Please park on campus. Please do not park in the neighbouring streets.
This leaflet provides a summary of the University of Hertfordshire’s car parking and traffic regulations for students. Full regulations are available in the UPR ETO1.

Parking regulations are in force at the following times:

- **College Lane Campus**: Monday – Friday* - 08:00 – 17:30
- **de Havilland Campus and McLaurin Building**: Monday – Friday* - 08:00 – 19:00

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

### Campus Parking

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

The scheme is managed by an automatic number plate recognition (ANPR) system which will use your vehicle registrations to validate your permit to park as you arrive on campus. Paper permits are no longer issued.

- **College Lane Campus**: Postgraduate, research, part-time students (except for those living in the Hatfield/Old Hatfield post code areas) and disabled students who have a blue badge or authorisation from their Disability Adviser are eligible for a Student Parking Permit. College Lane Student Parking Permit holders are permitted to park in any “Green” car park as detailed on the map overleaf.
- **de Havilland Campus**: Part-time students, (except for students living in the Hatfield/Old Hatfield postal area), and disabled students who have a blue badge or authorisation from their Disability Adviser are eligible for a student parking permit. De Havilland Campus Student Parking Permit holders are permitted to park in the “Blue” de Havilland campus car park as detailed on the map overleaf.

### Meridian House

No student parking except for disabled students who have a blue badge or authorisation from their Disability Adviser.

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

All eligible students, regardless of their permit type, must register their vehicle(s) at https://parkingpermit.herts.ac.uk. Simply select the “Student parking” option, log in using your University username and password and complete the registration process.

After you have registered your e-permit application you will receive a confirmation email with the status of your application and details of what happens next.

### Residential Permits

**College Lane Campus**

Resident parking permits are available to purchase on line through the Accommodation Booking System prior to arrival. Availability of permits is extremely limited and issued on first come first served basis.

**de Havilland Campus**

No parking for residential students except for students with a blue badge or authorisation from their Disability Adviser.

### Visitors to residential students

**College Lane Campus**

Residential students who have visitors should apply to the College Lane Accommodation Helpdesk in the Oval for a visitors pass.

**de Havilland Campus**

Visitor cars will only be permitted on site between 19:00 and 08:00 hours. There are no restrictions as weekends. No admittance after midnight.

### Extemuating circumstances

The University seeks to support all students who have caring responsibilities. Students with children of primary school age, 11 and under, should complete an e-permit application at https://parkingpermit.herts.ac.uk and upload the required evidence to support their application. This would usually be their child’s full birth certificate showing parents names.

Students with other extenuating circumstances who consider they need a parking e-permit should apply at https://parkingpermit.herts.ac.uk. Students will be required to upload appropriate evidence to support their application and if successful will be issued with an e-permit for the College Lane or de Havilland Campus.

### Paying for parking

**Pay by phone/online with Whoosh!**

Phone and online payments can be made via the Whoosh! service. 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.

### Replacement vehicles

A new approved e-permit to park will be issued free of charge for a permanent replacement vehicle. Students can update their vehicle registration online through the University’s e-permit to park scheme by visiting https://parkingpermit.herts.ac.uk.

### Parking for disabled students

Blue badge holders (for personal disability) will automatically be entitled to an approved e-permit to park on grounds of disability. Other students who do not hold a blue badge but consider they need to park in accessible (disabled) bays should contact their Disability Adviser in Student Wellbeing for further information.

### 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.

### Multi storey carpark (Car-park M)

There is no need to pre-register for an e-permit to park to use the multi storey car-park (car park M). Those drivers without a pre-paid e-permit to park will be required to pay the required parking fee as advertised within the car-park.

### Park and ride

The University offers a park and ride service for staff and students, located at AL10 8HS. Parking at the park and ride is free. Purchase of a ticket is required to board the shuttle bus. Registration with the University’s e-permit to park scheme is not required to use the park and ride.

### Off-campus parking restrictions

When attending the University students must not park vehicles in residential streets in Hatfield and should note that where complaints are received, the University may consider that the institution has been brought into disrepute and may take disciplinary action against the individual concerned.

### Loss/damage to vehicles

The University of Hertfordshire will not accept liability for any loss or damage to vehicles (or contents) which are parked on University property.

### Car alarms

Vehicle owners are required to ensure that the vehicle alarm (or the vehicle’s electrical system) is not defective such that it will cause a false alarm. If a vehicle causes a persistent nuisance, the University reserves the right to withdraw permission for the Vehicle to be left on University premises until the fault is rectified.

### 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 be fined and the owner required to pay the fine as for car parking offences. Motorcycle bays can be found in the majority of car parks across both campuses.

### Terms

The University works with a third party company to manage and administer its car parking policy and regulations.

### Queries

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