

Car Parking FAQs

1. Where can I find the Car Parking Policy?

The car parking policy can be found at:

<http://staff.napier.ac.uk/services/facilities/security/Documents/carparkingpolicyapril17.pdf>

2. How do I apply for a parking permit?

Staff Members can apply via the Staff Intranet:-

<http://staff.napier.ac.uk/services/facilities/security/Pages/StaffCarParking.aspx>

Students can apply via MyNapier Portal:-

http://my.napier.ac.uk/Campus-Services/Environmental_Sustainability/Pages/Travel-and-Parking.aspx

3. Is there a limit to the number of permits issued to Students?

Yes. We have a designated amount of permits that we can issue at each campus. If Students are unsuccessful we will retain their application on file, and inform them when a permit becomes available.

4. How do I change my vehicle details?

Send us an email at car.parking@napier.ac.uk with your new vehicle details, and we will update our system accordingly.

5. I am a Council Blue Badge Holder, do I need to apply for a parking permit?

No. As a council blue badge holder, you are authorised to park in any disabled bays, however if you can notify Car Parking we can record the information for our records.

6. Do motorcycles have to pay for a permit?

No. Motorcycles are exempt from parking permits, however, motorcycles are required to park in the designated Campus motorcycle parking areas.

7. As a student, do I get access to the car parks using my swipe cards?

The swipe card access is for Staff Members only. Students who have a parking permit can gain access to the car park by the ANPR system, or by pressing the intercom.

8. Do I need to give the registration number of my visitor?

Yes. It is essential that we receive all registration numbers, these will be logged and given to the Parking Warden to ensure that legitimate vehicles are parked on campus car parks.

9. How long should we book visitor parking in advance?

Although here is no set time for planning purposes, however, it is helpful if you can provide as much notice as possible (preferably 24-48 hours' notice).

10. We are students who car share, do we have to pay for 2 permits?

Car Sharing is not available for Students, you would have to apply individually, or use just 1 car to commute.

11. If I get issued with a parking ticket what should I do?

A car parking ticket will feature instructions as to how to make a payment. If you wish to appeal a fine, please refer to: www.ukpcappeals.co.uk