

UNIVERSITY OF HERTFORDSHIRE

CRITERIA GOVERNING THE AUTHORISATION TO PARK

(amendments to version 05.0 are shown in *italics*)

The following criteria will be applied in the authorisation to park thereafter.

The University reserves the right to make a charge for car parking. These charges will be determined annually by University management. It should be noted that the relevant charge determined from time-to-time by University management must be paid in full.

1 Authorisation to Park

1.1 Authorisation to hold a Staff permit will be authorised for:

- i any UH member of staff (para 1.3 refers) (including):
 - a. full/part time members of staff
 - b. visiting Lecturers
 - c. exam invigilators
 - d. UH casuals (UH students, employed by/as UH Casuals, please seek further advice from parkingpermits@herts.ac.uk)
- ii other authorised UH members:
 - a. members of staff from external companies working on UH property
 - b. Long term contractors (contracts exceeding 1 month)
 - c. Other UH membership.

1.2 Where permission is granted, Staff may park in any staff (**BLUE**) car park and display a valid Parking Permit or in any student (**GREEN**) car park at any Campus.

1.3 Members of staff who, in their own right, who hold a 'Disabled Persons' CarBadge (a blue badge, normally issued by a County Council) are entitled to park in accordance with disability parking rules and to pay the correct [reduced] daily tariff, determined annually by University management. It should be noted that the relevant charge determined from time-to-time by University management must be paid in full.

2 Student Extenuating Circumstances Permits

2.1 Student Extenuating Circumstances Permit authorises a student to park on campus, EC permits will only be issued for the following groups of students whose residences do not have Hatfield post codes:

- i post graduate research students (including Master by Research)
- ii part-time students
- iii students with extenuating circumstances including those with parental responsibility for a child of primary school age or under and those with other medical /disability circumstances (para 4.1 refers)

2.2 Where permission is granted, students will be authorised to park in the designated student EC car park (I), general student car parks (E & M) and Staff (Blue) carparks, on display of a valid Parking Permit, and on payment of the required tariff.

3. Students with medical / disability circumstances

3.1 Students who do not have a valid Blue Badge but are unable to use the Park and Ride Scheme for a reason related to a long-term medical condition, or disability should contact the Student Wellbeing – Counselling, Disability and Health Services.

4. Resident student permits

4.1 Resident students who live in University accommodation on the College Lane Campus may be eligible to purchase a residents' parking permit please refer to Ask Herts: [Residential Parking | Ask Herts | University of Hertfordshire](#) for further details

4.2 Where a residential permit is approved, students will only be authorised to park in the in Residential (**PURPLE**) car park.