

PARKING

Parking at Lincoln University is managed by Lincworks Property Services and is administered by the Traffic Coordinator (ext.7898) and after hours by Allied Security (ext.9999), in accordance with the [University's Vehicle Registration and Traffic Statute](#). Any questions should be addressed to linckworks.porters@lincoln.ac.nz in the first instance. Visit www.lincoln.ac.nz/parking for more information, including the traffic or parking ticket appeal form.

To park on campus staff and students will need to display one of the following parking permits:

- Staff parking permit
- Student parking permit
- Mobility parking coupon (for use of mobility car parks only).

Visitors should use the visitor's car park inside Gate 1 and adjacent to the George Forbes building. If there are no available spaces in the visitor's car park, visitors may use the Orchard staff and students car park accessible through Gate 3. Please refer to the map in the link below. Visitors will need to display a short-term parking coupon which is available from the main reception in the Forbes building, or alternatively leave their business card on the dashboard of the vehicle.

The University provides adequate parking spaces on campus ([click to see map](#))

Staff and students are encouraged to use alternate means of transport to and from the campus wherever possible.

STAFF PARKING

Definition of "Staff"

For the purpose of issuing Staff Parking Permits, the same definition of staff will be used as is used for the issuing of ID/access cards, "a person who is engaged for paid employment with Lincoln University by way of an employment agreement, personal contract, or through official arrangements with another organization."

Staff are entitled to park in areas designated for Staff Parking.

In order to park in Staff Parking areas staff cars must display a valid permit.

Staff Parking Permit

A staff parking permit entitles the permit holder to park in areas designated for staff.

If you bring another vehicle to work that does not have a permit and you wish to park on campus, you must contact the Traffic Coordinator or Lincworks Property Services to avoid being ticketed for having no permit displayed.

Obtaining a Staff Parking Permit

Permits will be available from the Traffic Coordinator – please talk to your faculty / department administrator for details.

STUDENT PARKING

Definition of "Student"

For the purpose of issuing Student Parking Permits, the same definition of student will be used as is used for the issuing of Lincoln University ID Cards. This includes those enrolled in Foundation Studies and ESOL.

Students who are engaged as Tutors, Research Assistants or other temporary employment will only be issued with a staff permit if they have been issued with a staff access card.

Students are entitled to park in areas designated for Student Parking.

In order to park in Student Parking areas students must display a valid permit.

Student Parking Permit

A parking permit entitles the permit holder to park in areas designated for students.

Obtaining a Student Parking Permit

Permits are available on line and during registration from the main reception in the Forbes Building. Permits can be collected from the Traffic Coordinator's office between 12.30pm – 1.00pm, Monday - Friday in the Hilgendorf North foyer on the ground floor or from the Forbes reception area during business hours.

DISPLAYING PERMITS

- Permits must be fixed to the inside of the windscreen of the vehicle in a position clearly visible to the Security & Traffic enforcement officers.
- It must be clearly displayed at all times in accordance with the instructions. This will avoid enforcement action and possible penalty.
- The person to whom the permit is issued is responsible for parking offences committed under that permit.
- It is a serious offence to attempt to display a duplicate or copy of a Lincoln University parking permit for the purpose of accessing Lincoln University parking privileges.

PENALTIES

Rights and Obligations

All vehicles parked on the University campus must display a valid parking permit or visitor's coupon/business card.

The drivers of all vehicles entering Lincoln University campus agree to abide by the Lincoln University Vehicle Registration and Traffic Statute 2011 and authorise Lincoln University to immobilise or to tow away and store entirely at the owner's risk and expense all vehicles incorrectly parked.

Penalties for Infringement

\$ 10.00 ticket - Not displaying a valid parking permit.

\$ 30.00 ticket (first and second infringements)

Infringements include (unless other authorised by the Traffic Coordinator or Vice-Chancellor):

- parking on any broken or solid yellow lines or other areas marked as non-parking areas;
- parking on any garden, grassed or unpaved area;
- parking on any footpath;
- parking on any area that is used by pedestrians as a thoroughfare;
- parking in a Mobility Car Park without displaying an Operation Mobility Card;
- parking without displaying an appropriate Parking Permit or where that Vehicle is not otherwise authorised to be parked;
- parking in any manner that causes unnecessary inconvenience for any other person on Campus;
- parking for a period of time which exceeds the maximum amount of time for parking in any particular area;
- parking on any Reserved Parking Space;
- parking in any manner that blocks the access of any person to Campus or any part of Campus;
- driving on Campus in excess of 20km per hour;
- driving on Campus at a speed or in a manner which might interfere with the safety of others.

Infringements fines constitute a legal debt to the University.

Clamping of Vehicles

Any vehicle on Campus may be clamped where any of the parking infringements listed above are involved or where the vehicle receives 3 or more infringement notices within any 12 month period. The vehicle will remain clamped until: a clamp release fee of **\$60.00** is paid, all outstanding fines are paid, and all other terms and conditions connected with the clamping are satisfied.

Towing of Vehicles

Any vehicle on Campus may be towed from Campus where:

- any of the parking infringements listed above are involved (particularly where the vehicles is posing an obstruction on safety grounds); or
- where the vehicle receives 4 or more infringement notices within any 12 month period; or
- is parked on Campus for a continuous period of 21 calendar days or more without written approval from the Traffic Coordinator; or
- it appears to have been abandoned; or
- it has been clamped for a continuous period of 2 working days or more without written approval from the Traffic Coordinator.

The vehicle will remain clamped until the **fines and costs imposed by the Tow Company** are paid directly to that Company, all outstanding fines are paid (if applicable, including any clamping fee related to the same infringement), and all other terms and conditions connected with the towing are satisfied.

APPEALS

Appeals for review of penalties incurred as a result of parking or traffic infringements must be made by submitting the online form available at www.lincoln.ac.nz/parking or by printing and posting the completed form to the Traffic Coordinator, Lincworks Property Services, PO Box 84, Lincoln University.