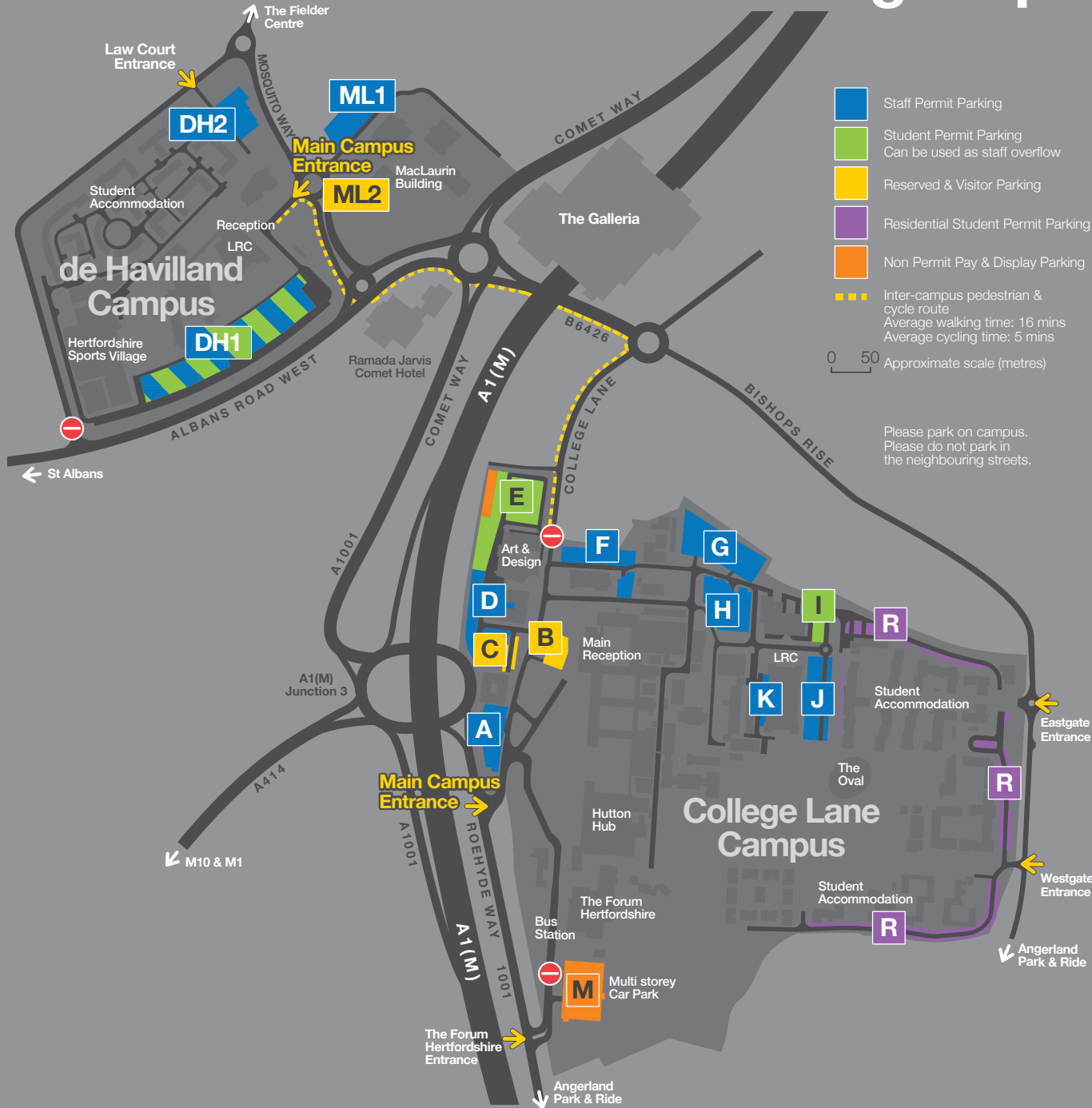


# Parking Map



# Staff parking

# Staff parking

## Everything you need to know about staff parking

If you're a member of staff and you'd like to park on either campus or at the MacLaurin Building, you'll need to register online for an e-permit.

Here are a few things you need to know about getting an e-permit and parking in general.

### How do I register for an e-permit?

Registering is easy and you can do it online at [parkingpermit.herts.ac.uk](https://parkingpermit.herts.ac.uk).

- If you're paid a salary directly by the University please select "staff" and log in using your username and password. (This includes invigilators, visiting lecturers and casual staff etc).
- If you're employed or paid by one of the University's external partners, (or have been authorised to have a staff permit) please select 'external staff' and then sign up to create an account.

### How do I renew my current e-permit for the new academic year?

You will need to renew your permit on an annual basis. You will receive a reminder email before your existing permit expires explaining how to do this.

### What type of e-permit do I need?

You can choose to either pay for an annual or daily permit:

- **Annual permit:** this is ideal if you want to park all year round. You can pay monthly via salary deduction or up front by credit or debit card when you apply. If you're a member of external staff, you may not have the option to pay via salary deduction.
- **Daily permit:** for those who'd prefer to pay on the day. Please note that daily-pay e-permit parking isn't available at the MacLaurin Building.

### How much does parking cost?

For an **annual** e-permit, the cost depends on your salary band as of 1 September. You'll find details on StaffNet.

To pay **daily**, the cost is £3.00 per day for daily pay e-permit holders. You can pay at the machines in each car park or use the RingGo service to pay by phone or online. Details are on the machines and at [www.myringgo.co.uk](http://www.myringgo.co.uk).

### Where can I park?

As long as you have a valid e-permit, you can park in all staff and student car parks (blue, green and orange zones), but not the student residential car park (purple zone).

Please remember that we can't accept any liability for loss or damage to your vehicle or its contents while parked on site.

Alternatively, you can park for free at the park and ride just off junction 2 of the A1(M) postcode AL10 8HS). You won't need an e-permit but you'll have to buy a ticket ((currently £1 for the day) for the shuttle bus, which stops at both campuses.

### Can I park on the roads around the campus?

We ask that you please don't park in the residential streets in Hatfield as it's unfair on our neighbours. If we receive complaints, we may have to take disciplinary action.

### Do I need an e-permit to park during evenings and weekends?

You only need an e-permit during the following times:

#### College Lane Campus

Monday – Friday 08:00 – 17:30.

#### de Havilland Campus and MacLaurin Building

Monday – Friday 08:00 – 19:00

You don't need an e-permit on bank holidays and privilege days when the University is closed.

### I'm a blue badge holder, do I still need to register for an e-permit?

You still need to register at [parkingpermit.herts.ac.uk](https://parkingpermit.herts.ac.uk), but it's free.

### I need to park in an accessible bay but don't have a blue badge – what do I do?

Please ask your manager to refer you to Occupational Health.

### I drive a motorcycle / moped, do I need an e-permit?

No, and you can park for free as long as you're in a designated motorcycle bay. You'll find spaces in the multi-storey car park, the de Havilland main car and car parks A and H.

### Can I have multiple vehicles on my e-permit?

Yes, you can have up to three vehicles registered. Only one can be on campus at any one time.

### I have a new car, how do I change the vehicle registration details on my e-permit?

Just log in to [parkingpermit.herts.ac.uk](https://parkingpermit.herts.ac.uk) and update your details. Changes are live as soon as you click submit.

### I need to use a courtesy car / hire car, can I add this to my e-permit?

You can add a temporary vehicle at [parkingpermit.herts.ac.uk](https://parkingpermit.herts.ac.uk). It'll be valid for 21 days.

### I want to cancel my annual paid permit. Can I get a refund?

Partial refunds can be made in some circumstances, for example if you're leaving employment or on maternity leave. We calculate refunds on a full-month basis.

If you pay monthly via salary deduction, your monthly payments will be stopped in the month following cancellation.

Please contact [parkingpermits@herts.ac.uk](mailto:parkingpermits@herts.ac.uk) to cancel your permit and request a refund. Cancellations are effective immediately.

### How do I arrange parking for visitors?

Please speak to the Main Reception at College Lane or Reception at de Havilland and the MacLaurin Building to arrange day permits for visitors.

Contractors will need to register their vehicles with Estates, Hospitality and Contract Services.

For group bookings, please contact [parking@herts.ac.uk](mailto:parking@herts.ac.uk) with at least 48 hours' notice. Please note that group parking is subject to availability and offered on a first-come, first-served basis.

### I have more questions!

No problem. Drop us a line at [parkingpermits@herts.ac.uk](mailto:parkingpermits@herts.ac.uk) if your question relates to permits. For other questions please contact [parking@herts.ac.uk](mailto:parking@herts.ac.uk)