

# Exceptional Parking Permit Policy (Learners)

## 1. Policy Statement

- 1.1 Student parking is not permitted anywhere on campus at Loughborough College. This includes all car parks, pavements and road ways at the main site, between Epinal Way and Radmoor Road; the Radmoor Nursery; and the Gables student accommodation.
- 1.2 The only exceptions to this are:
  - (a) Students who are resident at the Gables and have a College permit to park there can do so, provided that the permit is valid. This does not permit Gables residents to park elsewhere on the main campus.
  - (b) Drop off/collection is permitted only in the designated zone outside the main College Reception, with a maximum waiting time of 5 minutes and provided that the roadway is not blocked for other users, including the regular shuttle bus; drop off/collection for Nursery users is also permitted at the Radmoor Nursery. Drop off/collection is not permitted elsewhere on campus, other than by direction of the College Estates Department.
  - (c) Blue badge holders are permitted to park in designated bays across campus, provided that the Blue Badge is valid and is clearly displayed.
  - (d) Students issued by the College with an Exceptional Parking Permit (yellow) can park between the times/dates and in the location(s) indicated on the permit, provided that the Permit is valid for that vehicle and is clearly displayed.
  - (e) Students attending classes or other activities with a start time of 5:00 pm or later can obtain an Evening Parking Permit (green). Evening permit holders can park between the times/dates and in the location(s) indicated on the permit, provided that the Permit is valid for that vehicle and is clearly displayed. All vehicles must be removed by 9:30 pm on the day of parking.

## 2. Scope and Purpose

This policy applies to student parking across the Loughborough College campus. The policy sets out the limited circumstances in which student parking may be permitted and the procedure for deciding applications for an exceptional parking permit.

## 3. Definitions

N/A

## 4. Procedure

### Exceptional Parking Permit

- 4.1 An Exceptional Parking Permit will be issued by the College to a student only if a properly completed [application form](#) is received, together with satisfactory evidence to support the relevant category of need. You will need to be logged in to a College account to complete this form. All applications will be considered by a panel, which will normally be within 14 days of receipt of a

completed application. Exceptional Parking Permits are discretionary, and the decision of the panel is final.

- 4.2 Exceptional Parking Permits will be for the minimum period deemed necessary by the panel. This may be restricted to specific dates and times, and will normally be for a limited period rather than a whole year.
- 4.3 Exceptional Parking Permits will normally be granted only on one of the following grounds:
- (i) Medical reasons including limited mobility, where a Blue Badge is not available. In each case, external medical evidence is required to support the application.
  - (ii) Safeguarding or mental health reasons, where this is supported by the College's Safeguarding team.
  - (iii) For a one-off event or occasion where it is necessary for the student to bring large/heavy items to College or where the student is supporting a College event (e.g. student ambassador) at unsociable hours, or similar. In each case, the application must be supported by a Head of Department.
  - (iv) Exceptional financial hardship, where the student qualifies for support under the College's bursary scheme and is provided with a permit as part of financial support for travel to/from College. The application must be supported by the College's Student Finance team.
- 4.4 The distance travelled to College, time taken, travel or parking costs, lack of public transport options, difficulties in finding alternative parking or the need to avoid being late for lessons are not exceptional circumstances, unless one of the above categories applies.
- 4.4 The panel to consider applications for Exceptional Parking Permits will be convened by the Director of Governance & Legal Services and will include a representative of the Learner Services team and at least one other member of staff. Decisions of the panel are final.

## 5. Linked Policies and Procedures

Application form:

<https://www.loucoll.ac.uk/student-parking> (held in Microsoft Teams - Parking Permit team)

## 6. Location and access to the procedure

- 6.1 Staff – SharePoint. Master copy held in Contracts & Governance team.
- 6.2 College website (Documents & Policies)

## 7. Impact Assessments

- 7.1 This procedure has been reviewed by the College’s impact assessment panel, to eliminate where reasonably possible all forms of discrimination and disadvantage across all themes of equality and safeguarding (including FREDIE), health and safety, environmental topics and data protection legislation.

## 8. Persons Responsible for this Policy

Director of Governance & Legal Services

## 9. Change Log

Date	Version	Details of change	Review / Revision by	
			Name	Title