Edinburgh Napier University
Parking Policy (2023/24)

Sensitivity	Public
Version	Six
Date of current version	07/10/25
Date of first version	10/05/23
Updates since previous version	Clarity regarding overnight parking arrangements
	Update terminology from car to vehicle
	Note that all vehicles must be parked in one singular bay
	Definition provided of vehicle bay
EMS reference	ENU-EMS-0509
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1. **Introduction**

1.1 The planning agreement between the City of Edinburgh Council and Edinburgh Napier covering the redevelopment of Craiglockhart states that the University must "introduce a pay parking scheme". The legal agreement was signed by the University in February 2002.

1.2 The agreement further states that the University must have a clear system in place for allocation of parking permits and that all revenue gained should be utilised to support improvement and maintenance of parking facilities.

1.3 The Parking Policy (2004) was agreed by the Corporate Management Team (CMT) on 5th April 2004 (historic governance reference). Within the Policy, the CMT agreed that following the legal agreement covering Craiglockhart, parking charges should be introduced at Craiglockhart, Merchiston and Sighthill campuses simultaneously.

1.4 The Parking Policy encapsulates all aspects of parking management at the Craiglockhart, Merchiston and Sighthill campuses. The Policy does not extend to the smaller University sites, including student accommodation sites.

1.5 The Parking Policy (2023/24) supersedes all previous versions.

1.6 Further information including links to internal and external transport support is available through the 'Greener Travel' pages within www.napier.ac.uk/environment

2.   Scope of Policy

2.1 The Parking Policy covers Craiglockhart (219 Colinton Road, EH14 1DJ), Merchiston (10 Colinton Road, EH10 5DT) and Sighthill (9 Sighthill Court, EH11 4BN).

2.2 Parking restrictions apply at Craiglockhart and Sighthill between 09:00 and 16:00 Monday to Friday. Restrictions apply at Merchiston between 07:00 and 17:00 Monday to Friday.

2.3 Vehicle share bays are restricted to vehicle share permit holders until 10:30 Monday to Friday.

2.4 Overnight stays are not permitted within any University car park. Vehicles may be parked overnight. However, no person should reside within any vehicle overnight. Any person found to be residing within a vehicle will be contacted by the Property and Facilities team, and will be requested to remove their vehicle from University land with immediate effect.

2.5 Blue badge bays are restricted to Blue Badge holders at all times.

2.6 Electric vehicle bays are restricted to actively charging electric vehicles at all times.

2.7 For the purposes of absolute clarity, a vehicle bay is designated by road markings such as paint or monoblocking. In some instances, there will be additional signage or wording such as 'Motorcycle Parking'. For all vehicles, all tyres must be positioned within a designated bay. For cars and vehicles with four tyres or more, all tyres must be positioned within one bay.

3.   Permit Allocation & Charges

3.1 There are four permit types available at the University as detailed within Tables 3.1 to 3.4. Permit exemptions are listed within Table 4.1. Electric vehicles require a permit when parked within a standard parking bay and/or not actively charging. See section 5.

3.2 When issued, a permit will typically be allocated to an applicant's home campus only. Should an applicant travel between campuses and require to park at all campuses regularly, they must provide clear justification for review by the Facilities Services Manager.

3.3 The issue of any permit detailed within tables 3.1 to 3.4 does not guarantee a physical parking space at Craiglockhart, Merchiston or Sighthill. A permit provides permission to park.

3.4 Parking will be charged at the rates shown within Tables 3.6, 3.7 and 3.8. The University may work with an external partner to support daily, weekly and monthly payment options. Should the University do so, governance principles referenced within section 6 will be followed.

3.5 The University will aim for an appropriate maximum permit allocation at each campus. The allocation will consider hybrid and flexible working practices. As a guide, on reaching 180% allocation at Craiglockhart, Merchiston or Sighthill, new permits for the campus may not be issued unless it is clear there is consistent and sufficient capacity to exceed the 180% threshold. Exceeding the threshold will be at the discretion of the Director of Property & Facilities.

3.6 Should capacity of parking spaces be considered an issue at Craiglockhart, Merchiston or Sighthill, a waiting list will be introduced and held by the Facilities Services Manager. The waiting list will be managed on a first come first served basis, listed in date order.

3.7 The number of parking spaces at each campus is listed within Table 3.5. The total shows standard and vehicle share bays only. The total does not include blue badge, visitor, minibus, delivery, electric vehicle charging point, motorbike or dedicated University vehicle bays.

3.8 All permit holders will be expected to sign a copy of the Parking Policy (2023/24) terms and conditions. Proof of vehicle ownership may be requested by the University.

3.9 The Scottish Government have granted local authorities in Scotland permission to introduce a Workplace Parking Levy (WPL). This Policy will be reviewed should the City of Edinburgh Council pursue the introduction of a WPL within the City of Edinburgh.

Table 3.1: Standard Parking Permit

Reference	Description
3.1.1	Staff and students can apply for a standard permit for their home campus. Staff home campus will be confirmed by the People team. Student home campus will be determined by School.
3.1.2	Standard permits will be issued on a first come first served basis. Allocation of permits at Craiglockhart, Merchiston and Sighthill will consider an allocation rate of % i.e. 180 permits issued per 100 spaces. Once 180% is reached at any campus a waiting list may be introduced. The waiting list will be kept in date order. Should a waiting list be in place, staff or students may request a temporary permit to be considered (referenced within 3.2.1, 3.2.2 and 3.2.3). Advice will be requested from the People team, Occupational Health or Student Wellbeing and Inclusion to support any request made.
3.1.3	Once issued, staff will not be required to reapply for a permit. The permit will be held until voluntarily surrendered or when the permit holder leaves the University.
3.1.4	Standard student permits will be issued from September for one academic year. Students must apply for a standard permit each academic year. A limited number of student permits will be made available.
3.1.5	Standard permits are issued to individuals and are not transferrable.
3.1.6	Standard permits will be charged at the rate shown in Tables 3.6, 3.7 and 3.8.
3.1.7	Issue of a standard permit does not guarantee a physical parking space.

Table 3.2: Temporary Parking Permit

Reference	Description
3.2.1	Temporary permits can be issued to staff and students that do not hold a standard parking permit but highlight a parking requirement due to a short term need.
3.2.2	Staff can apply for a temporary permit following consultation with the People team and Occupational Health.
3.2.3	Students can apply for a temporary permit following consultation with Wellbeing and Inclusion.
3.2.4	Temporary permits will be issued on a first come first served basis. As per standard permits, temporary permits many not be issued at any campus where the threshold allocation level of 180% has been reached. Depending on capacity of parking spaces, staff and students may be added to a waiting list.
3.2.5	Temporary permits will be issued for one month.
3.2.6	Temporary permits cannot be used to park within Blue Badge spaces.
3.2.7	Temporary permits will be charged at the rate shown in Table 3.6, 3.7 and 3.8.
3.2.8	Issue of a temporary permit does not guarantee a physical parking space.

Table 3.3: Vehicle Share Permit

Reference	Description
3.3.1	Four types of vehicle share permits may be issued: Vehicle Share 1: Two members of staff Vehicle Share 2: Three or more members of staff Vehicle Share 3: Two students Vehicle Share 4: Three or more students
3.3.2	Vehicle share permits cannot be issued to staff and students combined.
3.3.3	Vehicle share applicants must demonstrate that two or more staff or two or more students reside in separate households and own separate vehicles.

3.3.4	Vehicle share permits can only be used by staff or students that are physically on campus on the same day. For example, they cannot be used by one person Monday and Tuesday then a second person Wednesday, Thursday and Friday. The purpose of a vehicle share permit is to reduce the number of vehicles used each day.
3.3.5	Holders of vehicle share permits must ensure that only one of the two or more vehicles are parked at the University at any one time. A parking charge notice may be applied should more than one of the vehicles be parked on campus at any one time.
3.3.6	Vehicle share permits will be issued on a first come first served basis. As per standard permits, vehicle share permits many not be issued at any campus where the threshold allocation level of 180% has been reached. Depending on capacity of parking spaces, staff and students may be added to a waiting list.
3.3.7	Vehicle share permits cannot be used to park within Blue Badge spaces unless one or more of the car share permit holders has their own Blue Badge.
3.3.8	Vehicle share permits will be charged at the rate shown in Table 3.7.
3.3.9	Issue of a vehicle share permit does not guarantee a physical parking space.

Table 3.4: Business Parking Permit

Reference	Description
3.4.1	Vehicles owned or contracted to the University through a long term lease can be issued with a business parking permit. Issue of a permit will be decided upon by the Facilities Services Manager. There will be no internal recharge for use.
3.4.2	Members or Court not employed by the University can be provided with a business parking permit at no cost. Members of Court employed by the University must apply for a permit as per Tables 3.1, 3.2 or 3.3.
3.4.3	Permits for partners on campus must be embedded within any partnership agreements from the outset. Permits for partners are not guaranteed. The 180% allocation rate referenced previously also applies to business parking permits.
3.4.4	Issued of a business parking permit does not guarantee a physical parking space.

Table 3.5: Parking Allocation

Reference	Campus	Open Access Bays	180% Allocation
3.5.1	Craiglockhart	277	498
3.5.2	Merchiston	59	106
3.5.3	Sighthill	287	516

Table 3.6: Staff Permit Cost (Grades Two and Three)

Reference	Type	Standard & Temporary (£)	Vehicle Share 1 (£)	Vehicle Share 2 (£)
3.6.1	Daily	0.85	0.45	0.00
3.6.2	Weekly	2.50	1.25	0.00
3.6.3	Monthly	10.00	5.00	0.00

Table 3.7: Staff Permit Cost (Grade Four and Above)

Reference	Type	Standard & Temporary (£)	Vehicle Share 1 (£)	Vehicle Share 2 (£)
3.6.1	Daily	1.00	0.50	0.00
3.6.2	Weekly	3.00	1.50	0.00
3.6.3	Monthly	12.00	6.00	0.00

Table 3.8: Student Permit Cost

Reference	Type	Standard & Temporary (£)	Vehicle Share 3 (£)	Vehicle Share 4 (£)
3.7.1	Daily	0.50	0.25	0.00
3.7.2	Weekly	1.25	0.65	0.00
3.7.3	Monthly	5.00	2.50	0.00

4. Permit Exemptions

4.1 Table 4.1 highlights permit exemptions covering all campuses. The descriptions provided highlight all restrictions associated with each exemption.

4.2 The permit exemptions highlighted do not exempt permit holders from receiving a parking charge notice should regulations in place be contravened.

Table 4.1: Permit Exemptions

Reference	Description
4.1.1	**Blue Badge Holders** • Must display their own blue badge to park on campus. • Are encouraged to park within any designated blue badge space but are also permitted to park within any parking space on campus except for loading bays and parking bays allocated to minibuses, motorbikes and University vehicles. See Table 7.1 for more information. • Will not be charged to park. • Will not be issued with a University parking permit.
4.1.2	**Motorbike Owners** • Must apply for a permit to park on campus. • Will not be charged to park. • Must park in a designated motorbike area only. Any motorbike parked in a non-designated motorbike area may receive a parking charge notice.
4.1.3	**Short-term Business Hired Vehicles** • Registration details must be provided before or upon delivery to car.parking@napier.ac.uk • The contracted user of any short term business hired vehicle is liable for any parking charge notice issued. See Table 7.1 for more information. • Hires lasting more than two weeks must be discussed with the Facilities Service Manager to ensure there is capacity for the vehicle to be parked.
4.1.4	**Visitors** • Bays are available at each campus on a first come first served basis. • Bays must be pre-booked by staff by using Resource Booker. • Will not be charged to park. • Must park with the allocated parking bay (all bays are numbered). • Must adhere to all parking regulations in place, as per any member of staff or student parking a vehicle at any campus. See Table 7.1 for more information. • Once the allocation of visitors parking bays is full on any given day at any given campus there may be no further parking bays available for visitors. • Designated visitor parking bays must not be booked for the sue of staff employed at the University or students studying at the University.
4.1.5	**Contractors** • Loading bays are provided at Craiglockhart, Merchiston and Sighthill for use of contractors to make deliveries, drop off materials or collect waste items.

	Contractors must not park vehicles within loading bays for longer than 30 minutes unless active loading and unloading is taking place.
	• Longer-term parking bays may be available at Craiglockhart and Sighthill. Registration details must be provided prior to or upon arrival to car.parking@napier.ac.uk
	• Contractors will not be charged to park.
	• There are no long-term parking bays available for contractor vehicles at Merchiston. All contractor vehicles must be parked off-site within adjacent public parling spaces managed by the City of Edinburgh Council.
4.1.6	**Events** • The University may, on occasion, permit event attendees to park within standard parking bays on campus. Enforcement holidays must be requested at least two weeks in advance of any event. Notice will be published to staff and students in advance of any event. • Out with the parking control times detailed within section two, visitors and event attendees are welcome to park on campus free of charge.
4.1.7	**Electric Vehicles** • Staff, students and visitors may use the electric vehicle charging infrastructure available at Craiglockhart, Merchiston and Sighthill. • The financial charge for use of the infrastructure, based on consumption of electricity (kWh) is publicly listed at www.chargeplacescotland.org • All vehicles must be actively charging within an electric vehicle charging space. • Users of 50kW chargers are permitted to charge for 30 minutes. • Users of 7kW chargers are permitted to charge for 12 hours. • Users that exceed the timescales above may be issued with a parking charge notice. Timings will be read from the charging infrastructure. • See section 5 below for further information.

5. Electric Vehicles

5.1 A parking permit is not required to use and park within the electric vehicle parking bays at Craiglockhart, Merchiston or Sighthill. However, any electric vehicle parked within an electric vehicle parking bay must be connected to and must be actively charging from the infrastructure available. Payment for use of the space and the electricity consumed is controlled through the charging infrastructure.

5.2 Electric vehicles parked within any standard parking bay at Craiglockhart, Merchiston or Sighthill require a permit to park. The permit types listed within section three are applicable to electric and non-electric vehicles.

5.3 Any vehicle, electric or non-electric, parked within an electric vehicle parking bay but not actively charging may be issued with a parking charge notice. See section 7 for more information.

6. Governance

6.1 Income generated through the Parking Policy will be ring fenced to support all aspects of parking from maintenance to gritting. 10% of income will be allocated and managed specifically by the Environmental Sustainability Manager to support active travel measures.

6.2 Vehicle park users can expect a welcoming parking environment; clear marked parking bays; clear signage; clear promotion of parking charges and restrictions in place; good lighting; clean physical environment and support of the Security Team 24/7/365.

6.3 The University will continually review best practice and government guidelines to ensure the Parking Policy and management processes in place are reasonable. The University will peer audit

at least every two years to review parking management in place at other institutions and organisations.

6.4 An annual report will be presented to the Finance & Property Committee each September and will be shared publicly within the institution. The report will include but will not be limited to:

6.4.1   Number of permits issued against the number of spaces available.

6.4.2   Number of staff and students registered on the waiting list for each campus (should a waiting list exist), with reference to waiting list numbers recorded in previous years.

6.4.3   Number of parking charge notices issued including the number of successful and unsuccessful appeals lodged.

6.4.4   Total revenue gained and detail of expenditure.

6.4.5   Work carried out to date including an overview of all maintenance and operational activity.

6.5 The University will ensure that a Privacy Impact Assessment and/or a Privacy Notice/Record for Processing Activity is in place to clearly highlight how all personal data is stored and used.

6.6 The University will ensure that an Equality Impact Assessment is in place. The document will focus on all aspects of parking on campus, including the contents of this Policy.

6.7 All documents and information associated with this Policy will be stored alongside wider parking information within the staff intranet and My Napier.

7.   Enforcement

7.1 The University may contract the services of an external service provider to manage car parks including issuing of parking charge notices for vehicles contravening parking restrictions in place. See Table 7.1 for a list of potential violations.

7.2 Should an external service provider be employed, a contract manager will be appointed within Property & Facilities to manage the contract. The contract manager will have responsibility for tendering the services requested and for managing the day-to-day contract when in place. This includes ratification of the Parking Policy at least every two years and implementation of updates as necessity dictates.

7.3 The University will ensure clear communication including appropriate physical signage meeting British Parking Association standards. The staff intranet and My Napier will house clear and concise information for all users to access information covering parking management principles in place, including a copy of this Parking Policy. The Property & Facilities team will use a standard set of communication templates to respond to all queries received.

7.4 Should a parking charge notice be issued, a lower payment rate will be offered for notices paid within 14 days. A higher rate will be applied after 14 days. Both rates will be advertised within the staff intranet and My Napier.

7.5 Should a parking charge notice be issued, a clear appeal process is in place. See Table 7.2 for the appeal process, including the University representatives in place to review all appeals received. It is the responsibility of any person receiving a parking charge notice to provide an appropriate degree of information to allow for a full review of the parking charge notice issued.

7.6 The University will liaise with the City of Edinburgh Council to support the removal of a vehicle that is obstructing access to any campus or any designated fire escape route.

Table 7.1: Potential Violations

Reference	Permit Type	Description
PCN1	All	Fire escape, access door or service blocked (including waste bins).
PCN2	All	Parked out with one single bay.
PCN3	All	Parked within reserved bay not allocated to vehicle.
PCN4	All	Parked on pavement.
PCN5	All	Vehicle other than a motorcycle parked in motorcycle bay or designated area.
PCN6	All	Parked in delivery bay.
PCN7	All vehicles other than blue badge	Parked in blue badge bay.
PCN8	All	Non-electric vehicle parked in electric vehicle parking bay.
PCN9	All	Electric vehicle parked in electric vehicle parking bay and not actively charging.

Table 7.2: Appeal Process
Action: See attached PDF 'Table 7.2 Parking Policy Appeal Process Flowchart'. When the information contained within this document is agreed and complete the flowchart will be embedded and a PDF of the entire Policy will be created.

8.   Further Information

8.1 Staff and students are encouraged to consider alternative options to vehicle use. Information covering all transport options for reaching all University sites is available at www.napier.ac.uk/environment

8.2 This Parking Policy is linked to the following policies at Edinburgh Napier including the:

8.2.1   Travel Plan

8.2.2   Driving at Work Policy

8.2.3   Business Travel Policy

8.2.4   Environmental Sustainability Strategy