

## **Contractor Parking at the University of Edinburgh**

Please read the following information for contractors requiring use of University car parks for parking and compounds:

### **Permit only parking**

- Parking in University car parks is by strictly by permit only, unless via previous arrangement with the Parking Office
- Parking spaces are heavily in use and required predominantly for University staff and University owned vehicles and their operational requirements
- Parking spaces are heavily in demand, which far outweighs the supply we have available. Therefore, to ensure consistency and fairness to all parking on University ground, a parking management system is in operation
- All staff, students, visitors and contractors are required to pay to park in University car parks. Strict Parking Regulations apply

### **Parking permits for contractors**

- Contractors requiring to park on University premises while carrying out works may purchase a limited supply of daily parking vouchers from the Parking Office
- Contractors with long-term University contracts may apply for an annual permit
- Contractors will be limited to the number of annual permits they are provided (one per company for City Area and two per company at King's Buildings) unless Estates Department colleagues explicitly support the need for more
- Commercial vehicles with company logos will be given a one hour (one occasion per day) to load and unload vehicles where necessary
- Vehicles not displaying a valid permit will incur a parking charge notice and are liable to a charge of £60.00

### **Compounds and Material Storage Areas**

There are conditions of use when any compounds and material storage areas within University car parks are agreed.

They are as follows:

- Contractors should request only what is required to store materials and units (welfare etc.) required for the project
- Compounds should not contain private vehicles under any circumstances, or commercial vehicles without prior arrangement/agreement and valid parking permits
- Access for deliveries into compounds is authorised
- If a requirement to the job is that a commercial vehicle requires to be parked within a compound at all times, a request for this dispensation should be made to the Parking Office via the contractor's direct Estates contact

### **Contractor Conduct**

While working for the University and parking vehicles on University property, contractors are expected to comply with the University of Edinburgh's Parking Regulations in place.

Contractors should ensure that:

- In delineated parking areas vehicles must be parked in designated parking spaces only. Parking Charge Notices will be issued to vehicles failing to comply
- 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
- It must be respected that Accessible 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 any permit holder will result in the cancellation of the permit