

# EDINBURGH NAPIER UNIVERSITY

## PARKING POLICY (2023/24) FAQs

Version	2
Date of current version	08/01/2024
Date of first version	19/12/2023
Updates since last version	Addition of section O to note responsibilities of the University, RingGo and UKPC in terms of the Parking Policy and parking overall.
Associated documents	Parking Policy (2023/24) ENU-EMS-0509
EMS reference	ENU-EMS-0554
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### 1. Purpose

- 1.1 The Parking Policy (2023/24) provides a clear and purposeful overview of how parking will be controlled and managed at the University from 27<sup>th</sup> May 2024. However, it is anticipated that the launch of the updated Policy will incur a number of questions from staff and students. The information within this document anticipates some of the key questions that may be asked. The list of FAQs will be updated as the updated Parking Policy settles in.
- 1.2 Each section, where possible, links back to the Policy to provide information and guidance.

### 2. Published FAQs

- 2.1 The FAQs below should be shared within the Staff Intranet and My Napier.
- 2.2 Before accessing the list of FAQs, all staff and students are encouraged to read the Parking Policy.

**Table 1: Published FAQs**

#	Query	Response
A	<b>Charging</b> Why does the University charge for parking?	The planning agreement between the City of Edinburgh Council and the University covering the redevelopment of Craiglockhart states that the University must “introduce a pay parking scheme”. At the time, the University agreed to extend parking control to Craiglockhart, Merchiston and Sighthill.
B	<b>Charging</b> Are parking charges new?	No. Between 2004 and 2020 the University charged staff and students to park at Craiglockhart, Merchiston and Sighthill. Parking charges were paused as a result of the Covid-19 pandemic.

C	<b>Policy</b> Is the Parking Policy new?	No. A Parking Policy has been in place at Edinburgh Napier University since 2004. The 2023/24 update is a refresh of the original document, ensuring all information within the Policy is relevant and up to date.
D	<b>Parking Permit</b> Do I need a permit to park a vehicle at Craiglockhart, Merchiston and Sighthill?	Yes. Staff and students must apply for a permit to park at Craiglockhart, Merchiston and Sighthill. The permit provides permission to park. Permit holders must pay the agreed fees in place.
E	<b>RingGo</b> Why are parking charges processed through RingGo?	Historically, staff permit costs were deducted from monthly salaries. Students were charged an annual payment. However, to adapt to remote and hybrid working, processing charges through RingGo provides staff and students an opportunity to adapt and pay for parking on a daily, weekly or monthly basis.
F	<b>UKPC</b> Why does UKPC monitor the University car parks?	UKPC are contracted by the University to monitor car parks at Craiglockhart, Merchiston and Sighthill. Primary focus of daily monitoring is to ensure that vehicles are parked appropriately and safely i.e. not blocking fire escapes or other service areas. All vehicles parked by staff and students at Craiglockhart, Merchiston and Sighthill must have a permit.
G	<b>Parking Permit</b> Can I park a vehicle at Craiglockhart, Merchiston or Sighthill without a permit but pay through RingGo?	No. All vehicles parked at Craiglockhart, Merchiston and Sighthill must have a permit. The permit provides permission to park.
H	<b>Parking Permit</b> How are permits allocated to staff?	Permits are allocated on a first come, first served basis. Should there be a waiting list at Craiglockhart, Merchiston or Sighthill, applicants will be added to a waiting list and issued with a permit, if and when a permit becomes available.
I	<b>Parking Permit</b> How are permits allocated to students?	Permits are allocated on a first come, first served basis. Student parking permits are issued for one academic year only. There are not student parking permits available at Merchiston. Should there be a waiting list at Craiglockhart or Sighthill, applicants will be added to a waiting list and issued with a permit if and when a permit becomes available.
J	<b>Parking Permit</b> Where can I park if there are no parking permits available.	We encourage all staff and students to consider active travel and public transport opportunities for accessing all of our campuses. If choosing to park a private vehicle on the public street, we encourage all staff and students to park appropriately and considerately, following all regulations in place. For an overview of alternative parking options in Edinburgh visit <a href="http://www.edinburgh.gov.uk/parking">www.edinburgh.gov.uk/parking</a>

K	<b>Motorbikes</b> Do I need a permit to park a motorbike at Craiglockhart, Merchiston or Sighthill? Do I need to pay via RingGo?	No. Motorbikes do not require a parking permit. There is no charge for parking a motorbike at Craiglockhart, Merchiston or Sighthill. However, all motorbikes must be parked within designated motorbike parking areas. Motorbikes must not be parked within spaces designated for vehicles.
L	<b>Blue Badge</b> Do I need a permit if I am a Blue Badge holder? Do I need to pay via RingGo if I am a Blue Badge holder?	No. Blue Badge holders can park at Craiglockhart, Merchiston or Sighthill without a permit, free of charge. The Blue Badge must be clearly visible within the vehicle.
M	<b>Electric Vehicles</b>	Process and management of electric vehicles is explained within section 5 of the Parking Policy.
N	<b>Contact</b> I would like to speak to someone about parking.	Please email <a href="mailto:car.parking@napier.ac.uk">car.parking@napier.ac.uk</a> A member of the Property & Facilities Team will be in touch to help with your query.
O	<b>Responsibilities</b> Responsibilities and/or actions of each organisation involved.	<p><b>University</b></p> <ul style="list-style-type: none"> <li>• Owner and manager of the Parking Policy.</li> <li>• Owner of all land and parking spaces at Craiglockhart, Merchiston and Sighthill campuses.</li> <li>• Management and issue of parking permits.</li> <li>• Management of RingGo and UKPC contracts.</li> </ul> <p><b>RingGo</b></p> <ul style="list-style-type: none"> <li>• Provision of app and telephone line for parking payments.</li> <li>• Collection and processing of parking payments from car park users. Monthly transfer to the University.</li> </ul> <p><b>UKPC</b></p> <ul style="list-style-type: none"> <li>• Physical audit of parking areas at Craiglockhart, Merchiston and Sighthill to ensure all vehicles are parked in line with all guidelines noted within the Parking Policy.</li> </ul>

### 3. Internal FAQs

3.1 The information below should be retained within the Property & Facilities Team.

**Table 2: Internal FAQs**

#	Query	Response
A	Permit Scope Why are parking permits required at Craiglockhart, Merchiston and Sighthill only?	There are no parking bays available at Bainfield, Orwell Terrace or Slateford Road other than Blue Badge bays. There are no parking bays available at the Screen Academy. At Seven Hills there are a limited number of parking bays allocated to the University however, parking controls within the Seven Hills estate are managed by the agent appointed by the landlord.