



**University of  
Nottingham**  
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## Car Parking Procedures – Visitor Reserved Spaces

Last Reviewed May 2024

### Procedure

Up to 2 spaces can be reserved for external VIP visitors near to the School or Department during the hours of 09:15 – 16:00 – Monday to Friday, on all campuses.

### Eligibility

External VIP visitors can be considered for special parking privileges, this will be at the discretion of the University's Car Parking team.

Information regarding the nature of the visit and the visitor's VIP status to the School or Department must be included in the body of the email when requesting the reservation.

Spaces cannot be reserved for University of Nottingham staff or students.

### Authorisation

All requests must be approved by a Dean, Head of School, or Head of Professional Service and at least 72 hours' notice is required. Requests submitted by their Personal Assistants may also be accepted.

### Arrangements

Requests for reserved spaces should be sent to the Car Parking team via [parking@nottingham.ac.uk](mailto:parking@nottingham.ac.uk).

The Reserved Parking form must be submitted with a minimum of **72 hours'** notice for **all** requests. The following information is required for all reservation requests:

- Name of visitor
- Building
- Date of meeting
- Time of meeting (and its duration if possible or at the very least morning, afternoon, or all day)
- Authoriser
- School/Department contact (email **and** telephone number)

Please note that **all** fields are required for the request to be approved by the Car Parking team. Any requests not including the above will be rejected.

The 'Reserved Parking Template' document (found on the [Car Parking Website](#)) must be completed and returned via email titled 'Reserved Parking Request', including the date of request.

All requests are subject to approval by the Head of Security or their nominee. Security will arrange for a space to be reserved.

You will receive an email to confirm when your reservation has been approved or rejected by the Car Parking team.

### **Other Requirements**

All vehicles parked in reserved spaces will be required to display a Day Voucher in operating hours (09:15 – 16:00 – Monday to Friday) provided by the School or Department submitting the request. Security will not provide day vouchers in smaller quantities than 25.

Alternatively, parking can be paid for via the RingGo app or the pay & display facilities.

Any vehicles parked without a Day Voucher or RingGo session may receive a Parking Charging Notice.