

# Green Travel & Parking Policy

## 2025- 2026

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*This policy is reviewed annually, and its terms and conditions are subject to change.*

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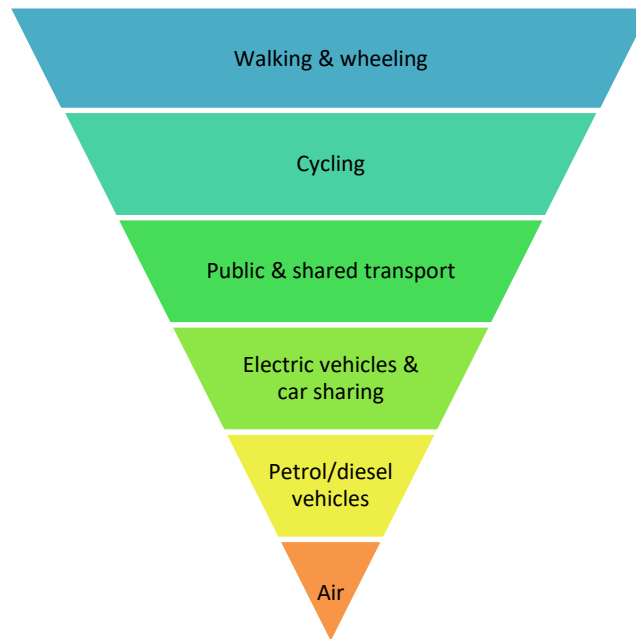
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# Introduction

The Green Travel and Parking Policy aims to be green, simple and fair. We aim to reduce carbon emissions and promote greener modes of transport. This policy reflects the hierarchy of sustainable travel to encourage and support low-carbon commuting for our community.

Hierarchy of sustainable transport



The University is committed to reducing emissions that are indirectly linked to the university's activities and include flying for business purposes as well as day-to-day commuting. In addition to encouraging green travel to work, Marjon will aim to reduce the use of staff using aviation to attend conferences and events and, where possible, use sustainable alternatives such as online conferences. In making decisions around travel to campus and parking, our goals are:

- To encourage and enable greener travel.
- To raise income in a fair way, which can then supplement the student experience.
- To make charges fair and transparent across students, staff and the local community.
- To simplify operations where possible and reduce hidden costs of complexity.
- To ensure charges are easy to understand and simply to pay.
- To minimise numbers of people fined.

## Disclaimers

- Users of the University car park do so at their own risk. The University will not accept liability for any accidents, damage or loss incurred.
- There is a speed limit of 10mph (though during periods of construction works, this may vary)
- By parking on campus or applying for a permit, the driver is agreeing to the conditions of this policy. Any breach will result in a Parking Charge Notice (PCN).
- Vehicles parked in restricted areas or not parked in a designated bay will be issued with a PCN, regardless of permit or payment.
- The University reserves the right to revoke a permit or issue a PCN for reckless driving or parking.
- Permits are not valid in Marjon Sport & Health Centre car park.
- Permits are non-refundable.
- Applying for a permit does not automatically authorise your vehicle to park on campus. Your permit is not valid until the permit has been issued by the University and you receive email confirmation of this.
- Parking is subject to availability. A parking permit is not a purchase of an individual parking space and a space is not guaranteed.

## Walking & Cycling

The University encourages those that can, to walk, wheel or cycle to campus. We have storage provision for bicycles available, with lockers and showering facilities across campus and at the Sports Centre.

Staff can arrange access to the green travel room via the Sports Centre.

Students and visitors can access any of the showers available on campus, free of charge. Please contact the Welcome Desk for more information.

Cycling and pedestrian routes can be found here:

<https://www.plymouth.gov.uk/sites/default/files/walkcyclemap.pdf>

### i. Cycle to Work scheme

Marjon University offers a salary sacrifice scheme through *Cycle to Work* to offer cycle equipment and bicycles tax free. More information can be found on the staff sharepoint, Antler or you can contact the People Team: [peopleteam@marjon.ac.uk](mailto:peopleteam@marjon.ac.uk)

### ii. Bike lockers

There are a number of bike lockers on campus that can be rented for a £25 refundable deposit from the Welcome Desk. You'll need to pay the initial deposit upfront; you can then use the locker and return the key for a full refund when you no longer require the locker. Please note, if the key isn't returned, the deposit will be retained by the university and any items inside the locker will be disposed of.

## Public Transport

If it is not possible to walk or cycle to our campus, staff, students, and visitors are encouraged to use public transport.

### i. Plymouth Citybus

Plymouth City Bus offer a 15% student discount on tickets bought on the day of travel, when purchased via their app. For more information and for the latest discount code, visit <https://www.plymouthbus.co.uk/student-discount>.

. The discount is available on the following tickets:

- 1 day adult ticket
- 7-day adult ticket

- 12-day adult ticket
- 28-day adult ticket
- 91-day adult ticket

Further info can be found via their website: <https://www.plymouthbus.co.uk/student-discount>

## ii. Stagecoach

Stagecoach offer discounted bus tickets to Marjon students and staff via their app. They offer a 20% discount on a range of tickets with the subsidy being covered by the University. You will be able to purchase 7-day and 28-day tickets.

You'll need to set up an account first and then it's quick and easy to purchase the discounted tickets using the Stagecoach app. Follow these 6 steps to get started:



<https://www.stagecoachbus.com/corporate-travel-partner/08b8997c88d14593b0a0a642befe71fa>

## Enforcement & Parking Charge Notices (PCNs)

First Parking is contracted by the University to manage the terms and conditions for car parking that are stipulated on the information boards positioned around the campus.

Enforcement is via Automatic Number Plate Recognition (ANPR). The vehicle entrance and exit are monitored by cameras that record vehicles at the exact moment they enter and exit campus.

Parking charges are enforced 24 hours a day, 7 days a week.

- Parking Charge Notices (PCNs) will be issued to any vehicle owner found in breach of the terms and conditions set out in this policy. The penalty is £40.00, or £25.00 if paid within 14 days.

- PCNs are sent to the registered keeper's address, according to DVLA records. For this reason, it's vital (and a legal requirement) that the keeper's address is updated with the DVLA.
- If you receive a PCN, but have proof of payment for the duration, or a valid permit, you can appeal. All appeals should be made directly to First Parking via the instructions on the reverse of the PCN. Neither the Welcome Desk nor the University can assist with appeals.
- Despite common misconception, these PCNs are enforced and pursued, so please do not ignore.

## Car Sharing

The University encourages car sharing, where possible. Drivers are permitted to register up to 2 vehicles on 1 parking permit at no extra cost, to allow for car sharing. Only 1 vehicle is permitted on campus at a time, or the lead vehicle will be liable for a Parking Charge Notice (PCN). If one of the vehicles pays for parking, a PCN will not be issued.

*Liftshare* offers a free service to organise carsharing in your community and is suitable for both for finding and offering a lift. You can find more information on their website:

<https://liftshare.com/uk/community/devon>

While car sharing is permitted, if you are eligible for a permit but have no need for one, you must not allow anyone else to apply for a permit in your name. Misuse of permits will result in cancellation of the permit and no refund will be offered.

## Motorbikes

Motorbikes are permitted to park on campus, free of charge. They must be parked in one of the designated motorcycle bays. Should the motorcycle occupy a car parking bay or cause an obstruction when they park, they will be liable to receive a PCN. They do not need to register to claim free parking. This also applies to electric motorbikes and scooters.

## Electric Vehicles

Electric vehicles are required to pay for parking through permits or the RingGo app, as per any other vehicle visiting campus.

The University has parking bays dedicated to electric vehicles. There are currently three chargers installed, with 6 charging points in total. These bays are located at the front of campus, by main entrance and are all accessible bays. Once your vehicle has charged, please move your vehicle to a regular parking space to allow other electric vehicles to charge.

To use the charging points, you will need to download the Wenea app. Instructions on how to use the chargers can be found on the chargers themselves or on the noticeboard by the Welcome Desk. Payment can be made via the app or via contactless on the charger.

## 30-minute Complimentary Parking

The campus offers a 30-minute grace period (ANPR triggered entry) without the need to possess a parking permit or pay for parking. The 30 minutes begins the moment your vehicle enters campus and triggers the entry ANPR camera. If you wish to stay on campus longer, you will need to pay for your parking via the RingGo app. If no payment is made, you will be liable for a PCN which the Welcome Desk are unable to assist with.

## Parking Permits

Staff, students and external visitors can apply for a parking permit. This includes Non-Medical Helpers. Permits are not valid in the Sports Centre car park.

Hourly paid staff are not eligible for a permit but can still pay for parking via the RingGo app immediately on arrival.

### Expectations of the permit holder

Students and external partners will be required to provide proof of address when applying for a permit. It should contain both your name & the full address. These must match the name & address on the permit application, or the application will be declined. We accept the following as proof of address:

- Current driving licence
- Utilities bill
- Council tax letter or bank statement within last 3 months
- Current tenancy agreement or mortgage statement
- Current home insurance policy
- Letter of current employment
- Letter from housing association within last 3 months
- HMRC letter within last 3 months
- GP letter



Staff will have their address verified against information provided on iTrent. To avoid delay in your application, please ensure your details are up to date on iTrent before applying.

Staff and students who hold a blue badge must still apply for a permit, which is free of charge.

Permit holders are responsible for ensuring they possess a valid permit with correct vehicle registration, while parking on campus. The University takes no responsibility for reminding permit holders when a permit is due to expire.

If you move address, you are responsible for updating the relevant team (Staff: People Team. Students & external partners: Welcome Team). Where the new address impacts your eligibility, your permit may be cancelled. A partial refund may be considered but this is at the University's discretion on an individual basis. Where a permit holder is found to be no longer eligible and they did not update the relevant team, their permit will be cancelled, and a refund will not be offered.

#### i. Eligibility Criteria

The eligibility criteria is in place to optimise the availability of parking spaces on campus for those travelling to campus from further afield.

The number of permits granted exceeds the number of parking spaces available on campus. A valid permit grants the permit holder the right to park on campus, but it does not guarantee that a space will be available.

If you live on campus or within 2 miles of campus by road, you may still be eligible for a permit (see Extenuating Circumstances below).

If you are not eligible for any permit, you can either pay for parking on each visit, or you will need to make alternative arrangements for travelling to campus. See the green travel alternatives at the beginning of this policy.

Permits can be applied for via the parking portal:

<https://marjon.firstparking.co.uk/>

The permit portal generates automated emails. Please do not reply to these emails as it is not a monitored inbox. For all parking & permit queries, students & external partners should contact the Welcome Team and staff should contact the People Team, contact details are on the final page.

#### i. New and temporary vehicles

If you bring a courtesy car, hire car or any vehicle different from the vehicle registered on your permit, the ANPR will not recognise the vehicle as a permit holder and a PCN will be issued.

For temporary vehicles, you should visit the Welcome Desk immediately **on arrival**. The Welcome Team will verify your permit before allowing you to register the vehicle for the day. This is only valid for 1 day, so you must register the temporary vehicle **every day** that you bring it to campus. Where the Welcome Desk is closed, you will need to pay for parking via the RingGo app.

For new vehicles, your permit will need to be updated permanently to reflect the change of vehicle. You will need to email the Welcome Team prior to bringing the new vehicle to campus, confirming the existing vehicle registration, and providing the new vehicle registration, along with the make & model. Do not bring the new vehicle on to campus until you have received email confirmation from the Welcome Team that your permit has been updated. Failure to notify the Welcome Team or await confirmation, will result in a PCN and the driver will be liable.

## ii. Staff permits

Grade	Annual cost	Equivalent monthly cost	Valid between
Grades 2-4	£0	£0	1 <sup>st</sup> Sept 2025 – 31 <sup>st</sup> Aug 2026
Grades 5	£165	£13.75	
Grades 6-8	£330	£27.50	
Grade 9	£385	£32.08	
Grade 10	£450	£37.50	

Please note, staff on grades 2-4 will still need to apply for a parking permit via the portal.

Staff pay for permits via monthly net deduction. Permits are calculated pro rata, according to FTE and the time remaining in the academic year at time of application. The cost will be based on your grade on the day you apply for your permit. Your cost won't change if you change grades at a point during the year.

Due to the confidential nature of this information, all staff permits are reviewed and calculated by the People Team. Staff should direct all queries relating to parking permits to The People Team in the first instance.

## iii. Staff extenuating circumstances

If you are not eligible for a permit based on the criteria above, you may still be eligible under extenuating circumstances. These will be reviewed by People Team and supporting evidence may be required.

- **Blue badge holder** - free of charge but you will need to upload photos of your blue badge
- **Out of hours** - Staff contracted by the University to arrive at work 7:00am and/or leave after 7:00pm.

- **Contractual duties** - Staff who live on campus or staff who require use of their own transport to travel daily from the University to alternative venues to carry out their primary contractual responsibilities
- **Health** – A medical or occupational health professional has advised that not being able to park on the campus would cause insurmountable difficulties in carrying out primary contractual responsibilities for the current academic year.
- **Registered carer** - Staff who are a registered carer and would be unable to fulfil care commitments if a permit were refused.

#### iv. Student permits

Student permits are reviewed by the Welcome Team.

Students pay up front for the cost of the permit. Students can pay via the pay portal; you will need your student number to make payment. We are no longer accepting payment over the phone or at the Welcome Desk.

Termly permits will be available for renewal towards the end of the previous term. For example, if you hold a Term 1 permit and would like to renew for a Term 2, the Welcome Team will publish when this is available on MyMarjon and Antler, you'll then be able to log into your permit and select renew.

Permit type	Cost	Valid between
Annual	£160	1 <sup>st</sup> Sept 2025 - 31 <sup>st</sup> Aug 2026
Term 1	£60	1 <sup>st</sup> Sept 2025 – 31 <sup>st</sup> Dec 2025
Term 2	£60	1 <sup>st</sup> Jan 2026 – 15 <sup>th</sup> April 2026
Term 3	£60	16 <sup>th</sup> April 2026 – 31 <sup>st</sup> Aug 2026

We have introduced Overnight/Evening and Weekend parking permits for resident students living on campus. These permits are only valid between the hours of 5pm – 7:59am Monday to Friday and includes all day weekend parking. If you wish to have your vehicle on campus outside of these times, you'll need to use the RingGo app to pay for your parking.

Permit type	Cost	Valid between
Annual	£50	1 <sup>st</sup> Sept 2025 - 31 <sup>st</sup> Aug 2026
Term 1	£20	1 <sup>st</sup> Sept 2025 – 31 <sup>st</sup> Dec 2025
Term 2	£20	1 <sup>st</sup> Jan 2026 – 15 <sup>th</sup> April 2026
Term 3	£20	16 <sup>th</sup> April 2026 – 31 <sup>st</sup> Aug 2026

## v. Student extenuating circumstances

If you are not eligible for a permit based on the standard criteria, you may still be eligible under extenuating circumstances, which will be verified against student records and supporting evidence may be required.

- **Blue badge holder** - free of charge but you will need to upload photos of your blue badge
- **Health** - A medical or occupational health professional has advised that not being able to park on the campus would cause insurmountable difficulties in attending studies for the current academic year. Please note, you will need to contact Student Wellbeing and Support before applying for a permit.
- **Registered carer** – Students who are a registered carer and would be unable to fulfil care commitments if a permit were refused. Please note, you will need to contact Student Wellbeing and Support before applying for a permit.
- **Placement** - the following criteria applies:
  1. the placement is mandatory.
  2. the placement takes place 3+ days a week for a minimum of 4 weeks (or 3 weeks, where the placement exceeds 30 miles)
  3. the placement is organised by the University and thus the student has no control over the location, duration, or frequency of the placement.

Below is a list of courses that meet the above placement criteria and is subject to year of study and term. If your course, year or term is not listed, you are not eligible on placement grounds.

Course name & year of study	Eligible term/s
PGCE Primary	All
PGCE Secondary	All
BEd Early Years Year 1	2 & 3
BEd Early Years Year 2	2
BEd Early Years Year 3	1
BEd Primary Year 1	2 & 3
BEd Primary Year 2	2
BEd Primary Year 3	1
BEd Secondary Year 2	1 & 2
BEd Secondary Year 3	All
BEd Secondary with SEN Year 2	2
Speech and Language Therapy Year 2	1 & 2
Speech and Language Therapy Year 3	1 & 3
Physiotherapy	All

## Blue Badge Holders

Staff, students & external partners who possess valid blue badges are eligible for free parking permits. You will need to apply via the permit portal and provide photos of your blue badge as supporting evidence. See section above on permits.

Visitor blue badge holders should register their vehicle at the Welcome Desk immediately on arrival by presenting a valid blue badge (or a photo of the front and back of the blue badge). When the Welcome Desk is closed, parking charges still apply to Blue Badge Holders as per the signage. There are several accessible bays situated near entrances around campus. These can be found, outside main entrance, HDC/North entrance, South block and West entrance.

Any vehicle parked in an accessible bay must display a valid blue badge on the dashboard or the vehicle will be issued a Parking Charge Notice (PCN).

If the Welcome Desk and Sports Centre are closed, parking is still payable at above rates.

## Paid Parking

You can pay for parking by phone or the RingGo app. There is a 30-minute grace period, if you wish to stay longer, you will need to make payment via the RingGo app. Once parking has been paid for, the vehicle may exit and re-enter campus within the pay period, without the need to re-pay. Vehicles that have not paid for the full duration of their visit will be liable for a Parking Charge Notice (PCN). The Welcome Desk cannot assist if you have forgotten to pay for parking. Your time of arrival is considered the moment your vehicle enters campus, as triggered by the ANPR camera.

If you have any difficulty with the app, please pay by phone in the first instance by calling 0203 046 0010. If you receive a parking fine and can provide proof that you were unable to pay via the app or the phone number provided, you can appeal the parking fine, details on how to do this are on the reverse of the fine.

## External Partners

University partners have a fixed entitlement of permits as per their contract and will be contacted by either the Welcome Team or Head of Commercial regarding parking permits.

For information on permits & eligibility criteria, see section on Permits.

If you are expecting visitors on campus, please see section on Visitor Parking.

## Sports Centre Car Park

Parking permits are not valid in the Sports Centre car park. The Sports Centre car park has a 30-minute grace period. The Welcome Team have no jurisdiction over PCNs that have been issued at the Sports Centre and the vice versa. Staff who need to park at the Sports Centre for work purposes must provide their vehicle registration to the Centre and notify them of any changes. Permit holders are responsible for keeping the Sports Centre informed, as permits are only valid on main campus.

## Visitor Parking

Marjon staff & External Partners are responsible for communicating the parking arrangements to their visitors. All visitors are expected to pay for parking, including suppliers, company representatives, temporary staff, visiting lecturers and people attending job interviews. There will be some exceptional occasions where complimentary parking is required, eg. VIPs, guest lecturers who are providing their time at no cost.

### Who is considered a visitor and therefore eligible for free parking?

- ✓ Blue badge holders (evidence of blue badge required and only during Welcome Desk and Sports Centre opening hours)
- ✓ Contractors (if they are carrying out work, they will need to sign in with Estates, who will register their vehicle)
- ✓ Guest lecturers (not Visiting Lecturers)
- ✓ Agency Care Workers providing personal care to a resident student

All visitors should be advised to use the George Park and Ride car park where possible as spaces are limited. Spaces cannot be reserved for visitors and are subject to availability so please manage your visitor's expectation so that they can allow ample time to park.

Despite common misconception, parking in the visitor parking bays does not automatically qualify the vehicle for free parking as the ANPR cannot detect where a vehicle is parked, only that it entered campus. Those spaces are simply for visitor convenience as they are located near main entrance.

As a courtesy, please fill out the Visitor Notification Form available on Antler prior to your visitor arriving on campus to inform the Welcome Team, so we know to expect them. Visitors should be directed to sign in at the Welcome Desk so that vehicles can be registered **on arrival if eligible**. Please note we cannot authorise free parking for eligible visitors in advance.

The Welcome Team are unable to authorise vehicles in retrospect so visitors that have not registered their vehicle within the 30-minute grace period will be liable to receive a Parking Charge Notice (PCN). Marjon staff & External Partners are responsible for communicating the parking arrangements to their visitor and ensuring they advise them they need to pay for their parking via the RingGo app unless it's been confirmed by ELT they can receive complimentary parking. Please check if they are eligible for free parking using the criteria checklist above or click [here](#) for more information about visitor parking.

## Administration

The administration of student & external partner parking permits will be completed by the Welcome Team whereas the People Team will administer staff parking permits. Both teams have the right to cancel permits, without refund if the permit holder is found to be breaching conditions of this policy, misusing their permit, applying under false pretences, driving dangerously on campus.

Parking queries for students and external partners should be made in writing to The Welcome Team: [hello@marjon.ac.uk](mailto:hello@marjon.ac.uk)

Staff permit queries should be directed to the People Team: [peopleteam@marjon.ac.uk](mailto:peopleteam@marjon.ac.uk)

The Welcome Team are responsible for ensuring that that the following areas reflect the most recent and up-to-date version of this policy:

- Antler (staff SharePoint)
- My Marjon (student SharePoint)
- Marjon website <https://www.marjon.ac.uk/student-life/on-campus/parking/>
- Parking permit portal
- Shared L: Drive
- With University partners
- Welcome Team's Social Media