



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 via Civil Court Action.

2. Parking by Permit only

- a. Parking is controlled at all times. A valid University of Edinburgh parking permit must be applied for and purchased for 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 without 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 without an appropriate permit will incur a Parking Charge Notice.
- d. Permits do not guarantee a parking space.

3. Parking for Blue Badge Holders

- a. Staff or students 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 City Areas, King's Buildings, Abden House 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 City Areas

- a. In the City Areas virtual parking permits are available for staff and students in three categories:
 - **Category A** - Essential User Annual Permits
 - **Category B** - Essential User "Pay as you Go" Permits
 - **Daily staff permit** - Non-essential User Day Permits
- b. Category A Permit Holders may park in any City Area, King's Buildings, Abden House and Easter Bush Car Park.
- c. Category B Permit Holders must purchase virtual vouchers to be activated for use on any day or half day they wish to park. They may park in any City Area, King's Buildings, Abden House and Easter Bush Car Park.
- d. Category B Permits are purchased in advance and are non-refundable.
- e. Daily staff permits may be purchased by any member of staff member or matriculated student who is not eligible for an Essential User Permit. Purchases of this permit type are limited to 20 per year. This virtual voucher permit must be activated on any day the individual wishes to park and may be used in any City Area Car Park.
- f. Permits are also available in the following categories:
 - **Departmental City Area Permits** - University owned vehicles with a requirement to park in the City Area (also valid at King's Buildings, Abden House and Easter Bush).
 - **Contractor City Area Permits** - Contractors requiring to park in University premises within the City Areas (also valid at King's Buildings and Abden House).

5. Permit types valid for King's Buildings and Abden House

- a. At the King's Buildings and Abden House areas permits are available for staff and students in two categories:
 - **Category A** - Essential User Annual Permits
 - **Category B** - Essential User "Pay as you Go" Permits
- b. Category A Permit Holders may park in any King's Buildings, Abden House and Easter Bush Car Parks. They may not park in the City Areas.
- c. Category B Permit Holders must purchase virtual vouchers to be activated for use on any day or half day they wish to park. They may park in any King's Buildings, Abden House and Easter Bush Car Parks.
- d. B Permit holders may park at Easter Bush without the requirement to purchase a day permit.
- e. Category B Permit virtual vouchers are purchased in advance and are non-refundable.
- f. Permits are also available in the following categories:
 - **Departmental King's Buildings Permits** - University owned vehicles with a requirement to park at King's Buildings or Abden House (also valid at Easter Bush).



- **Contractor King's Buildings Permits** - Contractors requiring to park at King's Buildings or Abden House

6. Permit types valid at BioQuarter

- a. BioQuarter permits are available for staff and students in one category:
 - **Category A** - Essential User Annual Permits
- b. Category A Permit Holders will also be issued with an access card or fob to the Little France car park they have been designated. They may also park in any King's Buildings, Abden House and Easter Bush Car Park.

7. Permit types valid at Easter Bush

- a. At Easter Bush permits are available for staff and students in two categories:
 - **Easter Bush Staff/Postgraduate** - Essential User Annual Permits
 - **Easter Bush Student** - Essential User Annual Permits
 - Permit Holders 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 virtual voucher in order to park in University car parks in the City Areas, King's Buildings and Abden House.
- b. 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 BioQuarter 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 Hospital site.
- e. Visitors to the City Area or King's Buildings/Abden House 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
- 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 BioQuarter Permits) and when surrendered they will attract a rebate based on the number of full un-expired months.
- e. B Permit virtual vouchers and staff/student daily virtual voucher permits 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

If you require this document in an alternative format please contact

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