

<b>Name of Guideline</b>	Car Parking Terms and Conditions, Willow Terrace Road Office
<b>Category</b>	Facilities
<b>Authorised by</b>	Local Director for HEE Yorkshire and the Humber
<b>Date Authorised</b>	March 2015
<b>Next Review Date</b>	March 2021
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<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Notes</b> Reason for Change, what has changed, etc
1	March 2015	Katie Cobb Grace Jeffrey	New guidelines
2	March 2015	Katie Cobb Grace Jeffrey	Updates
3	March 2016	Jill Hanson	Updates (HEE branding / UOL ANPR system)
4	March 2017	Katie Cobb	Updates
5	March 2018	Katie Cobb	No Changes
6	March 2019	Malaika Lynch	Updates (General Principles: point 9)
7	March 2020	Malaika Lynch	No Changes

## Purpose

The online car park booking system and its associated terms and conditions were developed as a means to ensure equitable access to the limited on-site car parking facilities at Willow Terrace Road for HEE staff and faculty based in Leeds.

As part of the University of Leeds campus, from January 2016 users of the WTR car park are also subject to the restrictions of the University of Leeds automatic number plate recognition system and the penalties enforced by the University (over which HEE have no control).

## Section 1: General Principles

1. The car park at the Willow Terrace Road site is primarily for the use of HEE staff for whom Leeds is their designated base. HEE staff who are non-members of the HEE car park booking system are required to find alternative parking when visiting WTR and, where appropriate, claim back any costs incurred via the staff expenses claim process.
2. Due to the limited number of available parking bays at WTR, there are no bookable spaces set aside for visitors.
3. A car parking permit is assigned to the member of staff, not to the vehicle, and therefore cannot be used by friends/family who car share. It is strictly not transferrable to another individual under any circumstances.
4. A car parking permit can only be used on days when the member of staff is scheduled to work. Staff should not use their car parking allocation on non-working days (i.e. during annual leave or sickness absence) or allow it to be used by friends/family in their absence.
5. Staff are responsible for maintaining **accurate** car registrations and email addresses on their car parking account. No responsibility will be taken by HEE for account holder error inputting, resulting in fines being issued to staff by the University of Leeds.
6. Staff are responsible for notifying [carparkingwtr@hee.nhs.uk](mailto:carparkingwtr@hee.nhs.uk) in advance of any change to their vehicle registrations so that changes can be advised to the University of Leeds for their ANPR system in a timely manner. No responsibility will be taken by HEE for late notification of changes resulting in fines being issued to staff by the University of Leeds.
7. Any other change in circumstances (e.g. change to eligibility for a space, vehicle off road, temporary vehicle in use, loss of licence etc.) must be notified to [carparkingwtr@hee.nhs.uk](mailto:carparkingwtr@hee.nhs.uk)
8. Details of new starters who are eligible for parking, or newly qualified drivers, should be notified to [carparkingwtr@hee.nhs.uk](mailto:carparkingwtr@hee.nhs.uk). If users join the system part way through the parking year (1 April to 31 March), then they will initially be added as a Category Z status which permits bookings from 3pm for the following working day (subject to availability). When the parking year relaunches each April, Category Z staff will be made full members which will afford them a quota and the ability to book in advance.

9. Leavers are required to hand in their car parking permit to Willow Terrace Road Reception on their last day in the office. Permits are strictly non-transferrable.
10. HEE is not liable for any loss, damage or theft of (or from) any vehicle whilst parked at Willow Terrace Road.
11. Vehicle security is the responsibility of the owner/driver. Users of the car park are asked not to leave any items of value on display in their vehicle.
12. HEE reserves the right to amend these T&Cs at any time.

## Section 2: Booking Arrangements

Individuals who qualify for a car parking permit at Willow Terrace will be issued with an individual login to the online booking system and will receive an allocation of spaces to use across the course of the year (1 April – 31 March).

## Section 3: Absence

### Sickness Absence

In order to ensure that all unused spaces are made available to car park users, line managers are required to advise [carparkingwtr@hee.nhs.uk](mailto:carparkingwtr@hee.nhs.uk) when a member of their staff is absent from work:-

- In instances of **self-certification** (sickness absence of 7 days or less) and/or a **doctor's fit note** (sickness absence of over 7 days):  
Parking bays booked within the period of absence must be cancelled by the individual member of staff in line with the cancellation policy set out in Section 4, or advised to [carparkingwtr@hee.nhs.uk](mailto:carparkingwtr@hee.nhs.uk) by the individual's line manager upon request by the individual.
- For longer periods of sickness over 10 working days, line managers are required to contact [carparkingwtr@hee.nhs.uk](mailto:carparkingwtr@hee.nhs.uk) so that a pro-rata manual adjustment can be made to the individual's allocation.

### Paternity/Maternity/Career Break/Sabbatical

- Parking bays booked within the period of absence must be cancelled in advance by the individual member of staff in line with the cancellation policy set out in Section 4, or advised to [carparkingwtr@hee.nhs.uk](mailto:carparkingwtr@hee.nhs.uk) by the individual's line manager. Parking accounts will be temporarily suspended during the period of absence and reinstated with a pro-rata allocation to the end of the parking calendar year upon the member's return to work.

## Section 4: Cancellation of Spaces

Spaces can be cancelled via the online booking system. If users cancel a booking before 3pm the day before the booking, the system will automatically re-credit the space to their account. Where cancellations are made later than 3pm of the day before the booking, the space will remain deducted from their quota.

Users must ensure that where advance bookings are no longer required (for whatever reason) the booking is cancelled on the system to allow the space to be made available to other members of staff, irrespective of whether the member will personally be credited for the space or not.

## Section 5: Enforcement action

Car parking permits can be temporarily revoked in the following instances:

- Failure to adhere to the general principles set out above
- Failure to park fully within the booked parking space thus encroaching on the neighbouring space
- Failure to free up a bay to use by 7am each working day (where overnight parking has occurred)
- Parking in a bay that has been booked by another user of the car park

**Parking permits can be permanently revoked in instances of repeated breach of the Terms and Conditions.**

## Section 6: Review

The terms and conditions will be subject to ongoing review on an annual basis (or when otherwise deemed appropriate).