

## Parking

Parking at Lincoln University is managed by Lincworks Property Services and is administered by the Traffic Coordinator and after hours by Allied Security. Comments and questions should be addressed to [Lincworks.porters@lincoln.ac.nz](mailto:Lincworks.porters@lincoln.ac.nz) in the first instance.

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 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. See map.

Staff and students are encouraged to use alternative means of transport to and from the campus wherever possible ([walk](#), [cycle](#), [bus](#)).

## Staff Parking

### Definition of "Staff"

For the purpose of issuing 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 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, ESOL, and Bachelor of Teaching and Learning programmes.

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 Forbes reception. Permits can be collected from the Traffic Coordinators office between 12.30pm – 1.00pm, Monday - Friday in room 007 in the Lincworks Property Services building 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.

The drivers of all vehicles entering Lincoln University campus agree to abide by the Lincoln University Parking Statute (insert link) and authorise Lincoln University to immobilise or to tow away and store entirely at the owners risk and expense all vehicles incorrectly parked.

### Penalties for Infringement

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

#### **\$ 30.00 ticket**

Student parked in a staff only area.

Staff parked in a student only area.

Parking in an unmarked parking space.

Parked in a No Parking area.

Parked in a Reserved Park (Vehicle may be removed if requested by allocated department).

Parked on grass or garden area.

Parked on yellow lines.

Parking in mobility car park without a mobility coupon displayed.

Parked across a Pedestrian thoroughfare.

**Clamping will result if repeat offenders ignore the initial ticket issued for the offences above.**

### **Tow Away (Payable direct to removal contractor)**

Obstruction to safety.

More than 3 unpaid fines within a twelve month period & Non Payment of clamp removal fee after three days.

### **Appeals**

Appeals for review of penalties incurred as a result of parking infringements must be made to the Traffic Coordinator, Lincworks Property Services, PO Box 85084, Lincoln University, 7647.

Payment of all outstanding infringements clears the outstanding record, i.e. no infringements outstanding = first fine.

Parking infringements constitute a legal debt to the University.