

## Parking Information for Students at York College

York College is committed to a green transport plan. You can play your part by helping us to reduce the number of cars on site. We ask students, wherever possible, to travel to College by bus, cycle or walking. There are 518 bicycle places and as our commitment to encouraging green travel initiatives we are installing additional covered cycle shelters, additional public transport is provided.

There are 500 parking spaces at the front of the site, on 2 levels which are for use by both staff and students.

To be eligible for parking you must obtain a York College permit to be able to park your vehicle on site during College hours. This is obtained through the Estates office in room 1F123. To be eligible for a permit you need to comply with the following:

- You must be enrolled on your course
- Car drivers must hold a full licence for a minimum of 9 months
- Motorcyclists/moped users must hold a CBT certificate and provisional licence
- You must ensure that your vehicle is taxed, insured and an MOT certificate is in place if required.

If you fulfil all the above criteria then you are eligible to apply for a vehicle permit to park your car on site. You will need to complete a permit application form. Once completed please bring the form together with your student id card and your driving licence/CBT certificate to the Estates office where a permit will be issued.

If you are an evening student who is only on site after 5pm then there is no requirement for a permit. However, if you attend College during the day you will be required to display a permit and a pay & display ticket.

Disabled students need to obtain a York College permit and display a valid Blue Badge to park in designated disabled spaces.

***A permit gives you the right to park on site but it will not guarantee you a parking space.***

There are 2 different types of permit available to you:

**Annual permit** – The cost for this permit is £60 for a car or £45 for a motorbike/scooter and allows you to park at College for one academic year without further payment.

**Annual Occasional permit** – If you only use your vehicle occasionally or are only in College a couple of days a week this permit might be better for you. The permit is free but **must** be displayed with a valid Pay & Display ticket which will only cost you 50p per day. Pay and display machines are located in the main car park at the front of the college on both the upper and lower deck.

If however, you have not held your licence for 9 months then there is an appeal procedure available to you. You will need to write a letter containing the following information:

- Name and full address
- Details of the course you are on
- The date you passed your driving test
- Reasons why you think you should be entitled to a permit

Once you have completed your letter return this to the Estates office, room 1F123. You will be given a 'visitor hanger permit' for a temporary period of 2 weeks which will allow you to park on site while your appeal is being considered. If your appeal is successful you will receive a letter to

confirm this. You will then need to bring the letter to the Estates office and complete an application form and a permit will be issued.

### **What if I don't follow the rules?**

Failure to follow all rules may result in the following:

- An 'Unauthorised Parking' notice being placed on your window
- Wheel clamping of the vehicle and the charging of a £25 release fee
- Withdrawal of your authorisation for a permit
- Withdrawal of access to the site with your vehicle

If you park your vehicle on site without displaying a valid York College permit you will be given a 'warning notice'.

If you park your vehicle on site without displaying a valid Pay & Display ticket you will be given a 'warning notice'.

If your vehicle is parked in an area clearly marked as 'No Parking' you will be given a 'warning notice'.

Once a warning notice has been given, a note of your registration is logged together with the date and reason for the warning and if you fail to follow the rules again then you will be clamped and a release fee of £25 will be charged.

The permit is registered to the vehicle/student and therefore must not be given/sold or lent to anyone else.

**It is the responsibility of the permit holder to ensure that the permit is displayed in the proper manner, with a valid Pay & Display ticket if needed, whilst the vehicle is on site.**