

# Car Parking Policy & Procedure (Ormskirk Campus)

2025-2027



Edge Hill  
University

# Car Parking Policy & Procedure (Ormskirk Campus)

## Contents

Summary.....	3
Glossary of Terms .....	3
Purpose.....	3
Policy .....	3
1. Introduction .....	3
2. Applicability .....	3
3. Objectives Of This Policy .....	4
4. Edge Hill University – Travel Options.....	4
4.1 Car Share Scheme .....	4
4.2 EdgeLink Bus Service.....	4
4.3 Car Parking on Campus.....	5
4.4 Designated Parking Areas and Times .....	8
Parking times .....	8
Accessibility Criteria.....	9
Exceptions to Accessibility Criteria .....	9
Motorcycles.....	10
5. Special Circumstances .....	10
Parking Requirements .....	11
Loss and Damage.....	12
Conditions of Use .....	12
6. Enforcement .....	13
7. Car Parking Application Procedure .....	14
8. Appeals .....	16
9. Personal Data .....	17
10. Roles and Responsibilities .....	18
Key to Relevant Documents.....	20
Annexes .....	20
Document Control .....	20
Endmatter .....	21

## Summary

Car Parking Policy & Procedure

## Glossary of Terms

N/A

## Purpose

This Car Parking Policy and Procedure outlines the provisions and measures, and provides an appropriate framework, for effectively managing traffic and car parking on the University's Ormskirk Campus.

## Policy

### 1. Introduction

This Policy sets out Edge Hill University's ("**University**"; "**we**") car parking policy and applicable procedures on our Ormskirk Campus ("**Campus**"), including our commitment to the objectives set out further below.

We are committed to the policy of providing free parking to all eligible users of the Campus pursuant to this Policy. The University does, however, continue to review this as part of the annual evaluation of the effectiveness of its Travel Plan and make recommendations to the Board of Governors as appropriate.

All people covered by this Policy, as listed below under *Applicability*, shall adhere to its provisions and are obliged to co-operate with any University personnel (including Facilities Management support staff on Campus), as required, in the performance of their duties pursuant to or in relation to the implementation of the Policy. This includes the provision of accurate personal and other details when making a permit application, and adherence to correct and lawful driving practices when using car parks on Campus.

### 2. Applicability

This Policy applies to and deals with all users of and visitors to the University's car park on Campus ("**Car Park**"), including but not limited to the following:

- 1) Staff.
- 2) Students.
- 3) Contractors.
- 4) Community users of the sports centre and any of its auxiliary facilities on Campus ("**Sports Centre**").
- 5) Any visitors to Campus ("**Visitors**").

Unless specified, references in this Policy to "**User**" or "**Users**" shall be a reference to any or all of the above as appropriate.

### 3. Objectives Of This Policy

This Policy sets out, and seeks to provide an appropriate framework to support, the University's commitment to the following:

- 1) The effective and efficient management of car parking on Campus for the benefit of all Users and the University;
- 2) Safeguarding the welfare of all Users, in particular by striving to ensure that vehicular movement on the Car Park and Campus does not pose a danger to any Users;
- 3) Significantly reducing its environmental impact and preserving its high-quality Campus facilities;
- 4) To operate and develop in a sustainable and socially responsible manner;
- 5) Due compliance with all applicable statutory obligations; and
- 6) Balancing the needs of Users to park in the Car Park against the identified status quo, namely that parking is a finite resource and current demand for use of the Car Park far exceeds supply.

### 4. Edge Hill University – Travel Options

As set out above in *Objectives of this Policy*, we are committed to significantly reducing any environmental impact of our activities.

Travelling to Campus can be achieved in a number of ways, some of which will help reduce the demand for car parking spaces and also support our sustainable activities.

#### 4.1 Car Share Scheme

Car sharing is a way to save money, reduce environmental impacts and also support the University's Travel Plan to reduce single-occupancy car journeys. There are two steps required to the Car Share Scheme:

1.1 Step One: Finding a car sharing partner via a portal that identifies individuals making similar journeys, or through contacts on campus you may already know (all car share parties must be permit holders);

1.2 Step Two: Register for guaranteed parking – this guarantees a place will be reserved for two or more permit holders sharing a car to Campus with at least two permits on display and at least two people in the car. The journey must be recorded via MyFM at least the day before to ensure the space is reserved up to 10:00am. After 10:00am, the space is no longer reserved and will be released.

#### 4.2 EdgeLink Bus Service

All staff and students are eligible to travel free of charge on the 'EdgeLink' bus service travelling between Ormskirk centre and Campus every 20 minutes (Monday to Saturday; excluding Bank Holidays, Christmas, Spring Break and summer breaks) by showing their University Unicard, otherwise there will be a small fee. This service is provided by the University to support students and staff in utilising alternative methods of transport to reach our Campus safely and efficiently.

## 4.3 Car Parking on Campus

### Requirement for permission

With the exception of emergency and University-owned vehicles, Users may access Campus and the Car Park only with the permission of the University.

### University's absolute discretion

The University may, at its absolute discretion and at any time, pursuant to or in furtherance of this Policy, take such action or steps, or require any Users to take any action or steps, as it deems appropriate, including without limitation:

- Refusing a User entry to the Car Park;
- Requiring a User to move their vehicle to another area or space in the Car Park; and
- Requiring a User to leave, and/or remove their vehicle from, the Car Park.

### Charges

The University reserves its right to introduce parking charges to Users of the Car Park. The University will provide notice prior to the introduction or any amendment to the parking charges.

The University will continue to review its position on parking and the matter of charges as part of its annual evaluation of the effectiveness of its Travel Plan and make recommendations to the Board of Governors as appropriate.

### Parking Authorisation System

In order to manage and accommodate the demand for parking on Campus, the University operates a car parking authorisation system ("**Authorisation System**").

For the avoidance of doubt, the Authorisation System shall include the granting of valid car parking permits ("**Permits**") or registration via automatic number plate recognition ("**ANPR**") on authorised vehicles ("**Authorised Vehicles**").

Except in relation to emergency and University-owned vehicles, Users who wish to park any vehicle in the Car Park shall be required, prior to parking, to obtain authorisation via the Authorisation System ("**Permission to Park**").

Permission to Park authorises a User to park an Authorised Vehicle, subject to availability and on a strictly first come, first served basis, in a particular area of the Car Park (and, in some cases, at particular times only).

However, it does not guarantee that a User shall be able to park an Authorised Vehicle, nor does it grant or confer on a User a right to park an Authorised Vehicle, on any particular occasion.

Car parking facilities on Campus are identified within the following Campus map: <https://www.edgehill.ac.uk/documents/ormskirk-campus-map/>.

Pursuant to the Authorisation System:

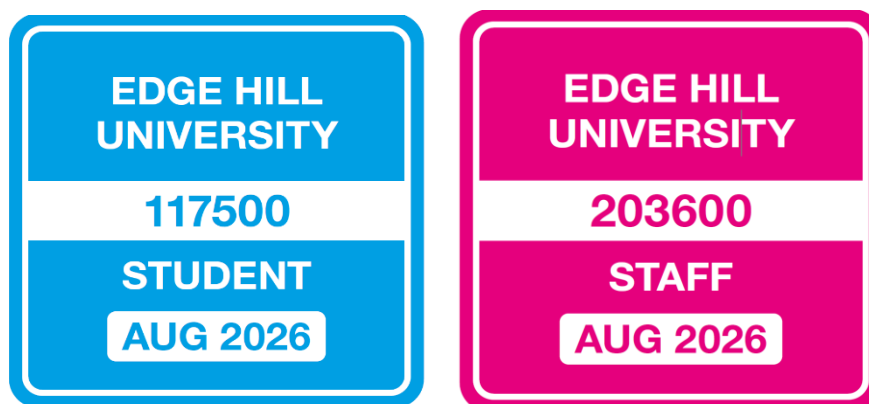
- 1) Subject to the University's absolute discretion as set out at paragraph 2.3 below and except as otherwise provided for in this Policy, such authorisation shall be granted via the Authorisation System.
- 2) The University may, from time to time as it deems appropriate and in its absolute discretion:
  - 2.1 authorise any number of Authorised Vehicles Permission to Park for such period as it may determine;
  - 2.2 limit the number of Authorised Vehicles; and
  - 2.3 allow Users to park in the Car Park without Permission to Park, including without limitation during non-term time when there may be a reduced demand for parking spaces on the Car Park;  
  
albeit that in doing so the University shall have regard to the *Objectives of this Policy*.
- 3) Permits issued shall:
  - 3.1 contain or be allocated a unique permit reference number together with an expiry date; and
  - 3.2 be colour coded (General Needs permits will change annually) – see *Permit Types*.

(As an example, in relation to paragraph 2.3 above, during periods of decreased parking demand, such as non-term time, the University reserves the right to allow Users to park without Permission to Park.
- 4) Unless otherwise communicated by the University to a User, whether through such details being contained on the Permit itself or otherwise:
  - 4.1 Permission to Park shall expire on 31 August of each calendar year, or such other expiry date as confirmed in writing by the University; and
  - 4.2 If a User wishes for Permission to Park to continue beyond 31 August in any calendar year, or such other expiry date, they shall be required to apply for Permission to Park effective on a specified date after 31 August or such other expiry date.
- 5) Applications for Permission to Park may be made at any time, subject to the *Accessibility Criteria* below.
- 6) Users may only apply for Permission to Park in relation to an Authorised Vehicle that they own and/or in relation to which they hold a valid motor insurance policy.
- 7) Where Permits are authorised, all Users are required to clearly and prominently display their Permit in or on their Authorised Vehicle when parking in the Car Park. Blue Badge holders are required, in addition, to clearly and prominently display their Blue Badge permit.
- 8) All Authorised Vehicles must be parked in accordance with the requirements set out further below under *Parking Requirements*.

## Permit Types

Please note that, where the University issues Permits, anything other than the below permit types will not be accepted. This includes written notes.

The University uses colour-coded Permits to allow parking in different areas of the Car Park. By way of illustration, some of the Permits for the 2025/26 academic year are shown below. Please remove any expired parking permits from display and only display a valid parking permit for that year.



The University currently offers four types of Permits, namely:

- 1) **General Needs** – anyone who either meets the accessibility criteria or falls within the exceptions to it (see *Accessibility Criteria* and *Exceptions to Accessibility Criteria*), but who does not have “Special Circumstances”.
- 2) **Special Circumstances** – anyone who meets the criteria under the subheading *Special Circumstances* below may qualify for a Permit because of Special Circumstances, which is also known as a “Yellow Permit”.
- 3) **Contractors** – anyone who is authorised by the University’s Facilities Management Department to work on Campus and where parking in the Car Park is necessary to perform such work.

Where there are large-scale construction projects on Campus, the University may make provision for segregated parking facilities for contractor staff through prior agreement with the Capital Projects Team.

- 4) **Visitors** – as defined in Applicability.

Unless otherwise provided for (for example, through an event booking), staff members are responsible for making appropriate arrangements for any Visitors who require Permission to Park.

Contractors and Visitors are not required to meet the *Accessibility Criteria*.

## 4.4 Designated Parking Areas and Times

There are no specifically designated parking areas or spaces in the Car Park, except as follows:

- 1) Reserved disabled spaces for those who, in the opinion of the University, qualify for a Permit because of Special Circumstances and who have therefore been issued with a Yellow Permit (including Blue Badge holders).
- 2) Car Park areas B and C, which are reserved for staff and students, respectively, who are registered to the University's Car Share Scheme.
- 3) Community users of the Sports Centre must park within Zone A of Car park C (zones are marked by signage and barriers).

For the avoidance of any doubt, as confirmed under *The Parking Authorisation System*, Permission to Park authorises a User to park an Authorised Vehicle, subject to availability and on a strictly first come, first served basis, in a particular area of the Car Park, as applicable to the User.

A person who qualifies for a Permit because of Special Circumstances (including Blue Badge holders), and who has therefore been issued with a valid Yellow Permit, is *allowed* to park in a reserved disabled space but is *not guaranteed* a space.

In the event that any person who is registered to the University's Car Share Scheme or who qualifies for a Permit because of Special Circumstances (including Blue Badge holders) is unable to park in the designated areas set out above, they shall be allowed to park elsewhere (subject to availability and on a strictly first come, first served basis) as a General Needs User.

### Parking times

Between the hours of **07:00 and 17:30, Monday to Friday**, any User who parks in the Car Park must have Permission to Park an Authorised Vehicle and, if they have been issued with a Permit, must clearly and prominently display a Permit, unless they are authorised to park without one. Outside of those hours, a User may park without a Permit on any particular day but must vacate the Car Park by no later than 07:00.

Community users of the Sports Centre may park without Permission to Park but only within Zone A of Car park C (subject to availability and on a strictly first come, first served basis) and only between the following times:

**07:00 - 09:00 and 15:30 - 23:00**, Monday to Friday; and

**07:00 - 23:00** at weekends

## Accessibility Criteria

Subject to the exceptions under the table below (*Exceptions to Accessibility Criteria*) and where a person meets the criteria under the subheading *Special Circumstances* further below, the following people shall **not** be eligible to apply for Permission to Park:

1	Any student who resides in the University's Halls of Residence
2	Students and members of staff living within a 5-kilometre (3.1 mile) radius of Campus
3	Students and members of staff living within 400 metres of a bus stop that provides a half-hourly service and is within 30 minutes of Campus
4	Students and members of staff living within 800 metres of Kirkdale, Walton, Orrell Park, Aintree, Old Roan, Maghull, Maghull North, Town Green and Aughton Park railway stations

## Exceptions to Accessibility Criteria

None of the above shall render University staff or student's ineligible to apply for Permission to Park, in relation to a vehicle that they own and/or in relation to which they hold a valid motor insurance policy, if the Applicant requires Permission to Park:

- 1) For a legitimate and essential purpose associated with their work if they are a member of staff or study if they are a student; or
- 2) Because they are, and can provide relevant evidence that they are, the sole or main carer for a person, such as a family member or close friend, who:
  - a) lives with, or in close geographical proximity to, the Applicant; and
  - b) has care needs, for example because they are disabled or have temporary or short-term care needs arising from or because of a medical procedure or accident.

By way of example, a legitimate and essential purpose associated with work or study would be likely to include a student resident on Campus for whom use of a vehicle and Permission to Park is essential in order to afford them sufficient opportunity to fulfil their obligations as a student, such as a course related work placement. The course related work placement would need to be **off campus** in a hospital, school or in the community etc. Those students attending the policing course who are volunteering as a Special Constable may also qualify. A placement does not include clinical module within the on-campus simulation centre.

Applicants are referred to the section *Car Parking Application Procedure* further below, which confirms that it is the responsibility of the Applicant to submit any relevant evidence when applying for Permission to Park.

For the avoidance of doubt, in relation to the second exception above (sole or main carer for a person and not working in a care home environment), “relevant evidence” shall include, without limitation, any of the following:

- a carer’s identity card;
- a formal letter from an official person naming them as carer.

Pursuant to paragraph 5 of *The Permit System* above, the University has absolute discretion to award a Permit of short-term duration, or for a time limited period, only – for example, for the duration of a work placement only, or on the basis of temporary or short-term care needs.

All of the above is subject to the absolute discretion of the University to authorise Permission to Park, and subject to cases where, in the opinion of the University, “Special Circumstances” apply.

## Motorcycles

There are no charges for motorcycles to park on Campus and no requirement to obtain a Permit, provided that they do not park within designated car parking spaces within the Car Park.

Motorcycles may park in designated motorcycle bays, or otherwise responsibly throughout the Campus abiding by points (a) – (d) under the *Parking Requirements* section below at all times.

## 5. Special Circumstances

Each of the circumstances listed below at numbers 1-3 shall amount to Special Circumstances.

- 1) *Users who are Blue Badge holders.*
- 2) *Users who are not Blue Badge holders but who, in the opinion of the University, meet the Disability Conditions.*

The Disability Conditions are as follows:

- a) The User has a disability as defined in the Equality Act 2010, namely “a *physical or mental impairment*”, which “*has a substantial and long-term adverse effect on the User’s ability to carry out normal day-to-day activities*”, and for the avoidance of doubt, this shall include any person who has a deemed disability;

*and*

- b) The User's disability is such that a decision by the University not to allow them the opportunity to park in a particular area of the Car Park, whether at certain times of the day or otherwise, would put the User at a substantial disadvantage in comparison with persons who do not have that disability.
- 3) *Users who, in the opinion of the University, have temporary, or short term, mobility problems and for whom, as a consequence of such mobility problems, it would be reasonable to award a Permit.*

The wording "temporary, or short-term, mobility problems" shall be given its ordinary meaning and shall include, without limitation, the following non exhaustive circumstances:

- a) Where a User has temporary, or short term, mobility problems arising from or because of a medical procedure or accident;
- b) Where a User has temporary, or short term, mobility problems arising from, because of or relating to pregnancy.

In relation to Users who, in the opinion of the University, fall within the Special Circumstances at category 3, the University expressly reserves the right to issue a Permit of short-term duration only, having regard to the particular circumstances of the case. Prior to the expiry of such a Permit, the User shall be at liberty to apply for a further Permit if the particular circumstances still apply.

We seek the co-operation of Users who are issued with Permits on the basis of Special Circumstances to adjust their daily or weekly schedules to optimise access to parking.

## Parking Requirements

To support the university's commitment to reducing carbon emissions and improving air quality on campus, drivers must not leave their vehicles idling while parked. This applies to all car park users.

All Authorised Vehicles must be parked within an authorised area of the Car Park and in a designated and authorised parking space delineated by white lines or other appropriate markings.

For the avoidance of doubt, parking is strictly prohibited:

- a) In any location where a notice prohibiting parking is clearly displayed, including for example outside emergency exits, plant rooms or delivery areas, or on emergency access routes.
- b) On yellow lines, areas hatched with yellow lines, or areas denoted with signage, bollards or barriers;
- c) In any area marked as being temporarily or permanently allocated for any other purpose including without limitation for corporate events (such as for Open Day visitors) and in connection with Campus development (such as essential maintenance or construction works); and

- d) On landscaped or lawned areas, pedestrian and/or cycle pathways, turning circles, and/or any other area which would cause an obstruction to other Users.

## Loss and Damage

The University, its employees and agents do not accept any responsibility or liability for any damage to, or the loss of any Authorised Vehicle parked in the Car Park or any of its contents.

## Conditions of Use

All Users shall comply with and adhere to the provisions of this Policy, including in relation to the use of the Car Park and the parking of any Authorised Vehicles. For the avoidance of doubt, such compliance and adherence includes:

- 1) Where applicable, clearly and prominently displaying a valid Permit in windscreen of a User's Authorised Vehicle when parking in the Car Park;
- 2) In addition (if applicable), clearly and prominently displaying any Blue Badge permit as set out under *The Permit System* or two valid permits as set out under the *Car Share Scheme*;
- 3) Correctly using parking facilities pursuant to the *Car Share Scheme* (for example, a User should not use or attempt to use the reserved parking bays pursuant to the *Car Share Scheme* when travelling alone);
- 4) Parking in accordance with the *Parking Requirements*; and
- 5) Due compliance with and adherence to the following *Conditions of Use*:
  - a) No alterations or changes must be made to any Permit as this
  - b) will render the Permit invalid;
  - c) Permits are for the benefit of and use by the User only, and they are not transferable to any other person and may not be used in any other vehicle other than as may be confirmed by the Permit;
  - d) If a User considers that any change needs to be made to a valid Permit, the User must notify Facilities Management, and any such notification should be made in writing to the following email address: [parking@edgehill.ac.uk](mailto:parking@edgehill.ac.uk); and
  - e) No copies of any Permit shall be made by the User, whether directly or indirectly, and for the avoidance of doubt, any such copies of a Permit are invalid.
- 6) Adhering to the Campus speed limit of 10mph
- 7) Following the guidance of Traffic Management Assistants. We have a zero-tolerance approach on abusive or threatening behaviour towards our Traffic Management Assistants. Any such behaviour will be dealt with by course tutor for students or Head of Department/HR for staff.

In addition to any enforcement action that may be taken in accordance with the *Enforcement* section below, any breach of any of the above, including in particular any of the *Conditions of Use*, may result in disciplinary action being brought against the individual concerned pursuant to any other applicable agreements, policies and/or procedures that apply to that individual (for example, in relation to students, pursuant to the [\*Student Disciplinary Regulations\*](#)). In any particular case, the Director of Facilities Management may take such action or steps as deemed appropriate, including notifying the individual's department, faculty or host of any instances of breach, or potential breach, of this Policy.

To ensure that Users are reminded of their responsibilities and the potential consequences of any failure to comply with the provisions of this Policy, the University will use reasonable endeavours to provide adequate road signage and road markings within the Car Parks, along access routes and at entrance points to the Campus, subject to any planning constraints, as appropriate.

All car parking areas, including reserved disabled spaces and car sharing spaces, are monitored for parking violations, and appropriate action taken, to ensure parking provision is managed effectively.

## 6. Enforcement

The following section applies where a vehicle is parked:

- except as otherwise set out within this Policy, without receiving Permission to Park via the Authorisation System.
- without a valid Permit being clearly and prominently displayed (when required);
- without any National Disability Badge being clearly and prominently displayed when required or
- in contravention of the requirements of the *Car Share Scheme*, for example without displaying two valid Permits when required or parking in reserved parking bays under the *Car Share Scheme* when travelling alone.
- in contravention of the *Parking Requirements*.

In relation to any breaches of the Policy to which this section applies, the University (whether acting directly or indirectly via a third party) may, in its absolute discretion, take such action as it deems appropriate in each case.

The University reserves the right to issue a written warning to a User prior to enforcement action being taken. In all cases, an early repayment discount may be offered to any fine issued.

Fines may be enforced by the University or by a third party on the University's behalf.

In general, however, the approach to any breaches of the Policy to which this section applies shall be as follows:

- a. **First breach** – issue of a Parking Charge Notice (“PCN”) and a **£50.00 fine**;
- b. **Second breach:**
  - 1) Issue of a **second PCN** and a **further £50.00 fine**; and
  - 2) Notification to the individual’s department, faculty or host.
- c. **Third breach:**
  - 1) Issue of a **third PCN** and a **further £50.00 fine**; and
  - 2) Further notification to the individual’s department, faculty or host.

In addition, upon a third breach of the Policy to which this section applies, Facilities Management may in its absolute discretion take such action as it deems appropriate, including but not limited to the following:

- 1) Suspending Permission to Park for a specified period of time within the duration of the Permission to Park; and
- 2) Revoking or cancelling Permission to Park with immediate effect and making provision that the person concerned may not re-apply for Permission to Park on Campus within a specified period.

In addition to ANPR, the use of technologies such as closed-circuit television (CCTV) will be used to support the management of car parking provision.

## Vehicle Removal

In some circumstances, the removal of a vehicle, which is parked in breach of this section, will be a necessary step.

Please note, any vehicle parked in breach of this section, including but not limited to failing to have Permission to Park, or a failure by a User to clearly and prominently display a valid Permit in or on a vehicle when parking in the Car Park may be subject to such a step.

## 7. Car Parking Application Procedure

This section deals with how staff members and students (including prospective staff members and students) apply for Permission to Park (“**Application**”). Contractors and Visitors are dealt with separately, above, under *Permit Types*.

You can make an Application through My FM [\*here\*](#).

When making an Application, it is the responsibility of the User to submit any relevant evidence upon which they rely in support of the Application.

## Evidence

In cases where an Applicant applies for a Permit based on Special Circumstances (see the criteria under the subheading *Special Circumstances* above), relevant evidence is likely to include supporting medical evidence. This evidence should be dated within the last 12 months.

As referred within the section 'Exceptions to the Accessibility Criteria' evidence must be clearly referenced and submitted to support any application for a Special Circumstances Permit.

**Students** should submit all evidence to [Parking@edgehill.ac.uk](mailto:Parking@edgehill.ac.uk) using their name as a reference.

**Staff** applying for a Special Circumstances permit because they are a registered Carer should submit all evidence to Human Resources directly. Staff who are applying for Special Circumstances in cases of short-term mobility issues (see section 3 Special Circumstances) should submit their evidence to Occupational Health (e-mail: [OHAdmin@edgehill.ac.uk](mailto:OHAdmin@edgehill.ac.uk)) who will make appropriate recommendations to Facilities Management on the basis of this evidence. All applications should in the first instance however be made via MyFM to ensure a permit can be allocated to an applicant.

Once a decision has been made by Human Resources or Occupational Health this decision will be communicated to Facilities Management who will confirm Permission to Park and issue a Permit to the Applicant, where applicable.

A failure to provide supporting evidence may result in an Application being rejected by the University.

Applicants may be contacted by a member of the University's Facilities

Management team to confirm further details of the Application. In the event of any queries arising, the Application will not be processed further until the Applicant provides an answer to any such queries. It is also the responsibility of the Applicant to ensure that their Permits are not lost wherever possible, as replacements may be delayed whilst new Applications are prioritised during busier periods. Unless in exceptional circumstances an Applicant will only be issued with 1 replacement if their original Permit is lost. A replacement Permit must be collected 'in person' from FM Helpdesk once authorised.

To obtain information, guidance or support when making an online Application, please contact Facilities Management via [parking@edgehill.ac.uk](mailto:parking@edgehill.ac.uk).

Applicants must not, at any stage or under any circumstances, falsify qualification criteria or address or other information to obtain a Permit. If a person does or attempts to do so, such conduct is likely to result in disciplinary action.

Applications will be processed internally by the Facilities Management team. Any pre-existing personal data of a User may be used by the University to verify an Applicant's eligibility for a Permit.

The Facilities Management team will notify the Applicant of the outcome of their application in writing as soon as practicable and inform the Applicant of their right of appeal against the original decision.

Where applicable, successful Applicants will receive their Permit by one of the following ways:

- 1) Residential Student – The Permit will be held by FM Post & Print, the Applicant will receive an email once the Permit is ready for collection.
- 2) Non-Residential Student – The Permit will be posted to your term time address.
- 3) Staff – The Permit will be delivered by post and print to your work department.

## 8. Appeals

Unsuccessful Applicants may appeal the Application decision in writing to [parking@edgehill.ac.uk](mailto:parking@edgehill.ac.uk).

An Applicant may appeal on one or more of the following grounds:

- 1) The Application was not considered in accordance with the agreed process;
- 2) There is new information which was not available when the original decision was made;
- 3) The decision was unreasonable in all the circumstances.

Appeals should:

- a) Indicate which of the grounds the appeal is based on;
- b) Include clearly stated facts that support the appeal; and
- c) Provide sufficient evidence to support the appeal.

Appeals must be submitted within 10 calendar days of the date of the initial decision.

Student appeals will be considered by the Campus Support Manager, Inclusion Support Manager and a Student Union Representative.

Staff appeals will be reviewed by the Campus Support Manager, HR and where appropriate OH guidance will be obtained ("**Panel**").

The Panel may, in its absolute discretion, request to meet with the Applicant to discuss the appeal. If Applicants do not provide their consent to a meeting, the Panel shall be entitled to determine the appeal based on the information and evidence provided only.

The Panel may take such other steps, or give such other directions, as it deems appropriate in all the circumstances of any particular case.

If the Panel consider that the grounds of appeal are well-founded, it will grant Permission to Park and, where applicable, a Permit.

If the Panel consider that the Appeal is unfounded, the appeal will be dismissed.

The Panel's decision is final, and the Applicant will be notified of the decision by email as soon as practicable following the conclusion of the appeal process.

There shall be no further right of appeal.

## 9. Personal Data

Information relating to Applicants will be used by the University (amongst other things) to:

- 1) Check or verify an Applicant's eligibility to apply for Permission to Park;
- 2) Post a successful Applicant's Permit to their specified address, where applicable;
- 3) Respond to any queries or requests made by an Applicant (as necessary);
- 4) Enable and facilitate enforcement under this Policy (see *Enforcement*).
- 5) We will collect and process any personal information in accordance with our Data Protection Policy.
- 6) The Facilities Management Team will not retain sensitive personal data for a period longer than necessary to determine eligibility.

## 10. Roles and Responsibilities

The following sections of this Procedure details Edge Hill's approach to car parking and identifies those individuals and areas with specific responsibilities.

Person or Department	Responsibilities
Director of Facilities Management	<p>Establishing a management structure which ensures key responsibilities are allocated at the appropriate level.</p> <p>The Director may delegate, to specific members of staff, duties relating to health, safety and wellbeing, as they consider appropriate to assist them with their duties, some of which, are identified below.</p>
Head of Customer Services	<p>Responsible for effectively supporting the Director of Facilities Management to execute their safety management responsibilities, by ensuring the implementation of this Policy and Procedure, so far as is reasonably practicable.</p> <p>Ensuring the FM Service Area Managers have in place systems for monitoring; legal compliance, and ensuring issues or risks are dealt with at an appropriate level.</p> <p>Notify the Director of Facilities Management of any breach of statutory requirements, which cannot be dealt with effectively</p>
Campus Support Manager	<p>Authorise parking areas to be temporarily cordoned off and dedicated for specific, temporary operational purposes i.e., to support corporate events, campus development etc.</p> <p>Notify the Head of Customer Services of any breach of statutory requirements which cannot be dealt with effectively.</p>

Person or Department	Responsibilities
Campus Support Supervisors	<p>Responsible for effectively supporting the Campus Support Manager to execute their safety management responsibilities, by ensuring the implementation of this Policy and Procedure, so far as is reasonably practicable.</p> <p>Notify the Campus Support Manager of any breach of statutory requirements, which cannot be dealt with effectively.</p>
Campus Support Team (including any team seconded to the service)	<p>Responsible for the operational implementation of this Policy and Procedure.</p> <p>FM Campus Support staff (including any staff seconded to the service) are authorised to direct traffic on University property, regulate entry to car parks, exercise control over parking and ensure compliance with this Policy under the direction of the Campus Support Manager and Campus Support Supervisors.</p>
Human Resources	To receive and review any evidence pertaining to Staff Special Circumstances Permit Applications where a staff member is a registered Carer.
Occupational Health	To receive, review any evidence and make appropriate professional recommendations pertaining to staff Special Circumstances permit applications where a staff member has a short-term mobility related condition.
Car Park Users, Applicants and Visitors	<p>Regular campus users, i.e. staff and students are required to obtain and display a parking permit in vehicle at all times for the corresponding parking area.</p> <p>For pre-arranged visitors, all University departments are required to use the visitor car parking request procedure at: <a href="http://www.ehu.ac.uk/myfm">www.ehu.ac.uk/myfm</a></p> <p>All visitors are required to report to the Security and Customer Information Centre or Durning Centre upon arrival to campus whereby a day permit will be issued.</p>

## Key to Relevant Documents

Equality Act 2010

### Annexes

#### Document Control

Version	Date	Change Author	Summary of Changes
Inst H&S 2 V4.0	July 2021	FM Campus Support Manager	<ul style="list-style-type: none"><li>• Change in permit colour scheme, new permit design pictures input.</li><li>• Additional wording to clarify course related work placement.</li><li>• Clarity on delivery of permits</li><li>• Additional information around replacement permits and collection.</li></ul>
Inst H&S 2 V5.0	June 2023	FM Campus Support Manager	<ul style="list-style-type: none"><li>• Change in permit colour scheme, new permit design pictures input.</li><li>• Additional information right under Permit Types heading advising anything other than issued permits will not be accepted i.e. written notes.</li><li>• Exceptions to Accessibility Criteria, point 1. Clarity that “work” is related to staff and “study” is related to students.</li><li>• Removed “a letter evidencing receipt of Carer’s Allowance” as this does not state name of Carer</li><li>• Changed “a letter from a GP, social worker or care provision company” to “a formal letter from an official person naming them as Carer”</li><li>• Confirmation that a permit must be displayed in windscreen of vehicle.</li><li>• Page 15 – added sections 6 &amp; 7 for speed limit and behaviour towards TMA staff.</li><li>• Clarity that any evidence received is dated within the last 12 months.</li></ul>

			<ul style="list-style-type: none"> <li>• Clarity to contact Facilities Management via Parking for guidance.</li> <li>• Roles and Responsibilities – Changed Head of Operations, to Head of Customer Services.</li> </ul>
Inst H&S 2 V5.1	July 2023	Corporate Sustainability Manager	<ul style="list-style-type: none"> <li>• Minor changes to wording regarding EdgeLink Bus Service.</li> <li>• Spring break added to the list of periods in which the EdgeLink Bus Service is unavailable</li> </ul>
Inst H&S 2 V5.2	July 2024	Campus Support Manager	<ul style="list-style-type: none"> <li>• Minor changes - permit colour scheme, new permit design pictures input.</li> <li>• Parking Permit Types: Remove all expired permits from display.</li> </ul>
Inst H&S 2 V6.0	Oct 2025	Campus Support Manager	<ul style="list-style-type: none"> <li>• The key changes are set out at page 6 where we have softened the strict use of car parking permits and, instead, referred to an “Authorisation System” which covers the issue of permits and use of ANPR.</li> <li>• Other amends have been made including a paragraph on motorcycle parking which we have never previously covered.</li> <li>• Section incorporated around reducing carbon emission and not allowing drivers cars to idle.</li> </ul>

## Endmatter

Title	Car Parking Policy & Procedure
Version	Inst H&S 2 V6.0
Policy Owner	FM Campus Support Manager
Approved by	Institutional Health and Safety Committee
Date of Approval	July 2025
Date for Review	July 2027