



The  
University  
Of  
Sheffield.

## Estates & Facilities Management.

### TERMS AND CONDITIONS RELATING TO USE OF UNIVERSITY CAR PARKS

1. The car parks are part of the University estate and whilst many are monitored by camera surveillance, vehicles are parked on them at their owners' risk. The University does not accept responsibility for loss of or damage to vehicles or their contents whilst using its car parks.
2. Campus Wardens have authority to direct traffic, regulate entry to car parks, exercise control over parking and ensure compliance with the University's parking regulations including the issue of Parking Charge Notice.
3. An appropriate and valid permit must be prominently displayed relating to the category of car park at all times. Where relevant, a valid pay-and-display ticket or parking scratch card must also be clearly displayed. Vehicle changes (permanent or temporary) should be reported promptly to EFM Helpdesk BEFORE use of a car park.
4. Possession of a valid permit (except category A) does not guarantee a parking space. Car parking permits are specific to the registered vehicle(s) and not transferable. No duplicates or replacements will be issued without additional charge of £10.
5. Parking in the following manner is a breach of the terms and conditions of parking and may incur a Parking Charge Notice:
  - Vehicles not parked wholly within a designated bay so as restricting access to adjoining bays
  - Vehicles failing to park with the correct permit. Only one vehicle per permit holder may be parked at any time
  - Vehicles without EU Blue Badge or University Disabled Permit parked in designated disabled bay
  - Vehicles parked in restricted areas (eg loading bays, on yellow lines, in hatched areas)
  - Vehicles parked causing an obstruction or inconvenience to others

**The charge is £100 reduced to £60 if paid within 14 days. The notice should be read carefully and acted on promptly. Contractual information can also be found on signage on entry and within the car parks.**

6. Motorcycles should be parked in designated motorcycle parking areas where possible but under no circumstances in lined car spaces.
7. Permit holders are expected to drive and park in a reasonable and responsible manner showing consideration to other users, with a maximum speed of 5mph. Persistent or considerable transgression may result in immediate withdrawal of the permit and/or issue of a PCN.
8. If PCN's are not acted upon, the permit and future rights to park maybe removed.
9. Parking facilities maybe withdrawn as required by The University. Advanced notice will be given where possible.
10. To cancel a permit please inform EFM Helpdesk. Only on return of a permit to EFM Helpdesk would salary deductions cease. Permits are valid according to their payment period, eg monthly where by paid by salary. Part refunds are not available.
11. Permits are issued subject to regulations approved by The University Transport Policy Group and may be withdrawn at any time. Applications are assessed on an annual basis taking into consideration individual circumstances and overall demand. **Allocation of a permit in any one year should not be taken as a guarantee of eligibility in future years.**

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12. **Application for/acceptance of a parking permit shall be deemed a legally binding acceptance of these Terms & Conditions.**