Please park on campus. Please do not park in the neighbouring streets.
Staff parking

Staff car parking for the academic year 2016/2017

This leaflet provides a summary of the University of Hertfordshire’s car parking and traffic regulations for staff. Full regulations are available in the UPR ET01.

Paying for your e-permit

Parking regulations are in force at the following times:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Lane Campus</td>
<td>Monday – Friday*</td>
</tr>
<tr>
<td></td>
<td>08:00 – 17:30</td>
</tr>
<tr>
<td>de Havilland Campus and Maclaurin Building</td>
<td>Monday – Friday*</td>
</tr>
<tr>
<td></td>
<td>08:00 – 19:00</td>
</tr>
</tbody>
</table>

* Excludes Bank Holidays and privilege days when the University is closed.

Paying for your e-permit

From September 2016 paper permits will no longer be issued. There is a new e-permit to park scheme which is managed by an automatic number plate recognition (ANPR) system which uses your vehicle registration to validate your e-permit to park as you arrive on campus.

All staff parking at the College Lane and de Havilland campuses, and the Maclaurin Building must be registered with the University’s e-permit to park scheme.

Staff can park in staff and student car parks at any campus, excluding student residential car parks, providing they have a valid e-permit to park.

How to register with the University's e-permit to park scheme

All staff, whether they have previously held a permit or not, must register their vehicle at https://parkingpermit.herts.ac.uk. Simply select the ‘Staff parking’ option, log in using your University username and password and complete the registration process.

When you register for an e-permit to park and complete the payment information, where applicable, you will receive an email confirming the status of your application. After your application has been approved, you will be able to park and will receive no further correspondence regarding your application.

Annual e-permit

Staff wishing to park on campus all year round can opt for an annual e-permit to park. Permits are valid from 1 September to 31 August.

Payment

Month salary deduction

Staff can pay monthly for their e-permit through salary deduction “Non Choices” or the salary sacrifice scheme “Choices”. Further information is available on StaffNet.

Credit/debit card payments

Staff wishing to pay upfront can do so by entering their credit/debit card details in the e-permit to park system.

The amount staff pay for an annual e-permit to park depends on their salary banding as of 1 September. Details of charges are available on StaffNet.

Pay daily e-permit

Staff who would prefer to, can opt to pay a daily fee to park. Users are still required to register their vehicle with the University’s e-permit to park scheme by visiting https://parkingpermit.herts.ac.uk

Payment

Pay by phone/online with Whoosh!

Payment is made by texting the relevant car parking location code and the vehicle registration to 87070, or by entering these details online at www.whooshpay.co.uk. Car parking location codes are displayed in each car park.

Pay on foot

Payment machines are located in each car park for users to pay on foot. Users are required to enter their vehicle registration before making payment.

Please be aware, pay daily e-permit parking is not available at the Maclaurin Building.

Refunds

Partial refunds may be made in some circumstances e.g. cessation of employment contract, maternity leave. Refunds will be calculated on a full month basis e.g. if a e-permit is surrendered mid-April, the refund will be calculated from May – August. For those staff who have opted into “Choices” or pay monthly and experience a lifestyle event e.g. cessation of contract, maternity leave etc. monthly payments will stop the month following the surrender of the e-permit. Please contact parkingpermits@herts.ac.uk for a refund.

Replacement or additional vehicles

Up to three vehicles can be registered on your e-permit to park, of which only one can be parked on campus at any one time.

If your vehicle details change please ensure your e-permit to park reflects these changes.

If your normal vehicle is unavailable and you have a hire car or courtesy car, the registration must be logged against your e-permit to park as a temporary vehicle.

Staff can update and manage their vehicle registrations online through the University’s e-permit to park scheme by visiting https://parkingpermit.herts.ac.uk.

Parking for disabled staff

Blue badge holders (for personal disability) will automatically be entitled to an approved e-permit to park on grounds of disability. Users of the accessible bays are still required to register their vehicle with the University’s e-permit to park scheme by visiting https://parkingpermit.herts.ac.uk.

Other staff who do not hold a blue badge but consider they need to park in accessible (disabled) bays as part of a work place adjustment, should be referred by their manager to Occupational Health via the management referral process.

Enforcement

It is a contravention of the University Parking Policy to park anywhere on Campus other than in a designated University parking bay. Car Park Attendants and the use of Automatic Number Plate Recognition will be used to enforce the University Parking Policy. Parking Charge Notice’s will be issued via post and our mobile attendants.

Whoosh!

Phone and online payments can be made via the Whoosh! service. Further information is available at https://parkingpermit.herts.ac.uk

Pay by phone/online with Whoosh!

Payment is made by texting the vehicle registration number and the relevant car park code to 87070.

Service/repair of vehicles

No vehicle repairs or servicing should take place on any campus. The only exception is where a recognised emergency breakdown service is required and on these occasions the Security Office must be notified in advance of the arrival of the service. Under no circumstances should oil or other waste be disposed of on University premises.

Motorcycles/cycles

Motorcycles and cycles may be parked free of charge but must park in the motorcycle bays and cycle areas provided. Motorcycles and cycles parked in other areas may receive a parking charge notice and the owner required to pay the penalty as for car parking offences. Motorcycle bays can be found in the majority of car parks across both campuses.

Visitors

Departments should apply to Main Reception (College Lane Campus) or Reception (de Havilland Campus and Maclaurin Building) for day permits for official visitors.

Contractors working on any University property will need to register their vehicle with Estates, Hospitality and Contract Services.

For group bookings please contact parking@herts.ac.uk allowing a minimum of 48 hours’ notice for group requests. Please note all parking is subject to availability and group parking is strictly first come first served.

Terms

The University respects intellectual property rights. All intellectual property rights in the University’s parking area are the property of the University. The University reserves the right to withdraw permission for the use of intellectual property if said use does not respect copyright laws and regulations.

Queries

For enquiries regarding annual parking permits please contact: parkingpermits@herts.ac.uk