

# Contractor Parking

The University of Glasgow recognises the importance of providing parking for contractors on campus to carry out works.

Under the new parking scheme, contractors are permitted **up to 30 minutes** on campus to **drop off/pick up materials only**. If you require to be on campus for longer than 30 minutes, you **must** contact the parking team at [carparking@glasgow.ac.uk](mailto:carparking@glasgow.ac.uk) to book in your vehicle onto campus.

**Contractors who exceed the 30 minute time restriction, and who are not booked in with the parking team will be subject to a Parking Charge Notice (PCN) of £60.00.**

**Parking for contractor vehicles is restricted to essential requirements. We do not allow for contractors to book a space to attend meetings. We also do not provide parking for sub-contractors at Gilmorehill campus.**

Contractor vehicles that are booked in via the parking team **MUST** be parked in a **Fleet/Service Bay (bays are marked F/S)** or they will be subject to a Parking Charge Notice (PCN) (see link to maps for locations). We understand that these bays may not be located in the vicinity of the area in which you are working, however we feel the spaces allocated for fleet/service vehicles are adequately positioned across the campus.

<https://www.gla.ac.uk/myglasgow/sustainability/travel/cartravel/parkingattheuniversity/campusparkinglocationsandmaps/>

Vehicles can drop off/collect materials etc using the 30 minutes drop off time at the building they are working at and then park in an allocated fleet service bay, only if booked in with the parking team. Otherwise they must leave the campus and park elsewhere. **Contractor parking is very limited, especially at Gilmorehill campus and is subject to availability.**

When booking in a vehicle with the parking team [carparking@glasgow.ac.uk](mailto:carparking@glasgow.ac.uk) , you **MUST** provide the following details:

Contractor name & driver name  
Vehicle registration  
Campus (Garscube/Gilmorehill)  
Date  
Duration of stay  
Job Number (Estates jobs)  
University Contact Name

If we do not receive all the above information we cannot process the booking. We require as much notice as possible (preferably 24 hours) to book your contractor in, however we understand this is not always possible. It is not acceptable to just arrive on site expecting access to campus without prior notification.

We also understand that there are occasions when contractors are called onto campus at very short notice to deal with emergencies. If the person who called out the contractor could inform us, we will ensure access is permitted for these emergencies.

**The University operates a zero tolerance policy towards abuse and aggression. Any instances of abusive or threatening behaviour towards the security team/parking team or any member of staff will result in refusal of entry onto campus and an official report submitted to the Contractor's Head Office.**

All contractors **must** make themselves aware of the new car parking scheme terms and conditions and new parking arrangements on campus at <https://www.gla.ac.uk/parking>

## **Safety on Campus**

When driving on campus, please note that pedestrians have priority.

No vehicle, plant or materials shall block any access/egress route at any time or will be subject to a Parking Charge Notice (PCN) and will be prohibited to park on campus again.

## **Site Compounds**

If a site compound is required to be located on parking bays, this must be agreed with the parking team.

## **Delivery Vehicles, Couriers and Taxis**

Delivery vehicles, couriers and taxis are permitted up to **30 minutes** on campus.

Deliveries will be allowed access to the site under the 30 minute drop off/pick up restriction and are to depart immediately after any unloading/collecting has been completed.

## **Contact us**

All enquiries relating to parking, blocking bays for works etc to be directed to [carparking@glasgow.ac.uk](mailto:carparking@glasgow.ac.uk)

Parking Team  
University of Glasgow