

CAR PARKING POLICY DOCUMENTATION

Contractor Parking Policy 2023-24

Effective 1ST October 2023

1. Introduction

This policy supplements the Lancaster University Car Parking Policy Principal Document 2023-24, which should be read in conjunction with this policy. This is available on the [Policy and Enforcement page](#) on the University's website.

Contractor vehicles refer to contractor company owned or hired in vehicles and to vehicles owned privately by employees of a contractor either working for the University or a principal contractor or tenant of the University.

Principal contractors and campus tenants must clearly communicate this policy to all contractors and sub-contractors working for them on Lancaster University premises.

2. Contractor Parking Options

Six parking options are available for contractor vehicles parked on the campus at Bailrigg. Parking permits/scratch cards/tickets must be clearly displayed in the front windscreen whilst parked on campus.

Please note that all parking payments at Lancaster University are **cashless**. Also, contractors are NOT permitted to park in contractor compounds.

a) One Day Contractor Parking Scratch Cards – Daily

- £5.50 per scratch card for one day contractor parking.
- Available online only from the [University's Online Store](#).
- Available in multiple sheets of 5 scratch cards for £27.50 (£5.50 per scratch card).
- Valid: Visitor and Staff spaces and South West Campus (Alexandra Park).
- Not valid: at Health Innovation Campus, in contractor compounds or specialised use spaces such as EV charging spaces, Pre-School spaces, spaces marked as 'reserved', the Health Centre car park.

b) Pay & Display Visitor Parking – Daily

- Pay and display machines are located only at Bowland Avenue East and North Drive at Bowland Avenue exit (Visitor Car Park A), the entrance to Farrer Avenue (Visitor Car Park H

and I), South Drive by InfoLab21 (Visitor Car Park F) and Alexandra Park at the bottom of South West Campus close to the exit to Hazelrigg Lane (Visitor Car Park J). Other locations with pay & display machines will be available until the end of 2023.

- £2.20 for 2 hours or £5.50 for a full day in Visitor Car Parks A to I.
- £2.20 for 2 hours or £3.30 for a full day at Visitor Car Park J and South West Campus.
- Payment by card only. No cash payments available.
- Valid: only in visitor spaces and on South West Campus.
- Not valid: at Health Innovation Campus, in contractor compounds or specialised use spaces such as EV charging spaces, Pre-School spaces, spaces marked as 'reserved', the Health Centre car park.

c) Pay by Phone Visitor Parking (RingGo) – Daily

- Available for all Visitor Car Parks A to I, South West Campus and at the Health Innovation Campus.
- The only daily visitor parking payment option for the Health Innovation Campus and Visitor Car Park K (Sports Field Car Park) from 2024.
- Pay for parking by either the RingGo mobile app, text message, telephone call or through the RingGo website.
- Details available at all visitor car parks and on the website.

d) Contractor Parking Permit – Monthly

- £41 per month.
- Available online from the [University's Online Store](#).
- Valid: Visitor and Staff spaces, South West Campus (Alexandra Park), Health Innovation Campus, Sports Field Car Park.
- Not valid: in contractor compounds or specialised use spaces such as EV charging spaces, Pre-School spaces, spaces marked as 'reserved', the Health Centre car park.

e) Contractor Parking Permit – Termly

- £100 per term.
- Available online only from the [University's Online Store](#).
- Michaelmas Term Contractor Parking Permit (2/10/23 to 12/1/24) - £100.
- Lent Term Contractor Parking Permit (13/1/24 to 19/4/24) - £100.
- Summer Term Contractor Parking Permit (20/4/24 to 28/06/24) - £100.
- Summer Vacation Contractor Parking Permit (29/06/24 to 30/09/24) - £100.
- Summer Term and Summer Vacation (20/04/24 to 30/09/24) - £156
- Valid: Visitor and Staff spaces, South West Campus (Alexandra Park), Health Innovation Campus, Sports Field Car Park.
- Not valid: in contractor compounds or specialised use spaces such as EV charging spaces, Pre-School spaces, spaces marked as 'reserved', the Health Centre car park.

f) Contractor Parking Permit – Annual

- £266 per year (Oct 2023 to Sept 2024).
- Available online only from the [University's Online Store](#).
- Valid: Visitor and Staff spaces, South West Campus (Alexandra Park), Health Innovation Campus, Sports Field Car Park.
- Not valid: in contractor compounds or specialised use spaces such as EV charging spaces, Pre-School spaces, spaces marked as 'reserved', the Health Centre car park.

3. Map of Parking Zones

The Parking Zones Map is available on the [Parking and Enforcement webpage](#). The map illustrates the location of the different parking zones on campus, including spaces for visitors, staff and South West Campus.

4. Parking of Long Wheelbase Vehicles

Long wheelbase (LWB) vans and minibuses **must not** be parked in standard length parking bays if the vehicle overhangs onto the road carriageway or footway. This often causes a road safety and/or accessibility issue. Vehicles **must not** be parked in any way that could cause damage to the soft verge or landscape. Enforcement action will be taken against any vehicles parked in such a manner.

Suitable areas for the parking of LWB vans and minibuses are:

- Visitor Car Park B (located off North Drive);
- Visitor Car Park K (Sports Field Car Park) – Fixed ANPR camera car park;
- Car Park behind Bigforth Barn off Bigforth Drive (Staff and Visitor car park).

5. Contractor Parking at Chancellor's Wharf

A system of automatic number plate recognition (ANPR) camera enforcement is in operation at Chancellor's Wharf located in Lancaster city centre. This system operates 24/7 all year round.

Contractors working at Chancellor's Wharf can purchase a Chancellor's Wharf digital permit for a full year or a term. Alternatively, 1-day Visitor parking is available for £3.30 per day if verified with the Car Parking Office, Security and payment is completed via the University's Online Store.

6. Contractor Parking at Forrest Hills

A ticket and display system is in place at Forrest Hills. Further details of parking at Forrest Hills are available in Section 26 of the Car Parking Policy Principal Document 2023-24 which is available on the [Policy and Enforcement webpage](#).

7. Contractor Parking at Health Innovation Campus (HIC)

A system of fixed camera ANPR (automatic number plate recognition) enforcement is in operation at the car park for HIC. All annual, termly and monthly Contractor Parking Permits are authorised for parking use at the HIC car park.

Contractor 1-day Scratch Cards are NOT valid for parking use at HIC. Anyone using a Contractor Scratch Card for parking at HIC may receive a PCN through the ANPR enforcement system. Contractors using 1-day Scratch Cards wishing to visit HIC can park on the car park located next to the bowling green at the rear of the Sports Centre. This car park is accessed from the side of the main Sports Centre building off Bigforth Drive (the main driveway into the University campus).

Visitor parking facilities can be used through the RingGo pay by phone service when parking at HIC to pay for and authorise your parking session.

8. Contractor Compounds

Contractors are not permitted to park in contractor compounds.

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