

Parking Guidelines for Staff

Herefordshire & Ludlow College provide a limited number of parking spaces for staff of the college at Hereford and Holme Lacy campuses, subject to the following conditions:-

1. You are a full or Part Time member of Herefordshire & Ludlow College staff.
2. Any vehicle not displaying a valid permit or not parked in a designated parking space may be penalty charged or removed. Car Parks at the Hereford Campus are managed by CPplus Ltd, who issues the penalty charge notice and manage the appeal procedure.
3. At the Hereford Campus, Staff Parking is provided in Car Park 'A' off Whittern Way and Car Park 'C' off Folly Lane in front of Community Studies Centre.
4. At the Hereford Campus, CMT, OMT and Governors are to use Car Park 'B' only.
5. Staff must hold a Full Driving licence and valid insurance for the vehicle.
6. One Application must be completed for each vehicle you wish to register (Maximum of 2).
7. Parking passes are not transferrable between people or vehicles.
8. Parking passes are only valid when the vehicle is used by the named member of staff
9. You must not obtain Parking Permits for other people.
10. Speed limit on College property is 5mph and vehicles must be driven considerately and with respect for others.
11. As part of our commitment to conserve the environment, only use your vehicle if you cannot walk, car-share or make use of public transport. By bringing an unnecessary vehicle on campus, you will prevent someone else from parking at the college.
12. This Pass does not entitle you to park on Hereford College of Art or Hereford Sixth Form College property. These colleges will impose their own parking penalties.
13. Parking is on a first come first served basis. You are not guaranteed a parking space. If there are no parking spaces available then you will have to park off campus in a public parking area.
14. Disabled Parking spaces are only for use by Registered Disabled drivers or

passengers.

15. You will follow any traffic management or parking instructions from Estates Staff.

16. The college has the right to decline to issue a parking permit

17. HEREFORD & LUDLOW COLLEGE DOES NOT ACCEPT ANY RESPONSIBILITY FOR
LOSS OR DAMAGE TO ANY VEHICLE ON ITS CAMPUS OR, THE ISSUING OF ANY
FINES INCURRED BY THE VEHICLE'S OWNER.

18. Ignoring any of these conditions can result in loss of the parking permit and you being
subject to the staff disciplinary process