessed Needs Parking appointment booked via MyGateway. **Bookings must be made in advance, only.** [Further information can be found here.](#) Documentary medical evidence in support of your application must be submitted at the time of your appointment.

Applicants are not permitted to park, pending a decision. The booking of an Assessed Needs Parking appointment and the supply of documentary medical evidence will not necessarily guarantee approval. Decisions will be made in line with the information and medical documentary evidence provided and in line with the eligibility criteria for this permit type. Applicants may appeal a rejected decision to the Disability Services Manager for a final decision.

10. Park & Ride

Park & Ride tickets entitle the use of _____, to and from one of the three locations mentioned below to Leicester City Centre. This service is operated by Leicester City Council.

10a) Car Park details

Car Parks	Leicester City Council Park & Ride Information
	https://www.choosehowyoumove.co.uk/park-ride/

10b) Applications

You may apply direct to Leicester City Council via the [Choose How You Move](#) web site.

11. Electric vehicle charging

All university electric vehicle charging points offer a Type 2 charging connector and have a charging capacity of between 7 and 11 Kw. Users will be expected to provide their own charging cable. Payments for electric vehicle charging are made to the charging service provider, Pod Point. Download their app via the [Apple App Store](#) or the [Google Play Store](#). The university has appointed Pod Point to supply, operate and maintain its electric vehicle charging points. Any operational or maintenance concerns regarding these charging points should be addressed to Pod Point directly, using the information displayed on the charging units themselves. To register for use please email sustainability@dmu.ac.uk. DMU electric vehicle charging bays are identifiable by green bay markings and a white electric vehicle charging symbol. Users of electric vehicle charging points will be reasonably expected to move their vehicle to an adjacent parking bay when not actively plugged in.

Car Park

12e) Event visitor parking application process

Event visitor bookings must be made by a member of DMU staff, informing the Estates Helpdesk not more than 12 months in advance. To request a booking email: estateshelpdesk@dmu.ac.uk or telephone 01162506366. All bookings should include the numbers of vehicles and when they are expected to arrive and leave. If larger vehicles (i.e., Minibuses) will be visiting, then this must be declared to the Estates Helpdesk at the time of booking. The maximum number of spaces allocated to the event, and the availability of spaces, will be determined at the discretion of the Estates and Facilities directorate. Appeals regarding the number of spaces allocated may be made to the Head of Estates Planppeals

13. Motorcycle parking

Motorcyclists are permitted to use the motorcycle parking areas around campus. No

Clearly identifiable liveried contractor vehicles will not be subject to parking permit enforcement (for the displaying of a valid contractor parking permit) between 7.30am and 9.00am, Monday to Friday. All other enforcement criteria will remain in place. This is to allow contractors to park their vehicles and to visit the Estates Services Building Reception to sign in and request their parking permit. Contractors will be subject to enforcement if they do not comply with the above-mentioned policy. Actively working from or unloading from a contractor vehicle must be adequately risk assessed and dynamically managed so as not to pose an obstruction or danger.

16e) The withdrawal of permits for persistent or egregious parking violations

All DMU parking permits remain the property of the Estates and Facilities Directorate and may be withdrawn at any time at the discretion of the Head of Security, should the holder be in persistent contravention or egregious violation of this policy. This includes contravention of section 4 of the [Code of Conduct for Staff](#).

16f) Parking space availability and use

The issuing of a permit does not guarantee the availability of a car parking space.

Electric vehicle charging points are limited on a first come first served basis.

The university reserves the right to close any car park at any time and to allocate parking spaces to other users in connection with university business. Examples include (but not limited to) Open Days, Student Intake Days, FAME Events, Graduation Events, Careers Events, or any special event (as determined by the Estates and Facilities Directorate). Wherever possible, reasonable notice will be given.

A special exemption has been made for cleaning staff, on Grade A, working a part-time contract.

16g) Family member barrier access to a building specific car park

In exceptional circumstances authorised access may be granted to the DMU access card of a family member (also employed by DMU) of

17b) Parking charges by tier

DMU parking charges are determined by tiers

points.

Parking tiers and associated parking charges
Tier 1: Staff with an annual gross salary up to the top of Grade D. £120.00 per annum (£10.00/month).
Tier 2: Staff with an annual gross salary above the top of Grade D and up to the top of Grade G. £240.00 per annum (£20.00/month).
Tier 3: Staff with an annual gross salary above the top of Grade G and up to spinal point 51. £360.00 per annum (£30.00/month).
Tier 4: Staff with an annual gross salary above spinal point 51. £480.00 per annum (£40.00/month).

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17e) Pay & Display Machine Locations

Car Park	Pay & Display Machine	Post Code / Link
Bede House	Available	LE2 7EJ
Edith Murphy House	Available	LE1 5RR
Gateway House	Available	LE2 7DP
John Whitehead Building	Available	LE2 7BY
Main Car Park	Available	LE2 7DP

The Venue@DMU

18c) Enforcement at any time

Action will be taken against any vehicle:

Not in receipt of a valid DMU parking permit, unless an authorised event visitor.

Parked in a DMU parking space without the immediate intent of performing staff duties or student activities, with the exception of parking on a Match Day or parking as an authorised visitor.

Parked in a designate

Parked in a reserved bay without authorisation.

Parked on a double yellow line or within a yellow hatched area.

Causing an obstruction.

Blocking a pedestrian walkway.

Parked on a 'Fire access road' or blocking

Parked in a disabled bay without a valid DMU Disabled or an Assessed Needs parking permit.

Parked outside the designated parking areas / bays.

Parked on a university-owned paved area or road without prior consent or under contractor duties.

All appeals against parking enforcement charges must be made in the first instance in writing to the BPA Approved Operator appointed by the university. Important note: failure to follow the BPA Approved Operators appeals process (the details of which can be found within the parking enforcement ticket issued) may result in court action, with any resultant court proceedings being entirely **managed by the BPA Approved Operator**.

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decision-making responsibility on all enforcement matters. **Please do not approach the Head of Security directly on appeal matters before first logging an appeal via the BPA Approved Operator.**

18k) Automatic Number Plate Recognition (ANPR)

The Estates and Facilities Directorate are investigating the possible use of Automatic Number Plate Recognition (ANPR), principally for use in automated parking enforcement. Should this technology be implemented then an amendment to this policy will be drafted and submitted for approval, in advance.