



Electric Vehicle Charging Point (EVCP) Fair Use Policy

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10194	2	18 Dec 2019	18 Dec 2019 14:53	Michael Howroyd	18 Dec 2021	18 Dec 2019 13:36	James Dixon-Gough
Title	Electric Vehicle Charging Point Fair Use Policy				Owner Name	Claire Booth	

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Electric Vehicle Charging Point (EVCP) Fair Use Policy

1. Context

The University of Leeds is committed to making sustainable travel the norm for our students, staff and visitors. The University has installed an Electric Vehicle Charging Point (EVCP) network on campus to support the uptake of plug-in low emission vehicles, including electric and hybrid cars.

The University monitors EVCP use and capacity in recognition of the need for proactive management as the uptake of plug-in vehicles continues to increase.

It is important that the EVCPs are used in a fair and responsible manner in order to:

- Enable the most effective use is made of this resource;
- Ensure that access to EVCPs is fair and equitable;
- Protect the long-term viability of the network;
- Inform planning for future development of EVCP infrastructure on campus

This policy outlines provisions for the fair use of and access to the University's EVCP network.

2. Access

2.1. EVCP Locations

There are 8 dual EVCPs located on the University's Main Campus (two vehicles can charge at each one). The location of these are marked on a map available at <http://carparking.leeds.ac.uk/maps-of-campus>. There are also a further 2 EVCPs located at Devonshire residences and 1 dual EVCP at the Brownlee Centre. The online charging point platform Zap-map (<https://www.zap-map.com>) shows these and the wider Leeds and UK charge network.

2.2. EVCP spaces

Charging and waiting spaces for plug-in electric vehicle charging are clearly marked. Charging spaces are to be used during vehicle charging only. Waiting spaces are to be used for vehicles waiting for a charging space to become available. Only plug-in low emission vehicles, are authorised to use these spaces. Any unauthorised vehicle found to have parked in a designated EVCP space will receive a parking charge notice under the terms and conditions for parking on campus. Please click here for more information: <http://carparking.leeds.ac.uk/enforcement> Plug-in low emission vehicles are entitled to park in any available parking space within the parking zone that their parking permit or day pass entitles them to. Please note that spaces marked 'CS' in the Multi-storey car park (MSCP) are reserved for Car-sharers / multi-occupancy (i.e. Driver + at least 1 passenger) only, regardless of vehicle type.

2.3. Core Parking Hours

Core parking hours are 0700–1700 Monday–Friday. During these hours the University's car parks are only open to permit holders and pre-booked University visitors.

2.3.1. Staff

Staff with a plug-in electric or hybrid vehicle may apply for single Day Parking Permit credits and use these to book parking spaces on campus in advance (for more information, see <http://carparking.leeds.ac.uk/daypackages>) or have an annual permit to park. Permits to park are allocated and charged according to the current

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car parking permit terms and conditions. For more information, see <http://carparking.leeds.ac.uk/permit-parking>

2.3.2. Students

Students with a plug-in electric or hybrid vehicle are not permitted to park or charge their vehicle on campus during core hours.

2.3.3. Visitors

Visitors who have business with the University and are driving a plug-in electric or hybrid vehicle, may park in a designated EVCP space and charge their vehicle **if there is a space available**.

Please note that visitors still have to pay the visitor parking fee to park on campus. Departmental visitor parking must be pre-booked by a University staff member. Bookings by host departments should be made using the online permit system.

Visitors who are to pay for their own parking should obtain a code from the barrier at the main entrance on Woodhouse Lane. The code can be used on any of the pay machines, which are located on level 1 of the multi storey car park, outside the Ziff building and in The Edge car park. Payment is made before exiting, not on arrival. Visitors do not need to display a permit in their windscreen as the ANPR cameras will verify their booking.

2.4. Out of Core Parking Hours

Out of Core Parking Hours are Monday-Friday 17:00-07:00, Weekends, Bank Holidays, and University Closed Days.

2.4.1. Staff and Students

Staff and students with a plug-in electric or hybrid vehicle must pre-register their vehicle in order to be permitted to park and charge their vehicle on campus free of charge in the Orange Zone car park (map available: <http://carparking.leeds.ac.uk/maps-of-campus>) out of core parking hours. An automatic number plate recognition system (ANPR) is in operation in the Orange Zone car park on campus and therefore vehicles must be registered in advance. The process to do this for staff and for students is detailed online here: <http://carparking.leeds.ac.uk/out-of-core-hours>

2.4.2. Visitors

Visitors with a plug-in electric or hybrid vehicle are permitted to park and charge their vehicle in the Orange Zone car park (map available: <http://carparking.leeds.ac.uk/maps-of-campus>) outside of the core hours; evenings after 1700, weekends and bank holidays. Parking tariffs still apply from 17.00 to 07.00 Monday- Friday, all day weekends, Bank Holidays and University closed days. Visitors have to pay the visitor parking fee (for more information, see <http://carparking.leeds.ac.uk/visitors>) in order to gain entry to park on campus. Any vehicle left outside of these periods must have a valid Orange Zone Permit or pre-authorisation from the University.

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2.5. Conditions of Use

As electric/plug-in hybrid vehicle adoption increases at the University, it is becoming increasingly likely to encounter instances on arriving at a charging location where all available EVCPs are already occupied. In order to ensure that the University can manage the EVCP network most effectively, the following conditions of use should be followed:

- **All EVCP Users must register their vehicle with 'Charge your car' via <http://www.chargeyourcar.org.uk>.** 'Charge Your Car' is a network of EV charge points all over the UK. This includes Energise, GMEV, Source West and ChargePlace Scotland.
- **Your vehicle should be moved to an available parking space once a full charge is complete as soon as is practically possible.** All of the University's EVCPs are 'fast chargers' meaning that electric or plug-in hybrid vehicles will on average be fully charged within 4 hours. Staff and visitors are asked to vacate these spaces after this time and park in other available car parking spaces. For convenience, the University has provided additional EV waiting spaces alongside the charging bays in the multi-storey car park (MSCP) so that when your vehicle is finished charging, you can move it into another bay to enable someone else to use the charging points.

2.6. User Responsibilities

- Please be aware that in using the University's EVCPs, you do so at your own risk. The charging of electric vehicles cannot be guaranteed on campus. Therefore, we ask that you do not rely on the University's EVCPs for the charging of your electric vehicle on a regular basis.
- Staff are encouraged to charge at home prior to their journey to work and not just rely solely on charging at work. This will help to deal with issues arising from unavailable spaces due to faulty charging units, traffic issues and other similar situations.

2.7. Reporting Issues

- The University of Leeds is committed to providing facilities on campus to support the uptake and use of low and zero emissions vehicles. However, the University is **NOT** liable for any issues resulting from owners being unable to charge their vehicles.
- From time to time, the University may need to undertake maintenance works to the EVCPs or in adjacent areas affecting access to them. In this instance, the University cannot be held liable for any impact on the charging and operation of your electric vehicle.
- In the event of disruption to service (e.g. due to a power cut) please report the issue to the **University of Leeds Estates Services Helpdesk** (contact details listed below). In the event of an urgent issue occurring outside of Estates Services opening hours (8am-5pm), please contact **University Security** (contact details listed below).
- In the event of a problem with the charging point (e.g. the cable getting stuck), in the first instance, please contact **Charge Your Car** directly (contact details below) who may be able to assist you in resolving the issue remotely. If this issue cannot be resolved, please contact the **University of Leeds Estates Services Helpdesk** (contact details listed below). In the event of an urgent issue occurring outside of Estates Services opening hours (8am-5pm),

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please contact **University Security** (contact details listed below).

2.8. Contact Details

- **University of Leeds Estates Services Helpdesk:**
 - Phone: +44 (0)113 34 35491
 - Opening hours: Monday to Friday, 8am to 5pm
- **Charge Your Car Helpline:**
 - Phone: +44 (0) 1912 650 500
- **University Security:**
 - Non-emergency - Phone: +44 (0)113 34 35494 or +44 (0)113 34 35495
 - Emergencies only – Phone +44 (0) 113 34 32222
 - Email: security@leeds.ac.uk
 - Address: Security Control Room Security Office: 175 Woodhouse Lane, Leeds (adjacent to the Laidlaw Library)

2.9. Further Information

The EVCPs on campus are managed by **University of Leeds Estates Services**.

For any general queries or requests for further information regarding the EVCP fair use policy please contact:

- Email: carparking@leeds.ac.uk
- Phone: +44 (0)113 34 3549
- Opening hours: Monday to Friday, 8am to 5pm
- Address: Facilities Directorate Building, University of Leeds, Cloberry Street, Leeds, LS2 9JN

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The University expects this standard to apply to all operations and managed sites under direct University control, to all new and existing employees and all contractors working on our sites on behalf of the University. Where waste is collected by Leeds City Council the principles of the standard will be followed, but only where we have direct control and only up until waste and recycling is collected. Sites at St James Hospital not following the University approach must follow local waste, recycling and reuse procedures and direction.

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