

UWTSD Car Parking Frequently Asked Questions.

1. Why has the University introduced car parking charges?

Parking management has become an increasing challenge over the last few years with each campus facing its own particular problems. Our priority in introducing the parking management system is to ensure that we provide a safe and accessible campus environment for our staff, students, and visitors.

2. How much will I have to pay for my permit?

The University will not be charging for staff or student parking permits.

3. How do I apply for a permit?

You may apply for a parking permit via the CPP Parkingeye online portal:

<https://www.cpppermitsystem.co.uk/universityofwalestrinitysaintdavid/login.php>

4. I don't have a permit, can I still park on campus?

Yes, Carmarthen and Lampeter campuses have a facility for you to Pay by Phone or pay by card. There is ample private parking locally.

Pay By Phone and Pay by Card Parking is charged at:

- £1.50 for up to 4 hours
- £2.50 Day Rate
- £5.00 for 24 hours

Swansea Campus is permit holders only, if your department requires a visitor pass you will need to inform parking@uwtsd.ac.uk in advance with the name of the visitor and date expected. The visitor must register their vehicle on arrival at reception.

5. When will the parking management be enforced?

University car parking enforcement will operate 24hrs a day, 7 days a week, all year round.

Lampeter however, is free to visitors between the hours of 5pm to 8am Monday to Friday and all weekend.

6. What happens if I park on campus without paying?

A Parking Charge Notice (PCN) will be issued in instances where a vehicle is either not permitted to park or is parked in contravention with local signage. PCNs are set at £60, reduced to £30 for early payment.

If a PCN is issued the driver will need to appeal through our external enforcement provider Parking Eye and not parking@uwtsd.ac.uk.

7. Are there any restrictions on where staff and students can park?

In order to ensure a practical parking management solution, spaces on campus are divided into zones as shown on the [map](#). These include:

- Designated areas for staff (with a staff permit).
- Designated areas for blue-badge holders (marked in the car parks).
- Shared areas for staff and visitors who are required to pay for their space via pay & display / pay-by-phone.
- Designated areas for students (free to park with a student permit).

8. Can I reserve visitor parking on campus?

No reservations for parking bays can be made, as all parking is on a first come first served basis across all campus locations.

9. I have visitors coming to campus how do they arrange parking?

All visitors are required to pay for parking unless pre-approved. This can be done via the payment machines, or by using the Pay by Phone App.

To request pre-approved parking, please email parking@uwtsd.ac.uk. Please allow a minimum of **15 working days** for your request to be processed.

Additionally, the department arranging the visitor will need to inform parking@uwtsd.ac.uk with the below details so reception can be made aware of arrivals:

- NAME OF GUEST
- DATE OF VISIT
- CAR PARK LOCATION

EVENTS - If you are organising an event you will need to consider parking arrangements and inform the Parking and Operations team. Please remember that visitors are required to pay at both Carmarthen and Lampeter unless pre-approved, it is the event organisers responsibility to relay this to their guests.

Any pre-approved visitors attending campus will need to register their vehicle at reception on arrival and receptions will be provided with a list of pre-approved guests.

Each reception has a tablet or QR code designated for visitor parking. This must be done upon arrival to campus, and drivers have **30 minutes** to register upon entering the car parks.

Please be advised that if a PCN is issued the driver will need to appeal through our external enforcement provider Parking Eye and not parking@uwtsd.ac.uk. It is the responsibility of the driver to ensure their vehicle is registered, and UWTSD will accept no responsibility for any PCN's issued for non-registration.

10. Who will enforce the car parking arrangements?

A third-party contractor, CPP Parkingeye will be enforcing the parking arrangements. They will be responsible for all administration, permitting and enforcement.

11. Who do I contact if I am not happy with the service?

If you need to talk to someone about the service provided, please mail parking@uwtsd.ac.uk.

12. I'm a Blue badge holder where can I park?

Blue badge holders can park for free on campus in designated staff and student spaces. However you will need to register for a parking permit and have a blue badge displayed.

13. I am hiring a vehicle on behalf of the University, will this vehicle be fined?

If hired vehicles are to be kept on site, the person responsible for hiring the vehicle should register the vehicle via reception upon collecting the keys.

If you will not be available to collect the keys you need to submit a request through the [Helpdesk](#) for the keys to be collected by a member of the operations team. We will need your email address/duration of hire/contact name

Please be advised if this process is not followed any PCN appeals will need to be completed by the person responsible for hiring.

14. What are the arrangements for gym users?

Those with a Gym Membership will be requested to register their vehicles via the online portal and receive inclusive parking. Non Gym Members will be required to use the Pay by Phone facility.

15. How do I cancel my permit should I need to?

You can cancel your permit by logging into your account.