

Car parking information for University staff

Frequently asked questions

1. How do I apply for a parking permit?

You will need to fill out the application form, sign it and post it to the Estates department. The form can be found [here](#).

2. How much will it cost me to park on University car parks?

The charges are based on your salary band. If you work less than 0.5 FTE (18.5 hours or fewer a week), you can apply for the half rate:

Band	Full Rate Annual	Full Rate Monthly	Half Rate Annual	Half Rate Monthly
Grade 2, 3 & 4	£48	£4	£24	£2
Grade 5, 6 & 7	£72	£6	£36	£3
Grade 8 & 9	£108	£9	£54	£4.50
Grade 10 & above	£144	£12	£72	£6

3. Does this apply to all campuses?

Yes. Staff are required to display a valid permit or one day parking permit (scratchcard) on any University campus. Members of the public can park at Brayford campus only, on Monday to Friday 4.30pm to 3am and at weekends between 6am and 3am.

4. Can I use the same permit at any University campus?

Yes. You can use your permit to park on any University car park and in any vehicle, as long as it is registered with Estates & Commercial Facilities.

5. Why should I pay through my salary?

The University has obtained permission from HM Revenue and Customs to allow employees to pay for their parking through a salary sacrifice arrangement. This means that deductions are taken on a frequent basis directly from your gross pay before statutory deductions. This typically reduces the cost by PAYE tax and National Insurance deductions by between 20% and 41%.

6. What should I do if I'm not on the University Payroll?

If you are currently working at the University and are not on the University payroll, for example secondment, temporary staff, etc, you can still apply for a parking permit. You will not be able to benefit from the salary sacrifice and we will require the annual payment in advance. If you leave the scheme within the year you will receive a refund pro rata. Please complete the application form stating 'No Payroll' in the payroll number section. Tick the appropriate permit required including banding and submit your form with a cheque made payable to University of Lincoln for the full annual fee.

7. Can students park at the University?

The university does not have parking available for students during normal working hours. Students may park outside these hours on the Brayford campus with a student parking permit.

8. Do my visitors have to pay to park?

No. Official University visitors can continue to park for free, but you must notify the security office in advance (at Brayford) or the campus manager (at other sites). Your visitor will then be allocated a parking space.

9. Will I be guaranteed a space if I am paying a monthly fee?

Car parking will continue to be on a first come, first served basis. The University's Estates department monitors the capacity of the car parks throughout the day.

10. If I'm not on the University Payroll what is my equivalent banding?

Band 1 - annual salary is below £20,937

Band 2 - annual salary between £20,938 and £34,607

Band 3 - annual salary between £34,608 and £53,917

Band 4 - annual salary above £53,918

11. How do I obtain a ticket just for one day?

One day parking permits (scratchcards) will be available for staff who are occasional users temporary staff and staff not on the University payroll. These will be available at a cost of £1 per day from University retail outlets (contact Estates and Commercial Services for details). You will need to show proof that you are a member of staff.

12. What are the parking charges for the public?

Members of the public can park at Brayford campus only, Monday to Friday 4.30pm to 3am and at weekends between 6am and 3am.

Tariff:

Up to 1 hour £1.20

Up to 2 hours £2.40

Up to 3 hours £3.50

Up to 4 hours £4.50

Up to 5 hours £5.50

Over 5 hours £10.00

13. Where are the meters for the public located?

Meters will be located throughout the Boulevard car park at Brayford.

14. Where shall I park if I am a disability blue badge holder?

There are designated spaces for blue badge holders in all University car parks and adjacent to the following buildings: Bridge House, Estates, MHT.

15. When will the charges be reviewed?

Charges will be reviewed annually in line with the University's car parking policy.

16. Will I have to renew my permit each year?

No.

17. Can I opt out at any time? eg if I leave the University's employment or change my mind

Yes. You will need to fill out an opt-out form and return it, along with your permit, to Estates. The form can be found here:

<https://ps.lincoln.ac.uk/services/ECF/adminresources/parking/default.aspx>

Part month deductions will not be applied. Where a permit is requested or relinquished, if it is for more than half the month, a full month's charge will be deducted. If it is for less than half a month, no charges will be deducted.

18. What if I change my working hours or salary banding?

Should your specific employment contract change resulting in either a change to your salary band or the number of hours you work, then it is your responsibility to re-apply for the correct permit. The Payroll Department will periodically carry out a review of deductions against contracts to make sure that the correct amounts are being deducted and make changes where appropriate.

19. What happens if I'm on long-term sick or on maternity leave?

You may wish to cancel your permit and re-apply for it when you are back at work.

20. Do my visitors have to pay to park?

No. Official University visitors can continue to park for free, but you must notify the security office in advance (at Brayford) or the campus manager (at other sites). Your visitor will then be allocated a parking space.

21. How do I apply for a permit?

You will need to fill out the application form, sign it and post it to the Estates department. The form can be found here:

<https://ps.lincoln.ac.uk/services/ECF/adminresources/parking/default.aspx>

22. When should I apply?

You can apply anytime throughout the year. However, if you want to take advantage of the salary sacrifice scheme from the start, you need to apply before 31 August 2010 to ensure you have your permit in time for October and that deductions are set up within the payroll system. Otherwise you will need to purchase day-rate parking tickets.

23. Will I be guaranteed a space if I am paying a monthly fee?

Car parking will continue to be on a first come, first served basis. The University's Estates department monitors the capacity of the car parks throughout the day and is not aware of any issues at present. However, they will continue to monitor the situation.

24. Are permits and scratchcards valid during evenings and at weekends?

Yes. However, parking on campus between the hours of 3am and 6am is not permitted

25. Is my permit valid in any vehicle?

The application process allows for up to three vehicles to be registered against the permit. These registration numbers can be changed at any time by completing the registration amendment form online. The form can be found here:

<https://ps.lincoln.ac.uk/services/ECF/EstateServices/Parking-and-Transport/Lists/Vehicle%20Registration%20Amendment/NewForm.aspx?Source=/services/ECF/EstateServices/Parking-and-Transport/Thank%20you%20for%20submitting%20you%20u/SitePages/Home.aspx>

Registration numbers will not be displayed on the permit and so a new permit will not be required, but Estates' records will be updated.

26. What should I do if I lose or damage my permit?

You should reapply for a permit and check the box on the application form for a lost or damaged permit.

27. Why is the University bringing in car parking charges now?

The University is very unusual in not charging for city centre car parking, both in terms of other employers locally and other universities across the country, even though running car parks represents a significant cost in terms of maintenance, security, lighting etc. In addition, the government is currently considering introducing a levy on businesses for their car parking spaces.

More importantly, the University is required by the local planning authority to set out how it will manage its travel and car parking arrangements with the emphasis on getting staff and visitors to cut down on travel by car. In effect, the University will not get planning permission to continue developing its sites if it cannot prove that it is taking steps to urge people to reduce their carbon footprint.

Charging for car parking is seen as a way of getting people not to bring their car into work if they can avoid it. It will play a part in our long-term sustainable travel plan and will be complemented by a range of information on and facilities for alternative travel, as well as incentives for travelling by bicycle, public transport and car sharing.

Charging for staff is being implemented following consultation with employees and the recognised trade unions.

28. How can I find out about car sharing schemes?

The University supports a car-sharing scheme operated by Lincoln BIG. It matches people up and can even provide lifts in emergencies. Click here for details: <https://lincolnbig.liftshare.com>

For a similar scheme in Hull visit: www.hullcarshare.com