



# University of Edinburgh Parking Regulations

## 1. Parking Charge Notices

- a. Parking Charge Notices are issued to any vehicle contravening the University of Edinburgh Parking Regulations.
- b. The Parking Charge Notice has a charge of £60. If the vehicle owner pays the Parking Charge Notice within 14 days the charge is discounted to £30.
- c. The University may contact the DVLA to request keeper (owner) details of unauthorised vehicles parked on private University property.
- d. The University will vigorously pursue all unpaid Parking Charge Notices for payment, whether they are incurred by staff, students or members of the public. After three written requests for payment, any unpaid Parking Charge Notices will be referred for recovery by the Small Debts Court.

## 2. Parking by Permit only

- a. Parking is controlled at all times. A valid University of Edinburgh parking permit must be prominently displayed on the windscreen of any vehicle parked on University property. The only exceptions are at the Easter Bush Campus where visitors/clients should register their vehicle at the nearest reception point, and bona fide visitors to any site must register their details with the Transport and Parking Office.
- b. Vehicles not displaying a valid permit will incur a Parking Charge Notice.
- c. A single permit can be used on multiple vehicles by registering up to three vehicle registration numbers to any one permit. However, only one vehicle may be parked at any time, and vehicles not displaying the appropriate permit will incur a Parking Charge Notice.
- d. Permits do not guarantee a parking space.

## 3. Parking for Blue Badge Holders

- a. Staff, students or honorary fellows who have a Blue Badge / EU Model Parking Card are eligible to be issued with a free parking permit in the following permit categories:
  - **Disabled A Permit** – may be used in Central Area, Peripheral Area and Easter Bush.
  - **Little France Disabled Permit** – may be used at Little France only.
- b. The University permit and the Blue Badge / EU Model Parking Card must be clearly displayed on the windscreen / dashboard of the parked vehicle. Failure to do so will result in the issue of a Parking Charge Notice.
- c. Visitors holding a Blue Badge / EU Model Parking Card should contact the Transport and Parking Office in advance with their vehicle registration details. Failure to do so may result in the issue of a Parking Charge Notice.



#### 4. Permit types valid in Central Area

- a. In the Central Area permits are available for staff, students and honorary fellows in two categories:
  - **Category A** - Essential User Annual Permits
  - **Category B** - Essential User "Pay as you Go" Permits
  - **Daily Scratchcard** - Non-essential User Day Permits
- b. Category A Permit Holders must clearly display their permit on their vehicle windscreen. They may park in any Central Area, Peripheral Area and Easter Bush Car Park.
- c. Category B Permit Holders must clearly display their permit on their vehicle windscreen. In addition the permit must be accompanied by a valid half day or full day B permit scratchcard with the correct date scratched off. They may park in any Central Area, Peripheral Area and Easter Bush Car Park
- d. Category B Permit Scratchcards are purchased in advance and are non-refundable.
- e. Daily Scratchcards may be purchased by any member of staff, honorary fellow or student who is not eligible for an Essential User Permit. Purchases of this scratchcard type are limited to 20 per year. The scratchcard must be clearly displayed on the vehicle windscreen with the correct date scratched off. These scratchcards may be used in any Central Area Car Park.
- f. Permits are also available in the following categories:
  - **Departmental Central Area Permits** - University owned vehicles with a requirement to park in the Central Area (also valid in Peripheral Areas and Easter Bush).
  - **Contractor Central Area Permits** - Contractors requiring to park in University premises within the Central Area (also valid in Peripheral Area).

#### 5. Permit types valid in Peripheral Area (King's Buildings and Abden House)

- a. In the Peripheral Area (Abden House and King's Buildings) permits are available for staff, students and honorary fellows in two categories:
  - **Category A** - Essential User Annual Permits
  - **Category B** - Essential User "Pay as you Go" Permits
- b. Category A Permit Holders must clearly display their permit on their vehicle windscreen. They may park in any Peripheral Area and Easter Bush Car Park. They may not park in the Central Area.
- c. Category B Permit Holders must clearly display their permit on their vehicle windscreen. In addition the permit must be accompanied by a valid half day or full day B permit scratchcard with the correct date scratched off. They may park in any Peripheral Area Car Park.
- d. B Permit holders may park at Easter Bush without the scratchcard permit.
- e. Category B Permit scratchcards are purchased in advance and are non-refundable.
- f. Permits are also available in the following categories:



- **Departmental Peripheral Area Permits** - University owned vehicles with a requirement to park in Peripheral Areas (also valid at Easter Bush).
- **Contractor Peripheral Area Permits** - Contractors requiring to park in University premises within the Peripheral Area.

## 6. Permit types valid at Little France

- a. At Little France permits are available for staff, students and honorary fellows in one category:
  - **Category A** - Essential User Annual Permits
- b. Category A Permit Holders must clearly display their permit on their vehicle windscreen. They will also be issued with an access card or fob to the Little France car park they have been designated to. They may also park in any Central Area, Peripheral Area and Easter Bush Car Park.

## 7. Permit types valid at Easter Bush

- a. At Easter Bush permits are available for staff, students and honorary fellows in two categories:
  - **Easter Bush Staff/Postgraduate** - Essential User Annual Permits
  - **Easter Bush Student** - Essential User Annual Permits
  - Permit Holders must clearly display their permit on their vehicle windscreen. They may only park in the Easter Bush Car Parks.
- b. Permits are also available in the following categories:
  - **Departmental Easter Bush Area Permits** - University owned vehicles with a requirement to park at Easter Bush only.
  - **Easter Bush Residents Permit** – available only to residents of the Easter Bush Campus.

## 8. Visitor / Contractor Daily Parking

- a. Visitors / Contractors are required to purchase a scratchcard permit in order to park in University car parks in the Central Area and Peripheral Area.
- b. A valid University scratchcard with the correct date scratched off must be displayed on the dashboard of the vehicle. Failure to do so will result in the issue of a Parking Charge Notice.
- c. At Easter Bush Campus visitors / contractors must provide their vehicle registration number when they report to reception.
- d. At Little France it is not possible to provide visitor / contractor parking within University car parks. Visitors / contractors should make use of the general visitor parking provided at the Royal Infirmary (Little France) site.
- e. Visitors to the Central Area or Peripheral Area holding a Blue Badge / EU Model Parking Card should contact the Transport and Parking Office in advance with their



vehicle registration details. Failure to do so may result in the issue of a Parking Charge Notice.

## 9. Bona fide visitor parking

- a. A bona fide visitor is a person from outside the University who occasionally attends, such as outside examiners or those who conduct University business on a voluntary basis.
- b. The Transport and Parking Office must be informed by the host department the name of the visitor, the department and location, and the visitor's vehicle registration number. Failure to do so will result in bona-fide visitors receiving a Parking Charge Notice.

## 10. Permit charges

- a. Permit charges are determined and agreed on annual basis by the University of Edinburgh Senior Management Group.
- b. Permit charges are provided at [www.ed.ac.uk/transport/parking](http://www.ed.ac.uk/transport/parking)
- c. Staff or students who have successfully applied for a parking permit for a zero carbon emission vehicle will be issued with a permit free of charge.
- d. Annual permit charges will reduce on the 1st of each month of the parking year (except Little France Permits) and when surrendered they will attract a rebate based on the number of full un-expired months.
- e. Replacement permits may be obtained only in very exceptional circumstances on payment of £5.00 for staff and student permits and £10.00 for contractors.
- f. B Permit Scratchcards and staff/student Daily Scratchcards are valid for use for 1 calendar year only. They are non-refundable.

## 11. Enforcement

- a. Transport and Parking Assistants have the authority to direct traffic, regulate entry to car parks, exercise control over parking, issue parking charge notices and generally ensure compliance with the University's Parking Regulations.
- b. In delineated parking areas vehicles must park in designated parking spaces only. Parking Charge Notices will be issued to vehicles failing to comply.
- c. In non-delineated parking area vehicles must not be parked in hatched areas, on yellow lines, on grassed areas/verges, in locations where health and safety issues arise (e.g. blocking fire escape routes) or in such a way that causes obstruction or inconvenience to other users. Parking Charge Notices will be issued to vehicles failing to comply.
- d. Disabled parking bays are for the use of Blue Badge / EU Model Parking Card Holders only. The Blue Badge/ EU Model Parking Card must be clearly displayed on the windscreen of the parked vehicle. Use of disabled parking bays by non-Badge Holders will not be tolerated and will result in the issuing of a Parking Charge Notice. Persistent offences by a permit holder will result in the cancellation of the permit.
- e. Permit holders are expected to behave in a reasonable and responsible manner showing due consideration to other users. Persistent offences may result in the withdrawal of a parking permit.



- f. The University reserves the right to reserve and make unavailable some car parking facilities on occasion. Advance notice will be given wherever possible.
- g. Any change of vehicle must be notified to the Transport and Parking Office immediately to avoid parking charges being incurred.
- h. Vehicles without a valid vehicle licence (tax disc) are not permitted to park in University of Edinburgh car parks. The Transport and Parking Office may treat them as abandoned vehicles and take steps for their removal.
- i. Permits do not automatically entitle the holder to park overnight but if the holder wishes to obtain facilities for more than one night they must contact the Transport and Parking Office. Failure to do so could result in the removal of the vehicle and the associated costs being charged to the permit holder.

## 12. Edinburgh City Car Club

- a. City Car Club vehicles may park within The University of Edinburgh car parks while being used by staff and students on University business. There is no requirement to display a permit.
- b. Non-City Car Club vehicles parked within marked City Car Club bays within University car parks will be issued with a Parking Charge Notice.

## 13. Electric Vehicle (zero carbon emissions) charging points

- a. External parking bays marked for the use of electric vehicles only are provided with a dedicated "fast charging" point. These parking bays may only be used by electric vehicles utilising the "fast charging" points. They are not provided for general parking.
- b. Use of an external electric vehicle charging bay is limited to 4 hours maximum.
- c. Use of electric vehicle "fast charging" bays will be monitored by Transport and Parking Assistants who will issue Parking Charge Notices to any vehicles exceeding the 4 hour usage limit.
- d. A Parking Charge Notice will be issued to any non-electric vehicle utilising the bay, or to any electric vehicle not utilising the bay for the purposes of recharging.

## 14. General

- a. Permits will only be issued on the understanding that the foregoing Parking Regulations are accepted.
- b. The University excludes responsibility under these regulations or the law of negligence for damage to, loss of or theft from any vehicles while parked on University property.

For more information on parking at the University: [www.ed.ac.uk/transport/parking](http://www.ed.ac.uk/transport/parking)

If you require this document in an alternative format please contact

**Transport and Parking Office**

**13 Infirmary Street**

**Edinburgh EH1 1LT**

**Tel: +44 (0)131 650 9101 / 9554**

**Fax: +44 (0)131 650 6515**

**Email: [transport@ed.ac.uk](mailto:transport@ed.ac.uk)**